

Woughton Community Council

Full Council

Minutes of the meeting held on Monday 13th January 2020, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Sue Smith (Chair), Jordan Coventry (Vice-Chair), Shammi Akter, Elina Apse, Janette Bobey, Tina El-Shabrawry, Margaret Ferguson, Donna Fuller, Brian Hepburn, Philip Hopcraft, Luke Louis, Ruth McMillan, Terri Parish, Nick Scott, Liz Simpkins, Alan Williamson, Pam Wilson.

Also present: Brian Barton (Committee & Member Services Officer), Steve McNay (Council Manager), Samone Winsborough (Responsible Financial Officer / Operations Manager).

In attendance: Cllr Carol Baume (Woughton & Fishermead Ward-Milton Keynes Council), two (2) members of the public, John Cove (MK Dons SET), Pete Winkleman (MK Dons Chair).

FC 104/20 Apologies for Absence:

Received from Cllrs John Orr (personal) Lauren Townsend (work commitment).

AGREED

FC 105/20 Declaration of interests:

There were no declarations of interest.

NOTED

FC 106/20 Minutes of previous Full Council meetings:

FC 89/19 Chair's Announcement(s):

To delete "Cllr Maggie Ferguson" and replace with "Cllr Elina Apse" and continue with "indicated that she wished to attend, the Council Manager said that he would make the booking arrangements".

Under Resolved That the Council Manager to book, delete "Cllr Maggie Ferguson" and replace "Cllr Elina Apse" and continue with "onto the Planning Enforcement training seminar to be held at the Tinkers Bridge Meeting Place on Tuesday 19th November 2019".

With the above amendments the minutes of the meeting held on Monday 11th November 2019 were **AGREED** and signed by the Chair as a true and correct record.

FC 107/20 Chair's Announcement(s):

The Chair welcomed Cllr Shammi Akter recently re-elected to represent Leadenhall Ward, and Cllr Liz Simpkins recently elected to represent Eaglestone Ward.

The Chair informed the meeting that the Community Fridge opening times have changed from Mondays 6:00pm - 6:30pm to Mondays 5:00pm - 5:30pm, volunteers are still required to run the various sessions.

NOTED

FC 108/20 Questions from the public:

There were no questions from the members of the public.

NOTED

FC 109/20 Ward Matters arising:

There were no ward matters arising.

NOTED

FC 110/20 Feedback from meetings with Outside Bodies:

- a) Woughton Welfare Trust - Cllr Elina Apse - **meeting to be arranged soon,**
- b) Hedgerows Family Centre - Cllr Maggie Ferguson - **no report.**
- c) MKALC - Cllr Elina Apse, Cllr Sue Smith - **Annual General Meeting was held on Wednesday 20th November 2019, there was a presentation by the Head of Highways at Milton Keynes Council, various appointments were made onto positions within MKALC and outside bodies, Cllr Sue Smith was elected Chair.**
- d) Parishes Forum - Cllr Janette Bobey, Cllr Sue Smith - **the last meeting was cancelled due to clashing with the General Election and has been rearranged for Thursday 16th January 2020.**

NOTED

Mr John Cove from the MK Dons SET and Mr Pete Winkleman the MK Dons Chair presented to Cllr Pam Wilson a signed football shirt in memory of Alderman Kevin Wilson MBE, and spoke about his support for many years in getting a stadium built and bringing professional football to Milton Keynes, along with his work as a trustee of the Mk Dons SET.

Cllr Pam Wilson thanked Mr Cove and Mr Winkleman for their presentation and said that Kevin had chosen Woughton when moving to Milton Keynes as a newly qualified teacher and had never left the area.

NOTED

FC 111/20 To note the minutes from the following Committees:

- a) Accounts Sub Committee - Wednesday 18th September 2019
- b) Accounts Sub Committee - Wednesday 13th November 2019
- c) Operations Committee - Monday 2nd September 2019
- d) Operations Committee - Monday 4th November 2019
- e) Policy & Resources Committee - Monday 14th October 2019
- f) Policy & Resources Committee – Monday 16th December 2019
- g) Services Committee - Monday 21st October 2019
- h) Services Committee - Monday 25th November 2019

NOTED

FC 112/20 To adopt and agree the recommendations from the Internal Auditors Report:

The Responsible Financial Officer updated the Council on the internal audit report recommendations held on the 6th November 2019.

RESOLVED

- 1. That the Council notes the report.**
- 2. That the Council agrees to the recommendations and that the Council delegates relevant actions to the Responsible Financial Officer to complete.**

FC 113/20 To adopt the 2020/2021 Service Plan:

The meeting of Council adopted the 2020/2021 Service Plan.

RESOLVED

- 1. That the Council agrees to ratify the Service Plan for 2020/21.**
- 2. That the Council receives quarterly updates on work towards achieving the aims of the Service Plan.**
- 3. That the Council delegates management of the delivery and spending towards the service plan to the Council Manager / Responsible Finance Officer, in line with agreed financial processes and procedures.**

FC 114/20 To note the budget consultation:

The Council meeting was updated on the 2020/2021 budget following on from the public consultation.

Members felt that there should be a more thorough consultation with the public, the Council Manager responded that it is planned to consult throughout the year with the budget priorities, ideas suggested were roadshows using the trailer at prominent locations, to link up with sessions of the Community Fridge in the Woughton Community Council Hub and at the Netherfield Chapel, along with leaving printed information leaflets at community centres and Doctors surgeries.

RESOLVED

That the Council notes the report.

FC 115/20 To agree the 2020/2021 budget following on from the public consultation:

After some discussion Members agreed to adopt the proposed 2020/2021 budget following on from the public consultation.

RESOLVED

- 1. That the Council notes the attached budget, with total expenditure of £988,308 and a total income of £998,410.**
- 2. That the Council notes the feedback provided relating to resident feedback from the budget proposal agreed at Full Council on 11th November 2019.**
- 3. That the council agrees the precept increase agreed at the Full Council meeting of 11th November 2019 of 10%.**
- 4. That the Council ratifies this budget.**

5. That the Council agrees to the submission of the precept request form, based on the budget provided requesting the sum of £574,899 as the precept for the year.

FC 116/20 To agree the committee membership(s) for Cllr Liz Simpkins:

- Operations Committee
- Policy & Resources Committee

RESOLVED

To appoint Cllr Liz Simpkins to the Operations and the Policy & Resources Committees.

FC 117/20 Risk Register review:

The Responsible Financial Officer informed the meeting that the Risk Register had been updated, to include some equipment (e.g. tractor and trailer), some services (e.g. inclusion of inability to deliver agreed services, including those contracted) and changes to elements of risk management (e.g. updated ICT system, CiLCA qualified manager, robust systems implemented).

RESOLVED

1. That the council notes the report and attached document.
2. That the council agreed the updated Risk Register.
3. That the council agreed to publish the Risk Register on the website.
4. That the Risk Register is reviewed and presented to council annually (next review for January 2021).

FC 118/20 Asset log review:

The Responsible Financial Officer informed the meeting that the Asset log reflects the investment that has taken place over the past year, with an overall increase of around £50,000 - this includes the trailer (£15,000), tractor and attachments (£23,000) and additional IT equipment, alongside some new furniture, etc. The current assets sit at just under £320,000.

This does not include the Tinkers Bridge Meeting Place as this is not considered an 'asset' in accounting terms, in council accounting terms as £1.00p.

RESOLVED

1. That the Council notes the report and attached document.
2. That the Council agreed the updated Asset Log.
3. That the Council agreed to publish the 'overview' page of the Asset Log on the website.
4. That the Asset Log is reviewed and presented to council annually (next review for January 2021).

FC 119/20 Landscape contract agreement:

The Council Manager informed the meeting that the Landscaping Agreement with Milton Keynes Council is due up for renewal.

A new Landscape Agreement for three years, commencing 1st April 2020 is proposed.

The meeting agreed to continue delivering the Landscaping Services, in line with the specification and agreement provided by Milton Keynes Council.

RESOLVED

1. That the council notes the report.
2. That the council agrees to continue delivering Landscaping Services, in line with the specification and agreement provided by Milton Keynes Council.
3. That the agreement is signed by the Chair of Council on behalf of the council as a corporate body.

FC 120/20 Code of Conduct reminder to Members:

The Council Manager said that there have been a few incidents over the past few months that have caused concern with regard to the actions of Councillors, both within the Council and within the wider sector.

There have also been incidents where information that has been discussed within 'private session' (i.e. discussions that take place without the public, due to the nature of the discussions taking place) have then been spoken about outside the Council meetings, this has legal implications along with GDPR regulations issues, this could result in a personal fine along with a fine levied at Woughton Community Council.

There were also concerns about social media posts and Members need to be more careful what they share.

Members were advised to adhere to the Code of Conduct.

NOTED

FC 121/20 Change of meeting date:

The Policy & Resources Committee to be held on Monday 13th April 2020 falls on a Bank Holiday this year.

Full Council was requested to agree to change the Policy & Resources Committee to Monday 20th April 2020.

RESOLVED

To change a meeting of the Policy & Resources Committee from Monday 13th April 2020, due to the meeting date falling on a Bank Holiday, to Monday 20th April 2020.

Date of next meeting:

Monday 9th March 2020, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 7:19PM

Chair _____ Date _____