

AGENDA ITEM: PR 45/20 WUGHTON COMMUNITY COUNCIL

Policy & Resources Committee

Monday 20th April 2020

PURPOSE OF REPORT:

The Accounts Sub Committee meeting held on Wednesday 11th March 2020 was inquorate and therefore could only propose recommendations which could only be ratified by a meeting of the Policy & Resources Committee.

RECOMMENDATION:

- 1. That the committee agrees to adopt all the recommendations from the minutes of the Accounts Sub Committee held on Wednesday 11th November 2020 due to the meeting being inquorate.**
- 2. To approve the bank reconciliations for the January 2020 period.**
- 3. To agree the minutes of the Accounts Sub Committee held on Wednesday 11th March 2020.**

MAIN ISSUES AND CONSIDERATIONS:

Meetings that are inquorate cannot make decisions but can seek ratification to either its parent committee (in the case of a subcommittee) or a meeting of the Full Council if it is a committee meeting.

A subcommittee (or committee) in becoming inquorate can decide not to hold a meeting and seek to rearrange for an alternate date, but any additional meetings would need to be agreed at a meeting of the Full Council, which in this case would substantially delay matters.

FINANCIAL IMPLICATIONS:

Due to the remit of the Accounts Sub Committee there will be financial matters that would need agreement to ensure the smooth running of the Council.

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

Accounts Sub Committee minutes for the meeting held on Wednesday 11th March 2020.

AUTHOR

Brian Barton
Committee & Member Services Officer



Woughton Community Council

Accounts Sub Committee

Minutes of the meeting held on Wednesday 11th March 2020, 3:30pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

Present: Cllrs Sue Smith (Vice-Chair), Alan Williamson.

Also present: Brian Barton (Committee & Member Services Officer), Samone Winsborough (Responsible Finance Officer).

Also in attendance: Cllr Liz Simpkins

The meeting was inquorate and therefore all decisions from these minutes will need to be ratified at the next meeting of the Policy & Resources Committee.

AC 38/20 Apologies:

Received from Cllrs Elina Apse (Personal), Luke Louis (College Commitment) John Orr (Personal).

AGREED

AC 39/20 Declarations of Interest:

There were no declarations of interest.

NOTED

AC 40/20 Questions from the public (maximum 10 minutes):

There were no questions from members of the public.

NOTED

AC 41/20 Chair's announcements:

There were no Chair's announcements.

NOTED

AC 42/20 Minutes of the previous meeting:

The minutes of the meeting held on Wednesday 15th January 2020 were **AGREED** and signed by the Vice-Chair as a true and correct record.

AC 43/20 To agree and to sign off the January 2020 Bank Reconciliations:

The Vice-Chair asked about the unrepresented cheques that were still outstanding.

The Responsible Financial Officer said that she will need to make reverse payments, as regards these cheques as payments have not been made.

RESOLVED

To agree to sign off the January 2020 Bank Reconciliations.

Date of next meeting:

To be confirmed at the Annual Meeting of Council.

THE CHAIR CLOSED THE MEETING AT 3:41PM

Chair _____ Date _____



Woughton Community Council Calendar of Meetings

2020/2021

May-20			Jun-20			Jul-20		
Day	Date	Time	Day	Date	Time	Day	Date	Time
		Committee			Operations			Committee
Mon	11	6pm	Mon	8	6pm	Mon	6	6pm
		FULL COUNCIL			FULL COUNCIL			Resources & Finance
Mon	18	6pm	Mon	15	6pm	Mon	13	6pm
		Planning & Regeneration			Planning & Regeneration #			FULL COUNCIL
Tue	26	6pm	Mon	22	6pm	Mon	20	6pm
		Services & Community			Services & Community #			Planning & Regeneration
			Mon	29	6pm	Mon	27	6pm
								Services & Community
Aug-20			Sep-20			Oct-20		
Day	Date	Time	Day	Date	Time	Day	Date	Time
		Committee			Operations			Committee
			Mon	7	6pm	Mon	5	6pm
		No Committees in August			FULL COUNCIL			Resources & Finance
			Mon	14	6pm	Mon	12	6pm
			Mon	21	6pm	Mon	19	6pm
					Planning & Regeneration #			FULL COUNCIL
			Mon	28	6pm	Mon	26	6pm
					Services & Community #			Planning & Regeneration
								Services & Community
Nov-20			Dec-20			Jan-21		
Day	Date	Time	Day	Date	Time	Day	Date	Time
		Committee			Resources & Finance			Committee
Mon	9	6pm	Mon	7	6pm	Mon	11	6pm
		Operations			FULL COUNCIL			Operations
Mon	16	6pm	Mon	14	6pm	Mon	18	6pm
		FULL COUNCIL			Planning & Regeneration			FULL COUNCIL
Mon	23	6pm	Mon	21	6pm	Mon	25	6pm
		Planning & Regeneration #			Services & Community			Planning & Regeneration #
Mon	30	6pm	Tue	22	6pm	Tue	26	6pm
		Services & Community #						Services & Community #
Feb-21			Mar-21			Apr-21		
Day	Date	Time	Day	Date	Time	Day	Date	Time
		Committee			Operations			Committee
Mon	1	6pm	Mon	1	6pm	Mon	12	6pm
		Resources & Finance			FULL COUNCIL			Resources & Finance
Mon	8	6pm	Mon	8	6pm	Mon	19	6pm
		FULL COUNCIL			Planning & Regeneration #			FULL COUNCIL
Mon	15	6pm	Mon	15	6pm	Mon	26	6pm
		Planning & Regeneration			Services & Community #			Planning & Regeneration
Mon	22	6pm	Mon	22	6pm	Tue	27	6pm
		Services & Community						Services & Community

Agenda item: PR 49/20

Committee Membership List

2020/2021

Operations	Resources & Finances	Services & Communities	Planning & Regeneration
Cllr Jordan Coventry (Chair) Cllr Alan Williamson (Vice-Chair) Cllr Elina Apse Cllr Tina El-Shabrawy Cllr Margaret Ferguson Cllr Donna Fuller Cllr Ruth McMillan Cllr Liz Simpkins Cllr Sue Smith	Cllr Sue Smith (Chair) Cllr Jordan Coventry (Vice-Chair) Cllr Elina Apse Cllr Janette Bobey Cllr Donna Fuller Cllr Luke Louis Cllr Ruth McMillan Cllr John Orr Cllr Nick Scott Cllr Liz Simpkins Cllr Alan Williamson	Cllr Nick Scott (Chair) Cllr John Orr (Vice-Chair) Cllr Shammi Akter Cllr Janette Bobey Cllr Donna Fuller Cllr Brian Hepburn Cllr Luke Louis Cllr Ruth McMillan Cllr Terri Parish Cllr Sue Smith Cllr Lauren Townsend Cllr Pam Wilson Cllr Alan Williamson	Cllr Sue Smith Cllr Donna Fuller 1 x Beanhill Councillor 1x Coffee Hall Councillor 1 x Eaglestone Councillor 1 x Leadenhall Councillor 1 x Netherfield Councillor 1 x Peartree Bridge Councillor 1 x Tinkers Bridge Councillor

AGENDA ITEM: PR 50/20 WOUGHTON COMMUNITY COUNCIL

POLICY & RESOURCES COMMITTEE

Monday 20th April 2020

PURPOSE OF REPORT:

To update the committee on Delegated Power decisions made.

RECOMMENDATION:

- 1. That the committee notes the report**
- 2. That the committee accepts the decisions made and that this is recorded**
- 3. That the Council Manager provides additional detail of decisions made during current closure of offices and remote working conditions.**

MAIN ISSUES AND CONSIDERATIONS:

Following the advice from government and an assessment of risk and impact, the Council Manager took a number of decisions to safeguard a) officers, b) members, c) the public and d) the council as a corporate body, using delegated powers as urgent choices needed to be made, due to the developing public health crisis.

These decisions were mainly made following discussion with Chair, Leader and Chairs of Committees (in line with Standing Orders, Financial Regulations and other associated policy), but these decisions need to be reported to council as soon as possible after the act.

The decisions were:

- To close the offices to the public (Tuesday 17th March) alongside community centres and No 95. The exception was Eaglestone which we allowed to remain open for nursery only until Friday 20th March, to enable time to find alternative options.
- To transfer staff to working from home from the closure of the offices on 17th March. Officers were enabled via laptops and new phone system to continue to work remotely.
- To close all public facing services on the same day – this included Community Fridge, Community Café, youth services and face to face advice service. Options were put in place to continue to offer support remotely. This included provision of a printer /scanner for the advice service home worker (delivered to the house, but remaining WCC property).
- Environment and Landscape services continued *within the agreed guidelines* until close of business on Monday 20th March, as did caretakers. We continue to offer an *emergency only* landscape response (i.e. where there is a danger to the public – sightlines, etc.)

In addition, due to the final Services Committee not meeting, the Council Manager agreed that the following grant applications should be agreed:

- Netherfield Residents association – funding of £1209 for four trips throughout the year (on the understanding that in the event that trips are unable to happen, the money is returned).

- Tinkers Bridge Residents Association – funding in kind of use of TBMP to provide a pilot scheme for a yoga session. Value of £200, but no direct costs.

FINANCIAL IMPLICATIONS:

The immediate impact is likely to be significant – all income from community centres, rental of Hub / No 95 has ceased. This is likely to be equivalent to a loss of around £20,000 over three months (assuming that we are able to recommence at the end of June).

STAFFING IMPLICATIONS:

At the current time, all staff continue to be employed on the same terms and conditions as previously, with the majority continuing to work remotely. The exceptions are caretaking staff and the landscape operatives, who are unable work currently. We have investigated whether there will be the potential to ‘furlough’ those staff members to enable government support but looks like this is not an option for local authorities. The RFO will continue to investigate and update budgets and planning as we move through this time.

OTHER IMPLICATIONS:

The situation remains unclear. The new regulations brought in mean that the council is now able to hold ‘remote’ meetings (with this meeting being the first trial) so this should enable decision making to return to some semblance of normality.

BACKGROUND PAPERS:

None.

AUTHOR

Steve McNay – Council Manager