

**Agenda item: RF 56/20**

**WOUGHTON COMMUNITY COUNCIL**

**Finance and Resources Committee**

**Monday 6<sup>th</sup> July 2020**

**PURPOSE OF REPORT:**

To update the committee on costs associated with COVID relief.

**RECOMMENDATION:**

**That the Committee notes the report.**

**MAIN ISSUES AND CONSIDERATIONS:**

To ensure we can monitor costs associated with COVID, a 'COVID RELIEF' income and expenditure code have been made to track and review.

An overview of all income and expenditure associated with COVID as of June 2020 follow. As it stands a transfer between budget lines has been sanctioned by the RFO to ensure budget monitoring remains accurate, £2000 was deducted from the 'Emerging priorities' budget line to assist with our COVID relief efforts, bringing the total of the emerging priorities line down to £8000 for the year.

Therefore the £2000 for COVID relief have been issued as follows:

- £1500 to 4122 (Equipment)
- £500 to 4164 (Repairs and Maintenance)

At the moment there has only been spend to ensure the HUB is a workable and safe environment for officers to return.

So far, we have spent £775 on return to work equipment and resources.

	Supplier	Quantity	Cost per unit (ex VAT)	Total Cost (ex VAT)	Coding	Budget line Transfer
Hand sanitiser units	Staples	12	£ 9.99	£ 119.98	4122/221	004
Sanitiser refill	Lyreco	24	£ 13.43	£ 322.32	4122/221	004
Soap dispenser units (non touch)	Onebuy	3	£ 17.11	£ 51.33	4122/221	004
Soap refill	Onebuy	1	£ 25.99	£ 25.99	4122/221	004
Bin (non touch)	Amazon	2	£ 99.99	£ 199.98	4122/221	004
One way signs	Amazon	4	£ 0.79	£ 3.16	4122/221	004
Hands free door openers	Amazon	5	£ 9.96	£ 49.80	4122/221	004
4 x No Entry signs	Amazon	1	£ 3.29	£ 3.29	4122/221	004

It should be noted we will be due to receive x12 hand sanitiser units FOC with Lyreco for the £322.32 spend to assist with our refills, due to the fact they were out of stock and we cannot rely on lead times for supply we ordered units from staples for a cost of £119.98. The suggestion is we utilise the additional 12 units around our meeting places once they become available for despatch. As of 29/06/2020 the units are still showing as out of stock.

We are projecting a further spend of **£350.00** taking the total to £1125.

This is for the following:

Ring doorbell	Amazon	1	£	100.00	£	100.00	4122/221	004
Perspex screen	XPS	1	£	250.00	£	250.00	4122/221	004

And we are suggesting an installation cost of £500 - £875 which will leave us in budget for our HUB reopening forecast.

(Any stationary to be procured will be treated as standard and deducted from the Stationary and amenities budget line)

### Other centres

A separate paper will follow around costings for our Community Centres, however units will be inherited to the meeting places as suggested earlier when they come into stock prior to this, interim arrangements for sanitiser may need to be made. Any COVID relief spend for Community Centres will be deducted from their Repairs and Maintenance budget of £32,000 for the annum.

### Income

We have had the following coded to COVID income:

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		0.00
1	20/04/2020		Cashbook	COVID 19 relief		400.00
2	26/05/2020		Cashbook	Caretaker Furlough March-May		3,062.20
		Account	Additional Income	Account Totals	0.00	3,462.20
		Centre	Covid 19 relief	Net Balance Month 4		3,462.20

The Donation of £400 was received from BFC and has been ringfenced for the Youth Centre to utilise for their COVID measures. Nothing has been spent from this yet. We also have coded the furlough payments for Caretakers into this code, to show where we have managed to make savings.

### FINANCIAL IMPLICATIONS:

£2000 budget line transfer from emerging priorities to COVID relief. (See transfers for the year to date below)

REF	Date	Nominal	CC	Amount	Transferred to	Approved by	Notes
001	22/05/2020	4053	102	£ 200.00	4037	400 SW	CLLR BRIAN HEPBURN WARD ALLOWANCE DONATION TO: BEANHILL IN BLOOM
002	22/05/2020	4053	102	£ 200.00	4037	400 SW	CLLR TINA EL SHABRAWY ALLOWANCE DONATION TO: BEANHILL IN BLOOM
003	29/06/2020	4818	409	£ 1,000.00	4122	221 SW	TRANSFER TO COVID RELIEF/EQUIPMENT
004	29/06/2020	4818	409	£ 1,000.00	4164	221 SW	TRANSFER TO COVID RELIEF/REPAIRS AND MAINTENANCE

### STAFFING IMPLICATIONS:

None Perceived.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

None.

**AUTHOR**

Samone Winsborough  
RFO

**Agenda item: RF 58/20**

**WOUGHTON COMMUNITY COUNCIL**

**Finance and Resources Committee**

**Monday 6<sup>th</sup> July 2020**

**PURPOSE OF REPORT:**

To update the Committee on Q1 VAT submission.

**RECOMMENDATION:**

**That the Committee notes the report.**

**MAIN ISSUES AND CONSIDERATIONS:**

See attached report for VAT return Q1, we should expect a return of £6551.48 – significantly lower than other periods, due to restricted spend because of COVID.

**FINANCIAL IMPLICATIONS:**

£6,551.48 due.

**STAFFING IMPLICATIONS:**

None Perceived.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

None.

**AUTHOR**

Samone Winsborough  
RFO

**Agenda item: RF 59/20**

**WOUGHTON COMMUNITY COUNCIL**

**Finance and Resources Committee**

**Monday 6<sup>th</sup> July 2020**

**PURPOSE OF REPORT:**

To update the Committee on plans for re-opening the Community Centres after closure due to COVID19.

**RECOMMENDATION:**

- 1. That the Committee notes the report**
- 2. That the Committee agrees to safety procedures recommended.**
- 3. That the Committee agrees to recommended date of opening.**
- 4. That the Committee agrees to delegate spending authorisation to the RFO if any works are needed to ensure the centres are safety compliant (within the meeting places budget line).**

**MAIN ISSUES AND CONSIDERATIONS:**

After careful review of current Government guidelines, COVID patterns and the needs of our service users I am suggesting we reopen our community centres on Saturday 1<sup>st</sup> August 2020 (this is in line with the most up to date shielding advice given by the Government) as shielding is due to be relaxed on this date we feel it is safer to reopen then too.

Tinkers Bridge, Netherfield and Eaglestone Meeting place will be open to renters as standard (subject to availability) Coffee Hall meeting place however, will for an interim period remain the working 'hub' of the community fridge and therefore will potentially only be available to renters when the fridge is not operational during the week and weekends but further investigation will be needed as to whether we can logistically rent it out at all.

The Operations team have been delegated tasks (attached to this paper) in regard to the community centres and operational systems to ensure we are working towards this goal. Therefore whilst we are still in the period of ascertaining specifics I am unable to give specific details, however I can tell you the work due to be carried out in the upcoming few weeks will provide a basis for the following actions:

- COVID19 disclaimer to be provided as an accompaniment to our Terms & Conditions (current renters and new renters will all need to sign a copy of this) This is to inform them of the stipulations and expectations we have put in place, and to remind them they are responsible for following these new guidelines when using our centres.
- Communications – An email will be drafted for all renters as well as a communications piece for social media and the website by the Operations Manager.

- Capacity – We have decided to keep to the 2M social distancing rule rather than to amend the 1M+ rule (there has not been substantial evidence that this new guideline is effective) and we wish to err on the side of caution in regard to public safety. This means our maximum capacity(ies) for NFMP, CHMP and EAC is 30 the maximum that can be held in TBMP will be 20. Smaller meeting rooms will be restricted to 6.
- Safety Procedures – As well as smaller capacity zones, we will be expecting everyone to keep the 2M social distancing rule – this will be signed in the community centres, we will also fit hand sanitisers to entry and exit points of the centres. We will be implementing? one-way systems (entrance and exit ONLY doors) for each meeting place, Operations staff will be looking to ensure that both points of entry will be wheelchair accessible and will report any work that needs to be done to ensure we are fully compliant. All signs in all venues will be laminated to ensure they are ‘wipe down’ friendly.
- Cleaning (high priority areas) the Caretaker Manager is tasked over the upcoming week to identify ‘high priority’ areas which will need continuous disinfecting/cleaning in-between bookings as well as general clean, this means our usual 15 minute period in-between bookings will be increased upon their recommendation. New procedures for COVID cleaning will be explained to the caretakers before they recommence.
- Kitchen – we will be signing the kitchen utilities as **OFF LIMITS** renters will be able to use the kitchen for drinks water, tea, or coffee as long as they are using disposable cups which must be provided by themselves. The use and sharing of food at the moment will still remain off limits as well as the use of our cutlery/cups etc.
- Broken/damaged or unwanted equipment will be sorted through in all meeting places and piled up ready for a ‘tip collection’ prior to the reopening on 1<sup>st</sup> August to ensure all centres are up to standard for best use.

### **FINANCIAL IMPLICATIONS:**

Some spend may be deemed necessary however we are unsure until the base work has been completed. Suspected spend could be:

- Pedal bins needed (to limit touch points)
- Disabled access (ramps etc.) may be needed at some exit points (whereby we would not usually use this as an entry or exit)
- A review of inventories completed by the Caretaker Manager will be completed and any high priority procurement to ensure safety compliance may be ordered.

The RFO recommends that delegated power is issued to sanction works that may be needed or procurement that may be needed within reason to ensure safety compliance and to feed back to this committee on any spend in respect to this at the next Finance and resources committee.

### **STAFFING IMPLICATIONS:**

None Perceived.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

Operations Tasks document.

**AUTHOR**

Samone Winsborough  
RFO

## Operations Tasks

WC 29/06/2020 – High Priority

Task	Owner(s)	Dates
Sales Ledger clear up	Marta Sobis, Paul Garth	31/06/20-01/07/20
EYU (HMRC) clear up	Samone Winsborough	31/06/20
Signage HUB and Community Centres	Lorna Williams	31/06/20
Identify high priority cleaning areas and examine new timings for in-between bookings	Lorna Williams	31/06/20
Chase Perspex screen	Paul Garth	30/06/20
Is legionella testing necessary in all meeting places?	Paul Garth	01/07/20
Inventory for CHMP	Lorna Williams	01/07/20
Report on reopening community centres	Samone Winsborough	30/06/20
COVID19 disclaimer for reopening community centres	Samone Winsborough	30/06/20
Comms for renters/social media and website for community centres	Samone Winsborough	30/06/20
Order pedal bins for meeting places (minimise touch points)	Lorna Williams	31/06/20

### Signs – all to be laminated (SW to go over this with Lorna tomorrow)

- \*Max capacity\*
- \*One way\*
- \*Keep your distance 2 M\*
- \*Entry/Exit only\*
- \*Off bounds\* (Kitchen cupboards etc)

## Operations Tasks

WC 06/07/2020 – High Priority

Task	Owner(s)	Dates
Sales ledger clear up (if not completed)	Marta Sobis, Samone Winsborough	08/07/20-09/07/20
Sort all redundant materials in all meeting places for tip run	Paul Garth, Lorna Williams	08/07/20
Review all Exit and entry points are they accessible for all, if not what needs to be arranged?	Paul Garth, Lorna Williams	08/07/20
Find out costs of any works that <b>need</b> to be completed to ensure community centres are compliant	Paul Garth, Lorna Williams	<b>By 09/07/20</b>

Review of all inventories to discuss high priority procurement if any	Paul Garth, Lorna Williams, Samone Winsborough	10/07/20
Sign all Community Centres appropriately and drop off all hand sanitiser units and refills ready for installation.	Paul Garth, Lorna Williams	08/07/20

**Agenda item: RF 60/20**

**WOUGHTON COMMUNITY COUNCIL**

**Finance and Resources Committee**

**Monday 6<sup>th</sup> July 2020.**

**PURPOSE OF REPORT:**

To recommend the reinstating of the income generation group post COVID19.

**RECOMMENDATION:**

- 1. That the Committee notes the report.**
- 2. That the Committee agrees a date to reinstate the income generation group.**
- 3. That the Committee agrees membership of the income generation group.**

**MAIN ISSUES AND CONSIDERATIONS:**

Due to the significant losses we have projected due to COVID19, the RFO recommends the recommencement of the Income Generation working group to allow time to focus on income generation opportunities and how best to satisfy them.

The RFO suggests that the income generation group will be responsible for the creation of opportunities, costings, and new initiatives to boost the income of the Council.

The RFO would recommend the group consists of the Chair of Finance and Resources, the Chair of Services, the Chair of Operations, and the Leader of the Council (as a minimum) but would be happy for other Councillors to suggest interest in sitting as part of the group for further selection. In terms of officers the Council Manager, RFO and Services Manager should be involved in the group to ensure ideas are logistical and feasible.

The group should sit once a month in the first instance to review income budgets and investigate income ideas, I am suggesting once a month this replaces the usual SLT working group and sits as Income Generation group instead.

The RFO suggests this group sits on the last Thursday of every month, and the first sitting should be Thursday 30<sup>th</sup> July 2020. RFO recommends that Terms of Reference for this committee are agreed at an initial meeting, that this group is a working group, NOT a formal committee, and that the initial meeting is used to decide on the overall remit, aims and objectives of this group.

**FINANCIAL IMPLICATIONS:**

None Perceived.

**STAFFING IMPLICATIONS:**

None Perceived.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

None.

**AUTHOR**

Samone Winsborough

RFO



**Agenda Item: RF 61/20**

**Milton Keynes Association of Local Councils**

**Date:** Monday 29<sup>th</sup> June 2020

**Issue No:** 36

**Address:**

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**MEMBERSHIP FEE 2020/2021**

<b>ITEM</b>	<b>FEE</b>
Membership Fee for 2020/2021	<b>£135</b>

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