

Woughton Community Council

Resources & Finance Committee

Minutes of the meeting held on Monday 6th July 2020, 6:00pm online via Zoom and Facebook Live

Present: Cllrs Sue Smith (Chair), Jordan Coventry (Vice-Chair), Elina Apse, Janette Bobey, Donna Fuller, Luke Louis, Nick Scott, John Orr, Liz Simpkins, Alan Williamson.

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

PR 51/20 Apologies:

Cllrs Ruth McMillian (unwell).

AGREED

PR 52/20 Declarations of Interest:

There were no declarations of interest.

NOTED

PR 53/20 Questions from the public (maximum 10 minutes):

There were no questions from the members of the public.

NOTED

PR 54/20 Chairs announcements:

There were no Chair's announcements.

NOTED

PR 55/20 Minutes of the previous meeting:

The minutes of the Policy & Resources Committee meeting held on Monday 20th April 2020 were **AGREED** and will be signed by the Chair.

RF 56/20 To note the breakdown on Covid-19 prevention spending:

The Responsible Financial Officer informed the committee on costs associated with Covid-19 relief.

To ensure the monitoring of costs associated with Covid-19, a 'Covid Relief' income and expenditure code has been created to track and review.

An overview of all income and expenditure associated with Covid-19 as of June 2020 has been circulated to all Members of the committee.

As it stands a transfer between budget lines has been sanctioned by the Responsible Financial Officer to ensure budget monitoring remains accurate, £2000 was deducted from the 'Emerging priorities' budget line to assist with the Covid-19 relief efforts, bringing the total of the emerging priorities line down to £8,000 for the year.

Therefore the £2,000 for Covid-19 relief has been spent as follows:

- £1,500 to code 4122 (Equipment)
- £500 to code 4164 (Repairs and Maintenance)

At the moment all expenditure is to ensure the Hub is a workable and safe environment for officers to return to.

So far £775 has been spent on return to work equipment and resources.

The Donation of £400 was received from Big Family Charity (BFC) and has been ringfenced for the Youth Centre to utilise for their Covid-19 measures. Nothing has been spent from this yet.

RESOLVED

That the committee notes the report.

RF 57/20 to agree the April / May 2020 Bank Reconciliations and list of payments:

The committee agreed the April and May 2020 Bank Reconciliations and list of payments which had been circulated previously to Members of the committee.

RESOLVED

That the committee agreed the April and May 2020 Bank Reconciliations and list of payments as circulated to Members.

RF 58/20 To agree and sign off on the Quarter One VAT Return:

The Responsible Financial Officer updated the Committee on the Quarter 1 VAT submission.

Members of the committee had circulated to them the report for the Quarter 1 VAT return, it is expected to receive a return from HMRC of £6,551.48p, which is significantly lower than other returns, due to the restricted spend because of Covid-19.

RESOLVED

That the Committee notes the report.

RF 59/20 To note the Community Centres re-opening times and costings:

The Responsible Financial Officer updated the Committee on plans for re-opening the Community Centres after closure due to Covid-19.

After careful review of current Government guidelines, Covid-19 patterns and the needs of the service users the Responsible Financial Officer suggested to reopen the community centres on Saturday 1st 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 it is felt that it would be safer to reopen then too.

The Tinkers Bridge, Netherfield and Eaglestone Meeting Places will be open to renters as standard (subject to availability) the 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 Community Fridge is not operational during the week and weekends but further investigation will be needed as to whether the Meeting Place can logistically be rented out at all.

The Operations team have been delegated tasks in regard to the Community Centres and operational systems to ensure working towards the goal of reopening the Meeting Places.

The following actions have been agreed and will be implemented:

- A Covid-19 disclaimer to be provided as an accompaniment to the 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 that have put in place, and to remind them that they are responsible for following these new guidelines when using the Meeting Places.
- An email to be drafted for all renters as well as a communications piece for social media and the website by the Operations Manager.
- To keep to the 2 metre social distancing rule rather than to amend the 1 metre plus rule (there has not been substantial evidence that this new guideline is effective). This means the maximum capacity(ies) for the Netherfield Meeting Place, the Coffee Hall Meeting Place and the Eaglestone Activity Centre is 30 persons, and that the maximum that can be held in the Tinkers Bridge Meeting Place will be 20 persons. Smaller meeting rooms will be restricted to 6 persons.
- The 2 metres social distancing rule will be put up on notice boards in the community centres, there will also be fitted hand sanitisers on walls to the entry and exit points. One-way systems (to entrance and exit only doors) for each meeting place will be put in 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 full compliance. All signs in all venues will be laminated to ensure they are 'wipe down' friendly.
- 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 a general clean, this means the usual 15 minute period in-between bookings will be increased upon their recommendation. New procedures for Covid-19 cleaning will be explained to the caretakers before they recommence.
- There will be notices saying that the kitchen utilities are 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 cutlery/cups etc.
- Broken/damaged or unwanted equipment will be sorted through in all of the Meeting Places and piled up ready for a 'tip collection' prior to the reopening on Saturday 1st August 2020 to ensure all centres are up to standard for best use, some equipment could be advertised for the use of local residents and or community groups.

Some spend may be deemed necessary however until the base work has been completed costs will be unknown but could include:

- Pedal bins (to limit touch points)
- Disabled access (ramps etc.) may be needed at some exit points (whereby an entry or exit route would not normally be used)
- 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 Responsible Financial Officer recommends that delegated powers are 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 Resources & Finance Committee.

RESOLVED

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to the safety procedures as recommended.**
- 3. That the Committee agrees to the recommended date of opening of the Meeting Places on Saturday 1st August 2020.**
- 4. That the Committee agrees to delegate spending authorisation to the Responsible Financial Officer if any works are needed to ensure the Meeting Places are safety compliant (within the Meeting Places budget line).**

RF 60/20 Income Generation Working Group:

The Responsible Financial Officer recommended the reinstating of the Income Generation Group.

The Responsible Financial Officer 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, any Member or Officer who is not a Member of the working group can bring forward any ideas and or suggestions.

The Responsible Financial Officer would recommend the group consists of the Chair of the Finance and Resources Committee, the Chair of the Services & Communities Committee, the Chair of the Operations Committee, and the Leader of the Council (as a minimum) but would be happy for other Councillors to suggest their interest in being appointed onto the working group Cllrs John Orr and Liz Simpkins volunteered to be appointed onto the working group. In terms of officers the Council Manager, Responsible Financial Officer and the Services Manager should sit on the working group.

The working group should sit once a month in the first instance to review income, budgets and investigate income ideas, the Responsible Financial Officer suggested meeting once a month and replaces the usual Senior Leadership Team working group and sits as the Income Generation Working Group instead.

The Responsible Financial Officer further suggested that the working group sits on the last Thursday of every month at 4:30pm, and that the first meeting should be held on Thursday 30th July 2020.

The Responsible Financial Officer recommended that the Terms of Reference are agreed at the first meeting, and that this is a working group, and not a committee, also that the first meeting is used to decide on the overall remit, aims and objectives of the working group.

RESOLVED

1. That the Committee notes the report.
2. That the Committee agrees to reinstate the Income Generation Working Group.
3. That the date of the first meeting of the Income Generation Working Group will be held on Thursday 30th July 2020 and subsequently held on the last Thursday of every month at 4:30pm.
4. That the Committee agrees the membership of the Income Generation Working Group to consist of the Chair of the Finance and Resources Committee, the Chair of the Services & Communities Committee, the Chair of the Operations Committee, the Leader of the Council, Cllr John Orr and Cllr Liz Simpkins.
5. That the Terms of Reference are agreed at the first meeting of the Income Generation Working Group.
6. That to decide at the first meeting of the Income Generation Group on the overall remit, aims and objectives.

RF 61/20 Membership renewal:

The meeting was requested to consider renewing membership to the Milton Keynes Association of Local Councils (MKALC).

The committee agreed to renew membership for 2020/2021.

RESOLVED

To renew membership to the Milton Keynes Association of Local Councils (MKALC) for 2020/2021.

Date of next meeting:

Monday 1st September 2020, meeting location to be confirmed.

THE CHAIR CLOSED THE MEETING AT 6:34PM

Chair _____ Date _____