

# Woughton Community Council

## SERVICES AND COMMUNITIES COMMITTEE

20<sup>th</sup> October 2025

### AGENDA

Monday 13<sup>th</sup> October 2025

To: All members of the Services & Communities Committee

**Cllrs Nick Scott (Chair), Ruth McMillan (Vice-Chair)**, Eamonn Bobey, Maggie Ferguson, Michael Ferguson, Donna Fuller, Penny Glasgow, Luke Louis, Charlie Marsh, D'Anne Mordecai, Deanna Norris, April Rennie, Liz Simpkins, Sue Smith, Lorna Webb, Alan Williamson.

## Notice of Meeting

You are hereby summoned to attend a meeting of the **Services & Communities Committee** to be held on **Monday 20<sup>th</sup> October 2025** commencing **6:00pm** at the **Woughton Community Council Hub, Council Chamber, The Local Centre, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG**, when the business set out in the following agenda will be transacted.

**Members of the public can attend in person, submit questions in advance and or watch live via [www.facebook.com/woughtoncc](https://www.facebook.com/woughtoncc).**

**Please be aware that this meeting is being recorded and broadcast live. Microphones are live at all times – if you are not speaking formally within the meeting, please do keep any additional noise to a minimum and be aware that anything said within this meeting will be in the public domain**'.

**The full Calendar of Meetings can be accessed from the following link on the website:**

<https://www.woughtoncommunitycouncil.gov.uk/calendars/>

Steve McNay  
Council Manager

**Please ensure that your mobile phone is switched to silent or is switched off completely during the meeting.**



**SC 48/25 Apologies:**

To receive and accept apologies from members unable to attend the meeting.

**SC 49/25 Declarations of Interest:**

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

**SC 50/25 Questions from the public (maximum 15 minutes):**

To receive questions and statements from members of the public.

**SC 51/25 Chairs announcements:**

To receive announcements from the Chair.

**SC 52/25 Minutes of previous meetings:**

To receive and approve as a correct record the minutes of the meeting held on:

- Monday 15<sup>th</sup> September 2025.

**(Attached)**

**SC 53/25 Feedback from previous grant awards**

To provide the committee with the feedback from two (2) previously awarded grants:

- a) Netherfield Residents Association trip to Great Yarmouth
- b) Pheonix Arts microphone system

**Feedback forms attached.**

**SC 54/25 Information regarding DAFS, following presentation at the Parishes Forum**

Information regarding the Drugs and Alcohol Family Support service

**(Paper attached)**

**SC 55/25 Update on Website Compliance and options for action**

Following the new 'Assertion 10' rules within AGAR, options for ensuring compliance with the website.

**(Paper attached)**

**SC 56/25 Consideration of the Service Plan for 2026/2027**

To help with budget planning, consideration of the areas where the committee would like to see developed, created, expanded or otherwise included in the 2026/2027 council year.

**(Current Service Plan attached – verbal update).**

**SC 57/25 Update on initiatives**

To provide details of new services and sessions, for information.

**(Verbal updates and information to follow)**

**Date of next meeting:**

**Monday 17<sup>th</sup> November 2025 @ 6.00pm**

**Woughton Community Council Hub, The Local Centre, Council Chambers, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.**



# Woughton Community Council

## SERVICES AND COMMUNITIES COMMITTEE

15<sup>th</sup> September 2025

### MINUTES

**Present:** Cllrs Nick Scott (Chair), Ruth McMillan (Vice-Chair), Maggie Ferguson (from 6.15pm), Michael Ferguson (from 6.15pm), Penny Glasgow, Luke Louis, Charlie Marsh, D'Anne Mordecai, Deanna Norris, April Rennie, Sue Smith, Lorna Webb and Alan Williamson.

Also in attendance: Steve McNay (Council Manager), and Tash Darling (Youth and Communities Manager)

#### **SC 35/25 Apologies:**

Apologies were received from Cllrs Liz Simpkins, Donna Fuller, and Eamonn Bobey.  
**RESOLVED – noted.**

#### **SC 36/25 Declarations of Interest:**

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

No declarations were made

**RESOLVED – noted.**

#### **SC 37/25 Questions from the public (maximum 15 minutes):**

No questions were received.

**RESOLVED – noted.**

#### **SC 38/25 Chairs announcements:**

The Chair noted that there are two events coming up – Apple Day on 27<sup>th</sup> September at the Community Garden between 11 – 3, and Remembrance Parade on 11<sup>th</sup> November. The Chair also thanked all involved in the delivery of the festival last weekend.

The Chair also noted that the MKU Hospital AGM takes place on 6<sup>th</sup> October at 17:00 hrs. In the Academic Centre at the hospital.

**RESOLVED – noted.**

#### **SC 39/25 Minutes of previous meetings:**

To receive and approve as a correct record the minutes of the meeting held on:

- Monday 21<sup>st</sup> July 2025.

**Proposed as a true and accurate record by:**

**Cllr Scott. Seconded by: Cllr McMillan.**

**RESOLVED by way of unanimous vote.**

**SC 40/25 To update the committee on the proposal to place nursery provision within the community centres**



Following discussions at the previous meeting, the Council Manager provided an update on actions and proposals to this point, with the understanding that these negotiations would continue, based upon the previous agreement of this committee (namely, that any provision should not negatively impact the existing community provision).

**RESOLVED - noted**

**SC 41/25 To update the proposal to reinstate carnival for 2027, to coincide with the 60<sup>th</sup> birthday of Milton Keynes**

The Council Manager updated the committee on actions to this point, feedback from initial consultation, contact with wider carnival community locally and to propose next steps. The committee agreed that the initial feedback via the festival consultation was positive and that if sufficient 'buy in' was clear by April 2026, then proceeding with the event would be supported. Fact finding to other carnivals was also suggested, although these were limited to those that are easily accessible.

Cllrs Williamson, Marsh, Ebb, Smith and Glasgow all agreed to form a working group to explore the idea, with officer support.

**RESOLVED - noted**

**SC 42/25 To update the committee on activities that have taken place over the summer, including Festival and youth activities.**

The Council Manager and Youth and Community Manager provided an update on activities within the youth, community and events teams over the summer period. These were seen positively, with high levels of engagement and attendance (with the exception of the 'grown up' film at The Academy – Driving Miss Daisy was not popular!).

The Chair thanked the Youth and Community Team for all their hard work over the summer, noting that without the input of them, there would be much less activity for local young people.

**RESOLVED - noted**

**SC 43/25 To update the committee on the closure of the Coffee Hall Post Office**

Following formal notification from Post Office Ltd, the Council Manager provided details of the upcoming closure and potential next steps. Councillors commented that there was a notice regarding the closure, but that this was small and hard to see, suggesting that we could and should use our communication methods to ensure local residents are aware of the situation.

**Proposal:**

*That the committee agrees to publicise the upcoming closure and investigate options for support to local residents with managing the loss of the local provision*

**Proposed by: Cllr Scott. Seconded by: Cllr Glasgow**

**RESOLVED by way of unanimous vote.**

**SC 44/25 CCTV Updates**

Information was shared relating to the CCTV cameras over the past months and consideration of any future use and long-term proposals for the Crimewave contract. Some councillors agreed to provide the Council Manager with details of spaces where they felt a camera may be of use and queries regarding the cost of moves (and the occasional delay in moving as a result of this) were addressed.

**RESOLVED - noted**



### **SC 45/25 Update on upcoming events**

Information and updates on Apple Day, Remembrance and Santa Sleigh plans, alongside potential HAF provision over the Christmas period was shared with the committee, who agreed to attend where possible and consider any estate based Santa Sleigh approaches.

**RESOLVED - noted**

### **SC 46/25 Proposal for a Kickback Kitchen pilot**

The Council Manager spoke to the paper, which looked to consider a proposal for a new project, Kickback Kitchen, to be held within the parish, utilising the existing infrastructure in place. This project has funding attached (which may or may not be used to support additional hours for existing officers) and has all funding needed for direct delivery for a year (18 months where 'set up' time is included).

The project uses kitchens that are otherwise not in use (e.g. community centres, schools, etc.) to create 'heat at home' meals, on a 'give what you can' basis with an aim to make a sustainable model (enough money is given to cover the costs) in the longer term.

#### **Proposal**

*That Woughton Community Council:*

- 1. Approves the 12-month Kickback Kitchen pilot in Woughton Parish.*
- 2. Allocates the designated kitchen facility.*
- 3. Agrees management of project and local staff recruitment.*
- 4. Endorses partnership with Hubbub/Kickback Kitchen for funding, toolkit access and ongoing project support.*

**Proposed by: Cllr Scott. Seconded by: Cllr Smith**

**RESOLVED by way of unanimous vote.**

### **SC 47/25 Ideas regarding a Community Energy programme for Woughton**

The Council Manager explained the proposal, whilst acknowledging that this item could have been pulled from the agenda, due to the money all having been allocated by MKCC. There was some unhappiness expressed regarding this situation, with committee members clear that this approach would be welcomed by many in the parish (drop-in support sessions to access government funding for energy efficiency adaptations to privately owned properties). As a result, the initial proposal was agreed, with a view to looking into this in the future:

#### **Proposal:**

***That the committee agrees to support these sessions and tasks the Council Manager to liaise with MKCE to organise and deliver them.***

**Proposed by: Cllr Scott. Seconded by: Cllr Rennie**

**RESOLVED by way of unanimous vote.**

**Date of next meeting:**

**Monday 20<sup>th</sup> October 2025 @ 6.00pm**

**Woughton Community Council Hub, The Local Centre, Council Chambers, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.**

**The Chair closed the meeting at: 18:54 hours**

**Signed:**





## Woughton Community Council

44 Garraways, Coffee Hall, Milton Keynes MK6 5EG

Telephone 01908 395681

Email:reception@woughtoncommunitycouncil.gov.uk

### Grant Aid Evaluation Form

Name	<b>Janette Bobey</b>
Position in group	<b>Treasurer</b>
Phone number	<b>xxx</b>

Name of Organisation	<b>Netherfield Residents Association</b>
Amount awarded	<b>£500 – Great Yarmouth</b>
Purpose of Grant	<b>Great Yarmouth Trip 31/08/2025</b>

How has this grant made a difference to your group and the local people who benefitted from this project?

**It made a difference to the NRA as a voluntary community group working for the residents of Netherfield. It has made a huge impact on the residents that attended as it enabled them to go on a trip that most said they would not**

**have been able to go on without this project, most residents did not have their own transport, some said they felt safer being part of a larger group but mostly residents would not have been able to have met the cost themselves.**

**Residents have also found it difficult to go anywhere over the last few years due to Covid restrictions, and the poverty crisis, it has had a huge impact on resident's mental health.**

**We handed out sweets on the coach, we provided information on the history of Great Yarmouth and what was on, and our telephone number for emergencies, all Residents enjoyed the day and said they felt safe, the weather was great with lots to do and see, the weather was lovely. We had a full day due to the time it took to get to the venue, with stop off on the way there.**

What lessons did you learn in the process of delivering this project?

**That more events needed on Netherfield, as the trips are popular, we will only allow 1 family per booking, unless there are tickets available, allowing most to be included**

**in at least 1 trip.**

Please provide at least one quote or testimonial from a participant/service user describing their experience of this project

**Lots of positive feedback.**

**Everyone thanked us and WCC for providing this Trip, it meant a lot to them.**

Will this activity/project continue after the end of this grant? If so, please tell us where the funding will come from

**No**

How/where has the Woughton Community Council logo been used in conjunction with this grant.

**On posters, face book pages, and on the information sheets that was given out on the Coach.**

How many people benefitted from the grant? 53  
Please specify numbers.

Total number of participants: 53

Young People up to the age of 16: 8

Adults: 45

Older People over 60: 6

Area attending from, please specify numbers

Tinkers Bridge: 5

Netherfield: 45

Beanhill: 0

Coffee Hall: 3

Eaglestone:

Peartree Bridge:

We do understand that it is difficult sometimes to gauge numbers, please estimate to the best of your ability

Please attach any relevant receipts to this form and detail them below

Item	Details	Cost
<b>53 seater with downstairs seating</b>	<b>information already supplied.</b>	<b>£1075</b>
<b>Prizes/sweets/equipment</b>	<b>Not required</b>	<b>£10.00</b>

We would love to see any photographs that you are able to share with us, or please provide copies of any evaluation/feedback forms that you have. Should you require any assistance to complete this form or assistance with copying receipts etc, please do not hesitate to contact us.

Please complete and return to Woughton Community Council within six weeks (42 days) of your grant award, failure to do so may result in a 12 month ban of applying to Woughton Community Council Grant Aid



**Woughton Community Council**  
 Woughton Community Council Hub, The Local Centre,  
 Garraways, Coffee Hall, Milton Keynes MK6 5EG  
 Telephone 01908 395681  
 Email:reception@woughtoncommunitycouncil.gov.uk

Environment & Communities Evaluation Form

Name	<b>Paris Albarus</b>
Position in group	<b>Treasurer</b>
Phone number	<b>0xxxx</b>

Name of Organisation	<b>Phoenix Arts MK</b>
Amount awarded	<b>£1200 (7th August 2025)</b>
Purpose of Grant	<b>purchase of wireless microphones</b>

How has this grant made a difference to your group and the local people who benefitted from this project?

**This grant has allowed our young people to work with professional equipment. The equipment bought using this funding was used at WCC festival for our young people to perform to the public, which is an amazing experience and gives back to the community the majority of our young people are part of.**

What lessons did you learn in the process of delivering this project?

**This project is ongoing and the equipment will enhance the children & young people's experience every single time they use it for years to come. Furthermore the quality of the public performances and the venues and occasions we are now equipped to attend has increase immeasurably.**

**Not sure if this was a learning exercise, rather a realisation of the hopes we had for this equipment and them being met. Also, that we have a much more positive and professional future because of the funding we received and how was spent. It is vitally important in terms of esteem and worth for children and young people to provide them with quality resources and experiences. This is genuinely what has been made possible through this funding**

**We have however spent some time in the last couple of weeks working at sessions, teaching young people how to use the equipment and how to enhance their performances by using radio mic technology. This is performance skill they will take with them, now learnt, into every opportunity and role they have in the future.**

Please provide at least one quote or testimonial from a participant/service user describing their experience of this project

**Children and young people told us after using the sound equipment at Festival that it was “amazing”, “I felt like a pop star” “these mics are so cool” JC & DB both told us that “it was so much easier to perform with this kind of headset as they were able to really perform and move around whilst singing” ZG Staff member in audience said “ the sound quality was great, the best we’ve had”.**

**Parents in the audience told us “ we could hear every word, best they’ve done And I think it gave them added confidence up there”.**

**ED Staff said “ these were a great investment in enabling us to offer more professional experiences and opportunities”. “ they open up options for Phoenix Arts and developing us as an organisation because we can offer more”.**

Will this activity/project continue after the end of this grant? If so, please tell us where the funding will come from

**YES, absolutely!**

**What Phoenix can get involved in/ say yes to etc and the quality of our performances will be impacted positively for years. The equipment bought is such good quality and has a long shelf life, we will not need more funding to perpetuate it’s use for many years. We feel sure now we have “stepped it up”**

**we will prioritise always having this level of equipment and will plan and reserved accordingly so we can replace the equipment in time , should we need to. We don't think we will want to live without this sound system again!**

How/where has the Woughton Community Council logo been used in conjunction with this grant

**It is used on all of our publicity and will continue to be so as a valued partner.**

**Please watch the video attached- there have not been many opportunities for printing etc as yet but every opportunity has been taken to publicly acknowledge that WCC funded Phoenix Arts , this equipment and our ongoing projects. Furthermore that we are incredibly grateful.**

How many people benefitted from the grant?

**Directly and in the short time past since the purchase of the equipment, the 26 young people that have performed. However, the sound equipment has been of benefit to the audience which is over 1000 people at the WCC festival And as the equipment is an asset, that will continue to benefit everyone using it and audiences at Phoenix Arts performances, the numbers really are potentially endless.**

Please specify numbers

**Total number of participants: 26 on first day used, impossible to count how many hundreds in the audience and future events**

Young People up to the age of 18:

Adults:

Older People over 60:

Area attending from, please specify numbers

**Over 70 % of our members are residents of the Woughton parish and we would estimate that a similar high proportion made up the Festival attendees Most of our performances are for WCC or Woughton community groups, fun days and events etc so although we cannot offer exact numbers we can confidently say beneficiaries are almost certainly going to continue to be Woughton residents.**

Tinkers Bridge:

Netherfield:  
Beanhill:  
Coffee Hall:  
Leadenhall:  
Eaglestone:  
Peartree Bridge:

We do understand that it is difficult sometimes to gauge numbers, please estimate to the best of your ability

Please attach any relevant receipts to this form and detail them below

Item	Details	Cost

Proof of purchase:  
Item :W Audio DTM600.  
Details: 8 way radio mic headset system.  
Cost:£ 1,295.00 Invoice attached here

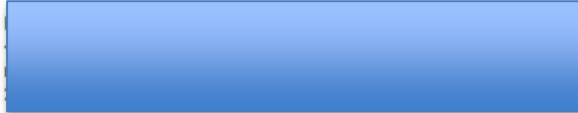


# INVOICE

## Simply Sound and Lighting

Simply Sound and Lighting  
Unit 3C, Gilray Road, Diss, England, United Kingdom  
info@simplysoundandlighting.co.uk | 01379 644135 | IP22  
4EU  
www.simplysoundandlighting.co.uk

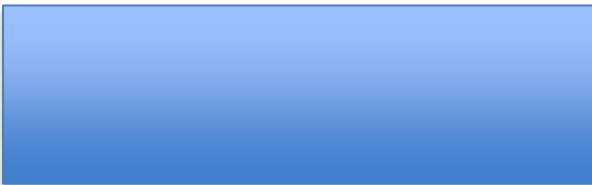
### SHIPPING ADDRESS



Amount: £1,295.00  
Invoice Number: #32630  
Order Date: 2025-07-23 22:41:59

Items	Qty	Price	Tax	Tax Amount	Subtotal
 W Audio DTM 600 8 Way Beige Headset System (606.0Mhz-614.0Mhz) V2 SKU: 148-MIC72AV2BUNDLE2	1	£1,069.17	GB VAT: 20%	£213.83	£1,283.00

<b>Subtotal</b>		£1,283.00
<b>Shipping</b>	Next Day Before Noon (3pm cut-off Mon-Fri)	£12.00
<b>Total exclude tax</b>		£1,079.17
<b>Tax (Included)</b>		£215.83
<b>Grand total</b>		<b>£1,295.00</b>
<b>Paid by customer</b>		£1,295.00



VAT Number - 979451367



We would love to see any photographs that you are able to share with us, or please provide copies of any evaluation/feedback forms that you have. Should you require any assistance to complete this form or assistance with copying receipts etc, please do not hesitate to contact us.

Please complete and return to Woughton Community Council within six weeks (42 days) of your award, failure to do so may result in a 12 month ban of applying to Woughton Community Council Grant Aid







Charity Registration number: 1209751

**ARE YOU STRUGGLING WITH A LOVED ONE IN ADDICTION?  
WE CAN SUPPORT YOU TO.....**

**CONNECT** with others who understand the sadness  
retain **HOPE & optimism**  
rediscover your own **IDENTITY & sense of self**  
develop more **MEANING & control over your life**  
**EMPOWER** yourself to move forward in a more positive way

**We offer face-to-face meetings, guest speakers to increase your  
knowledge & online support**

**We are all volunteers with lived experience & everything we do is  
SAFE, confidential, non-judgemental & free**

**We understand how isolating this can be - so come & share over a cuppa,  
you will be very welcome at any one of our local meetings which take place  
in the evenings**



**To find out more please reach out to us:**

**Call: 07598 346244 or 07874 849659**

**Please be aware that our phones are  
manned Monday-Friday (9am - 5pm only)**

**Email: [info@dafsmk.co.uk](mailto:info@dafsmk.co.uk)**

**Website: [www.dafsmk.co.uk](http://www.dafsmk.co.uk)**

**Facebook page:**

**DAFS-Drug & Alcohol Family Support**

**INSPIRING HOPE!**

## Who are DAFS?

We are a caring not-for-profit group created for the families of loved ones who are suffering from addiction, whether it's drugs or alcohol.

The group is run by volunteers, all of whom have lived experience of coping with an addicted loved one. We all have the passion to help others going through similar circumstances.

## A message from us.....

You have taken the first brave step towards seeking support. We fully appreciate how hard it is to make that first contact & to walk through the door... we are very friendly and EVERYONE is welcome.

## Why attend meetings?

This is an opportunity for you to share experiences, fears & HOPE with others who are going through the same trauma. There is never any pressure to share: we encourage kindness, empathy, honesty, respect & above all else, trust.

## Support Meetings

**MON** - fortnightly face-to-face evening group at Willen surgery, MK & a monthly meeting at The Lighthouse, Linslade & also at The Salvation Army, Conniburrow, MK

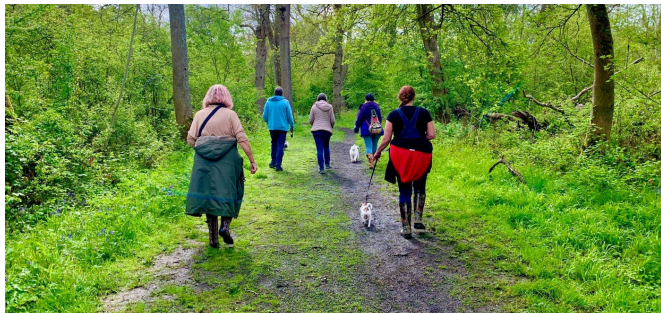
**TUES** - fortnightly face-to-face evening group at Newport Pagnell surgery, MK

**WEDS** - fortnightly face-to-face evening group at Westcroft, MK & at the Quaker Centre, Bedford

**THURS** - monthly online evening support group meeting (via Zoom)

We have a separate WhatsApp group for siblings & provision for people living outside of the local area

We organise Guest Speaker events, occasional walks, creative sessions & other events where we can all relax & enjoy some down time together as a group of like-minded people.



## We understand.....

Addiction doesn't just impact the individual. It does not discriminate between age, gender, socio-economic background or cultural beliefs. It can affect ANY family.

Addiction is a disease & it causes a huge ripple effect for those who are affected by watching the suffering of those they love & care about. It is important to learn & accept that it is NOT OUR FAULT.



It is important to remember this is not a fix-it group but we can help families to realise that they....

- did not **CAUSE** the addiction
- cannot **CONTROL** it
- cannot **CURE** it.

" A NON-JUDGEMENTAL, SAFE & SECURE ENVIRONMENT. SOMEONE MAY JUST OFFER A PIECE OF ADVICE OR KNOWLEDGE THAT HELPS YOU TURN A CORNER & SEE SOME LIGHT AT THE END OF THE TUNNEL"  
(beneficiary's testimonial)

## What we offer

- A non-judgemental, confidential & supportive SAFE SPACE for you to meet others in a similar situation
- FREE local volunteer peer-led groups that meet face-to-face in the evenings
- Online session on Zoom for those who may have difficulties attending groups
- A separate online sibling group
- A confidential online community including Facebook, WhatsApp & Messenger groups, offering informal support
- Guest speaker events to build knowledge
- Well-being & creative sessions
- Fundraising events
- Bereavement support

"COME ALONG TO A GROUP & THEY WILL HELP YOU BUILD YOUR STRENGTH. TAKE IT IN YOUR OWN TIME, ONLY YOU WILL KNOW THE RIGHT TIME TO OPEN UP. BUT REST ASSURED WHEN YOU ARE READY, THESE LOVELY PEOPLE WILL BE THERE TO HOLD YOU UP"

"THANK YOU FOR LAST NIGHT'S MEETING, IT REALLY HELPED MORE THAN YOU KNOW TO SAY IT ALL OUT LOUD!"  
(beneficiary's testimonials)

### WE ARE NOT A CRISIS SERVICE

If you need to talk to someone urgently please contact the SAMARITANS free on 116 123 (24/7)  
In an emergency & if you are worried about your own safety or that of another person, call 999 or for mental health support services call 111, option 2

**Please be aware that our phones are manned from 9am-5pm, Monday to Friday only**

#### Call us:

07598 346244 or 07874 849659

#### Email:

info@dafsmk.co.uk

#### Website:

www.dafsmk.co.uk

#### Facebook:

DAFS-Drug & Alcohol Family Support



**INSPIRING HOPE!**

**[www.dafsmk.co.uk](http://www.dafsmk.co.uk)**



**Registered charity no 1209751**

# WOUGHTON COMMUNITY COUNCIL

Services Committee – 20<sup>th</sup> October 2025

Agenda Item SC 55/25

**PURPOSE OF REPORT: To inform the committee of some website concerns.**

**RECOMMENDATION:**

1. That the committee notes the report and reviews the proposed motion noted below.

**MAIN ISSUES AND CONSIDERATIONS:**

Assertion 10 is a new element of the annual return (AGAR) which covers a number of elements around data management, compliance with GDPR and similar.

The majority of this is already well managed – we have internally managed email systems, robust data management policies, regular training sessions, appointed Data Protection officers and the like, which covers the majority of the requirement (see below for full text).

The only area where there are some concerns is the website – whilst this is potentially an Operations issue, due to the link to the services provided and the time element that is part of this discussion, this initial assessment is for consideration here in the first instance.

The statement that we must agree to is:

*5.123. Website accessibility - Where a smaller authority is subject to the requirements of website accessibility it does not have to buy a new website to comply with accessibility law if it places a disproportionate burden on the authority. At a minimum all authorities' website must include an accessibility statement on their website and keep it under regular review. This statement should include reasons for not meeting accessibility requirements, ways to source alternative copies of non-accessible documents and a point of contact.*

There is a concern that the website is not as accessible as it should be, with this principally being due to the system that the website provider uses. There are several options that could be considered:

- Replacement website. This is possible, using a sector specific provider, such as Aubergine. The cost of this will be relatively manageable (around £1500 for the 'transfer' and creation, with annual costs that are comparable, if not slightly cheaper than current provider at around £400 per year\*).
- A review of the current site, updating the essential elements (e.g. the accessibility statement, detailing the elements noted above) and working to update as and when this is possible, with continuing pressure on the site providers to make compliance possible. This would be sufficient for us to sign off the statement above, as it is reasonable to suggest that buying a new site is a disproportionate burden at this point. However, this is probably a short-term measure which will, in the next year or so, mean reverting to the new site option, unless the provider is able / willing to make the changes necessary
- Do nothing and accept that this is something that will potentially lead to a qualified audit. This is not a recommended option.

It should be noted that the website is not especially non-compliant, but there are some elements that either need updating or, in some cases, cannot be made better due to the site settings and the 'back office' nature of the system the site is built on.

All other aspects of the 'Assertion 10' compliance are in place and can be confidently stated as being met, well in advance of the AGAR preparation next year.

### **STAFFING IMPLICATIONS:**

There is a considerable piece of work to be undertaken with regard to any of the above options, other than do nothing. The initial 'remedial' work can be completed in time for the AGAR report next year, but procuring and providing a new website in totality would be challenging, especially with the current vacancy for the officer who would usually lead on this. As a result, it is suggested that staffing time be allocated to the remedial work in the short term, with the procurement piece happening in 2026.

### **FINANCIAL IMPLICATIONS:**

There will be some additional costs in the short term, with transfer of data (£25 per hour\*) and the creation of a new site altogether (as noted above, around £1000\*). However, it is possible that the ongoing costs for a site (i.e. the annual costs) would reduce.

### **BACKGROUND PAPERS:**

*AGS Assertion 10 — Digital and data compliance*

*5.117. Data protection and security - Using authority-owned email accounts ensures that sensitive information is handled in a controlled environment with appropriate security measures. This aligns with GDPR principles such as data minimisation, integrity and confidentiality.*

*5.118. Accountability and transparency - authority-owned email accounts provide a clear record of communications, which is essential for transparency and accountability. This helps in maintaining an audit trail and ensures all authority-related communications are accessible for review if needed.*

*5.119. Consistency, trust and professionalism - it is best practice to use .gov.uk domains for smaller authorities' emails and websites (excluding parish meetings). This helps maintain a consistent and professional image for the authority and ensures all communications are easily identifiable as coming from the authority. This is increasingly important as cyber scams are on the rise. For support on setting up a gov.uk domain for your smaller authority you can follow the guidance on moving your parish council to a .gov.uk domain.*

*5.120. Having authority-owned email accounts also makes Data Subject Access and Freedom of Information Requests easier to manage.*

**The email system used is .gov and all the above is covered through the system that is in place, both for officers and councillors.**

*5.121. Compliance with policies - All authorities should have an IT policy that mandates the use of authority-owned email accounts for official business. These policies are designed to ensure that all communications are conducted in a manner that is consistent with the authority's standards and legal obligations*

*5.122. IT Policies - An IT policy prevents misunderstandings when using IT equipment for authority business and makes sure that there can be no excuses for anyone in your authority not protecting their data or working safely. If your authority does not have a policy, you might like to use this IT policy template. It is important to personalise the template for the specific use of your authority and add links to guidance where needed.*

**Our IT policy and provision of equipment as well as internal processes means that the council email system is the default for any council business. All papers, communications, etc are sent via this system. We may need to strengthen the ‘don’t use non WCC emails for any council business’ line.**

*5.123. Website accessibility - Where a smaller authority is subject to the requirements of website accessibility it does not have to buy a new website to comply with accessibility law if it places a disproportionate burden on the authority. At a minimum all authorities’ website must include an accessibility statement on their website and keep it under regular review. This statement should include reasons for not meeting accessibility requirements, ways to source alternative copies of non-accessible documents and a point of contact.*

**This is the piece that is of concern – we need to undertake a further assessment but the accessibility issues appear to be minimal, whilst clearly not in line with the relevant best practice. This needs to change and is the reason for this paper.**

*5.124. Data Protection - To ensure compliance with data protection regulations, smaller authorities must:*

- *Appoint a Data Protection officer to oversee data protection and ensure compliance with GDPR.*
- *Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully.*
- *Implement a Data Protection policy on data handling, storage and sharing.*
- *Provide regular training to ensure all staff and members are trained on data protection principles and practices.*
- *Secure data using appropriate technical and organisational measures to protect personal data from breaches.*

**This is all covered. A review of all relevant documents and policies will be undertaken by the Operations Committee prior to any sign off, but any changes will be minimal.**

*5.125. The Freedom of Information Act places a duty on every public authority to adopt and maintain a publication scheme which details the publication of information by the authority and is approved by the Information Commissioner; adoption of the Information Commissioners Office model publication scheme meets this requirement.*

**The publication scheme is the ICO model template and is fully compliant.**

*5.126. In addition to this the Transparency Code for Smaller Authorities requires parish councils, internal drainage boards, charter trustees and port health authorities with an annual turnover not exceeding £25,000 to publish certain information set out in the code. This enables local electors and local taxpayers to access relevant information about the authority’s accounts and governance.*

**This is not applicable as we have income higher than this.**

*5.127. Smaller Authorities with total turnover or expenditure greater than £25,000 should as best practice comply with the Local Government Transparency Code 2015; the government believes that in principle all data held and managed by local authorities should be made available to the public unless there are specific sensitivities to doing so.*

**We are complaint with this approach.**

*5.128. Monitoring an authority's compliance with the relevant transparency code is not part of the external auditor's limited assurance review of the AGAR. It would however be expected that internal auditors would review this control area.*

**This would be covered by our Internal Audit and compliance checked as part of the process.**

**SUGGESTED PROPOSAL:**

- That the committee tasks the officers with reviewing the current site, updating where possible, preparing a clear accessibility statement and undertaking any other remedial work possible internally.
- That the committee tasks the officers with preparing a full procurement process for a compliant website, with full costings and visual proposals, for implementation within a reasonable timeframe (to be completed and new site up and running by December 2026).

**AUTHOR**

Steve McNay – Council Manager

# Woughton Community Council Service Plan 2025/2026

The Woughton Community Council Service Plan is the document that details the focus of specific work to be undertaken over the coming 'council year' (May – April). This document lays out the specific items, projects, services and initiatives that the council commits to working on over the coming year and should work alongside the operational plans, that detail the 'day to day' delivery, such as existing services and ongoing commitments. The plan is a combination of officer and member suggestions and feedback from the community, via those routes and the annual survey, engagement activities and general conversations, showing a commitment to both listening too and acting upon resident feedback.

As with previous year, this document is separated into colour coded committee responsibilities, showing the officers and members who have overall leadership on delivering this plan. Whilst all are involved, ownership and accountability are detailed as follows:

- Items in **ORANGE** are Services and Communities Committee
- Items in **BLUE** are Operations and Resources Committee
- Items in **GREEN** are Planning, Licencing and Development Committee

There are some items which sit across either a few committees (e.g. where a project impacts both service provision and financial income) or should be a whole council approach. These items have been left blank.

This plan should be considered as a 'living document', updated and altered as the landscape changes, things are completed or where circumstances change. As was seen in 2020, a plan needs to be flexible and respond to both known and emerging priorities. This is reflected in the budget that has been agreed for this year, with budgets allocated towards Service Plan items, whilst also having an amount that is allocated to those issues that emerge over the year. There are times where this flexibility is what makes the local council sector so valuable to its residents – the ability to move quickly.



Item No	Description	Objective	Details and key issues	Approximate costings	Lead Officer/Member	Committee responsible
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## Introduction

Many of the elements noted in this plan link to an overarching approach that aims to take a different approach within the council and wider parish. Over the past decade, the approach with the council has been focused on the issue of poverty, with this being the theme of grant policies, service delivery and much of the discussion within meetings, committees and consultations. This was increased with the ‘cost of living’ crisis, the impact of the pandemic and the ongoing pressures on finances within all levels of government. Whilst poverty remains a significant issue for many within the parish and services and support remains a major part of the council’s delivery, it is also felt important that aspiration and encouragement is prioritised. Supporting the view that the parish has much to offer and is not just poverty and disadvantage, is a focus within this plan and the wider council and community.

As a result, the issues of pride in the parish, building skills and resilience, improving public realm and supporting aspirational approaches run through this document. Creating estates that are attractive, well maintained and designed to provide great community facilities supports this approach. The housing improvements taking place on Netherfield, Tinkers Bridge and Beanhill support this too, as does the work that has been done to improve public spaces (refurbishment of the ABC park, the renewal of the Barista Park, public realm improvements across the parish have all happened over the past year). But it isn’t just about place, it’s about people. Supporting residents to develop new skills, to try new activities, to lead healthier, happier and more active lives. And, most importantly, to expect and aspire to more.

The items noted below cover a wide range of approaches, from one off events to ongoing services. Physical spaces to aspirational thoughts. And all should be considered against a backdrop of

## ‘What is best for the people of the parish?’

And the only way to know this, is to talk to people. To meet people where they are. To ask questions. To consult on decisions. To increase the democratic involvement and encourage new, innovative ways of doing things, even when these may be scary. And these conversations need to take place at all levels – much feedback comes from occasional conversations where a caretaker, a landscaper, a café volunteer or a councillor hears an idea, a viewpoint or a comment that can help shape the parish. We can take these, as well as the views collected through more formal routes, and help work together to build a parish that thrives, that succeeds and that builds upon the strengths of our community.

This plan underpins the work that will happen over the coming year. But we will also continue to deliver the ongoing services and support that made Woughton the ‘Council of the Year’ – services that focus on the people of the parish.

This is aspirational and a different approach to previously. Some things will work, some may not. But all will help us build understanding, learn from the experience and continue to move forward.



# Woughton Community Council Service Plan 2024/25

Item No	Description	Objective	Details and key issues	Approximate costings	Lead Officer/Member	Committee responsible
1	Continued refurbishment of Meeting Places	To provide a better-quality experience for renters and users and to try and improve occupancy rates within the centre	Taking a priority approach and working within reasonable budgets, the continued improvements to community centres is a key part of delivering quality spaces to the local population. To this end and following a programme of change over the past few years, work will continue to develop the centres. This may include: new kitchen at TBMP, replacement ceiling and lighting at CHMP, new windows at No 95, upgraded toilet facilities at NFMP and accessibility issues better managed at No 99.		Estates Manager (works) Council Manager (funding)	Operations Committee
2	Library of Things	To provide access to range of equipment that may be useful for residents at low or no cost.	With the initial launch having taken place in 2024/25, building upon this work is the focus for the coming year. This to include a publicity push, events and activities to drive membership and usage, increasing the range of equipment available and working with other existing resources within the city (e.g. repair cafes) to offer an increased range of activities.	Within existing budgets	Estates Manager / Environment Team	Services
3	No 99 Jonathans	To develop a space that helps provide a 'Health and Wellbeing' space for the parish	Following the successful delivery of the building, the focus is now on creating a diverse, sustainable approach that provides a range of services and support to the residents of the parish. This may include applying for longer term funding for development work as well as developing an initial programme, focusing on the needs of the population, specifically around positive health outcomes, skills development, aspiration development and social interactions. As noted above, some further work is needed to ensure the building is accessible and useable by all.	TBC – some budget may be needed, but any major works will be investigated via grant funding (e.g. SPF)	Council Manager	Full Council – delegated to Services (delivery) and Operations (finances)
4	Public Realm improvements	A visible and impactful approach to making changes to the parish, bringing unloved spaces back into use and improving the appearance of the parish.	Identify key spaces on each estate to provide projects for Payback and potential community approaches. This could include play parks (e.g. the mosaics at Two Halls Play area), utility spaces (such as the old 'pocket parks' on Beanhill and other estates), areas subject to ASB (the 'ends' of the garages in Netherfield) or simply focusing on an area for litter picks, painting bollards, cutting back, path edging, etc. This will not only provide a very visible example of works being undertaken but also provide opportunities to build upon successful 'multi agency' events that have happened previously (e.g. tree planting).	Costs are going to vary, but are likely to be minimal, other than use of tools (already in place) and potentially paint, etc.	Estates Manager / Environment Team	Services
5	Community Arts	Building a programme and approach, making use of the 'Artist in Residence' and other resources locally.	Create a programme of work, events and activities, utilising the community artist and other local resources to build a wider art focus within the parish, linked to public realm, community activities, schools, older people, etc. with a view to provision of exhibitions, creation of resources, etc.	TBC, but support offered from MKCC with funding attached.	Whole team, dependent on approaches agreed	Services



# Woughton Community Council Service Plan 2024/25

Item No	Description	Objective	Details and key issues	Approximate costings	Lead Officer/Member	Committee responsible
6	Communications from WCC	Improvements to the Communications of the council, including a review of the communications policy	Due to changes with budgets and staffing structures, the appointment of Communications Officer didn't happen and is unlikely (but not impossible) within the current year. Given this, a different approach is needed, with officers within the current structure taking both individual and collective responsibility for publicity. Work has started with some basic website training for key officers, but further work needed to ensure responsibility and accountability with key officers. This work to include a focus on the policy, with links to all aspects of social media, website, posters and newsletters, branding, publicity, etc.	None identified, other than officer time and potentially some software licenses.	Operations Manager	Operations
7	Woughton is 50 – building upon the successes	To continue to focus on the heritage and history of the parish, building a lasting legacy and archive.	Legacy work continuing from the initial events during 2024/25. The successes of this work, such as the refurbishment of the community art on Netherfield, to be shared and continued, with a view to this approach spreading around the parish to other areas (links to item 4, above).	Within existing or grant funding	Youth and Community Manager / Community Development	Services
8	Neighbourhood Plan Review	Updated plan, reflecting current views	Updating the Neighbourhood Plan to reflect the changes that have taken place since 2017, when the current plan was made. Work has started on this with consultants, but further work to undertake over the coming year.	£15,000 budgeted for the coming year	Council Manager	Planning
9	Environmental, biodiversity and carbon neutrality plan	To have an extended, considered and long term plan for the approaches that WCC will take around the 'green' agenda, including carbon neutrality, biodiversity and other environmental initiatives.	The Green Initiatives Working Group (GIWG) to continue the work in this area, building upon the initial document provided via Operations Committee. To include a wider approach, covering issues broader than the 'biodiversity' focus provided to this point, and linking to service delivery, investment and procurement, policy, practice and any funding / grant applications. May link in with external partners (e.g. Donut Economics, Open University) for support and further applications to the Carbon Neutrality Fund and other grant givers for additional infrastructure projects.	TBC	Council Manager Environment Team Green Working Group	Operations, but links to all.
10	New community space on Peartree Bridge	Investigate the potential and viability of provision of a community building on Peartree Bridge	To include potential use, costs, planning concerns, charitable status, funding bids, etc. with a view to being able to make a considered and evidence based decision on whether another building is needed, wanted, going to be suitable, etc.	Unclear at this point, but officer / councillor time in the first instance	Council Manager / PB councillors	Operations
11	Lease agreements, asset transfers and long term plans	Ensuring that robust, timely and manageable agreements are in place for all buildings / resources	Working with MKCC and others to clarify ownership / management of community buildings and spaces, ensuring suitable investment and management in place and ensuring best value for residents. The initial focus on Eaglestone Activity Centre (currently no formal agreement in place), and the 95 – 99 Jonathans terrace, with a view to asset transfer to ensure long term provision of youth / community initiatives. This will enable investment in solar, sustainable building models, long term investment	Some legal costs may be needed, but limited (usually around £2k per lease, where needed)/ Longer term investment planning	Council Manager / Estates Manager	Full Council



# Woughton Community Council Service Plan 2024/25

Item No	Description	Objective	Details and key issues	Approximate costings	Lead Officer/Member	Committee responsible
			strategies and income / expenditure balance, whilst ensuring access to suitable spaces and resources across the parish.	to come at a later stage.		
12	Local Government Award Scheme	Continue to evidence the benefits of the work undertaken by WCC.	Build upon the initial achievement of Foundation Quality Council, continue to develop, with work towards Silver accreditation (following a change in the scheme) with the associated work needed to evidence the way that council consults with and engages with local residents and the wider community.	£100 submission fee for the silver award	Council Manager	Full Council
13	Healthy food initiatives	Broaden the food offer and consider health impacts linking to healthier communities	Within the cafes, youth provision, events and other places where food is offered, look at alternative options (e.g. culturally diverse, vegan / vegetarian, etc.) and the balance of food offered, especially around healthy foodstuffs. To be balanced alongside the use of donations and ensuring that it remains enticing and enjoyable.	Within existing budgets and donation costs	Food Coordinator	Services
14	Cycle Culture	Cycling initiative to encourage more use of bikes and sustainable transport.	Building on the work undertaken in 2024, inclusion of the 'Wheelie Big Picnic' in the annual events calendar and continuing to investigate opportunities to support skills development, cycling infrastructure and sustainable transport approaches.	Within existing	Youth and Community Manager	Services
15	Living Archive and Arts & Heritage Trails	Building on the existing 'Love Exploring' trail, celebrating the arts and heritage of the parish	After initial work leading to the Tinkers and Netherfield Trail, celebrating the 'street art' and other community installations, the 50 <sup>th</sup> Anniversary year is a really good time to launch this for the whole parish and build further options. <ul style="list-style-type: none"> <li>• Look at our existing art and repair as necessary.</li> <li>• Get some new art onto the parish.</li> <li>• Document what we have, what's happened here, who has lived here and still does and what they have to say.</li> <li>• Develop the trails properly.</li> <li>• Work on the podcasting idea previously discussed.</li> </ul>	Work with MKCC and others to create project and identify funding possibilities.	Youth and Community Manager	Services
16	Play Parks	To review all parks within the parish, identify urgent works and develop a collaborative approach with other stakeholders to improve them.	Refreshing play parks and looking at settings that are suitable for both younger children (e.g. under fives) and those with disabilities <i>as well as general use and spaces for older children.</i>	No specific funds attached.	Environment Team / Youth and Community Manager	Services / Planning
17	Food	Create a local 'street food' festival	Following positive responses to the idea of a food festival on parish, and with a link to the 'pride in place' theme and building aspiration within the locale, delivering a food festival, using local providers (e.g. RA's, faith groups, local producers) and building this into an event that includes a market of Woughton based creatives.	Space, officer time and potentially some funding for rental of some equipment.	Community Development / Youth and Community Manager	Services



# Woughton Community Council Service Plan 2024/25

Item No	Description	Objective	Details and key issues	Approximate costings	Lead Officer/Member	Committee responsible
18	Advice and wellbeing	Development of new approaches and a more 'joined up' way of working	Making best use of staffing resources and partnerships, to develop group approaches, workshops, upskilling, careers fairs, etc with the aim of building resilience, personal development and happier, healthier communities. Working with community members to create activities and approaches that work for and with them.	Within existing model, with grant funding where appropriate.	Youth and Community Manager	Services

This programme of works should be considered as the 'base' from which work is undertaken. This doesn't mean that things not noted cannot be undertaken (there is a specific 'emerging priorities' line within the budget) but that these are the priorities for the council over the coming year (and in some cases, longer).

The plan will form the basis of work with officers (through 1:1 meetings, appraisals, etc.) and with councillors to focus the approach of the council and work to achieve the aspirations noted.

It is likely, as in previous years, that some items will be fully met, others will be discarded as priorities change, and some will be partially completed and roll over into future plans. This is not a 'score sheet' as such, but a direction of travel that provides the basis for service delivery.

This plan will be uploaded to the website, provided to all officers and councillors and forms part of any submission to external bodies, in terms of forward plans.

