

Agenda item RF 28/21

Woughton Community Council Summary of Receipts and Payments All Cost Centres and Codes (Between 01/08/2021 and 31/08/2021)

27 September 2021 (2021 - 2022)

CILrs		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
18	Cilr Ward fund				3,800.00		3,800.00	3,800.00 (100%)
57	Member Allowances & Expenses				15,500.00		15,500.00	15,500.00 (100%)
SUB TOTAL					18,300.00		18,300.00	18,300.00 (100%)

Coffee Hall MP		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
3	Hire of Meeting places	10,000.00	50.00	-9,950.00				-9,950.00 (-99%)
33	Electricity				1,000.00		1,000.00	1,000.00 (100%)
34	Gas				1,500.00	23.96	1,476.04	1,476.04 (98%)
35	Water				300.00	11.00	289.00	289.00 (96%)
36	Business Rates				1,500.00	147.00	1,353.00	1,353.00 (90%)
37	Repairs & Equipment				4,500.00		4,500.00	4,500.00 (100%)
38	Cleaning Supplies				400.00	25.00	375.00	375.00 (93%)
39	Waste disposal							(N/A)
40	Service charges		752.08	752.08	1,400.00		1,400.00	2,152.08 (153%)
SUB TOTAL		10,000.00	802.08	-8,197.92	10,600.00	208.96	10,393.04	1,196.12 (6%)

Community		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
11	Additional Income	1,000.00		-1,000.00				-1,000.00 (-100%)
17	Community Events (NON SP)				5,000.00		5,000.00	5,000.00 (100%)
21	Community & Environment fund				7,000.00		7,000.00	7,000.00 (100%)
22	Grant Aid (Res Associations)				3,000.00	500.00	2,500.00	2,500.00 (83%)
80	Salaries				76,365.20	4,772.77	71,592.43	71,592.43 (93%)
87	Services budget				1,500.00	90.00	1,410.00	1,410.00 (94%)
91	SP 21/22 - Food Poverty				1,000.00	456.88	543.12	543.12 (54%)
98	Mobiles				600.00	49.56	550.44	550.44 (91%)
103	One Stop grant	1,000.00	1,000.00		1,000.00		1,000.00	1,000.00 (50%)
SUB TOTAL		2,000.00	1,000.00	-1,000.00	86,465.20	6,889.21	80,586.99	80,586.99 (90%)

Eaglestone MP		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
5	Hire of Meeting places	10,000.00	487.50	-9,512.50				-9,512.50 (-95%)
25	Electricity				2,400.00	324.33	2,075.67	2,075.67 (86%)
26	Gas				2,200.00	73.22	2,126.78	2,126.78 (96%)
27	Water				1,000.00		1,000.00	1,000.00 (100%)
28	Business Rates				5,000.00	474.00	4,526.00	4,526.00 (90%)
29	Repairs & Equipment				3,000.00	76.00	2,924.00	2,924.00 (97%)
30	Cleaning Supplies				500.00	175.00	325.00	325.00 (65%)

Woughton Community Council
Summary of Receipts and Payments
All Cost Centres and Codes (Between 01/08/2021 and 31/08/2021)

27 September 2021 (2021 - 2022)

31 Waste disposal				563.00		563.00	563.00 (100%)
32 Service charges							(N/A)
SUB TOTAL	10,000.00	487.60	-8,512.60	14,983.00	1,122.66	13,640.46	4,027.96 (18%)

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Dog bins		207.42	207.42	10,000.00	500.50	9,499.50	9,706.92 (97%)
72	Vehicles				1,000.00		1,000.00	1,000.00 (100%)
88	Service budget				500.00	238.00	262.00	262.00 (52%)
93	SP 21/22 - Grit Bins				100.00		100.00	100.00 (100%)
94	SP 21/22 - Rats				500.00		500.00	500.00 (100%)
100	Tool Library				1,000.00		1,000.00	1,000.00 (100%)
102	SP - Community Garden				2,500.00		2,500.00	2,500.00 (100%)
SUB TOTAL			207.42	207.42	16,600.00	738.60	14,861.60	16,088.92 (96%)

HQ

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Bank and Investment Interest	50.00	0.21	-49.79				-49.79 (-99%)
2	LCTRS Grant	169,782.00		-169,782.00				-169,782.00 (-100%)
8	Precept	577,811.00		-577,811.00				-577,811.00 (-100%)
9	Additional Income	15,000.00		-15,000.00				-15,000.00 (-100%)
13	Affiliations & Subscriptions				5,100.00	245.05	4,854.95	4,854.95 (95%)
14	Professional services				4,500.00		4,500.00	4,500.00 (100%)
15	Audit Fees & Accounting support				3,677.00	560.00	3,117.00	3,117.00 (84%)
16	Capital Loan Repayment				26,818.00		26,818.00	26,818.00 (100%)
20	Events & Hospitality				2,000.00		2,000.00	2,000.00 (100%)
23	Insurance				5,340.00		5,340.00	5,340.00 (100%)
24	Insurance - Vehicles				2,160.00	147.39	2,012.61	2,012.61 (93%)
58	Communications				8,000.00		8,000.00	8,000.00 (100%)
59	HQ ORG - Banking fees				500.00	50.00	450.00	450.00 (90%)
60	HQ ORG - Electricity				1,600.00	98.42	1,501.58	1,501.58 (93%)
61	HQ ORG - Cleaning supplies				600.00	50.00	550.00	550.00 (91%)
62	HQ ORG - Gas				1,100.00		1,100.00	1,100.00 (100%)
63	HQ ORG - Repairs & Equipment				2,000.00		2,000.00	2,000.00 (100%)
64	HQ ORG - Service charges				1,600.00		1,600.00	1,600.00 (100%)
65	HQ ORG - Business Rates				4,600.00	384.00	4,216.00	4,216.00 (91%)
66	HQ ORG - Postage				250.00		250.00	250.00 (100%)
67	HQ ORG - Waste disposal				200.00	161.45	38.55	38.55 (19%)
68	HQ ORG - Water				250.00		250.00	250.00 (100%)
69	HQ ORG - Mobiles				200.00	16.52	183.48	183.48 (91%)
73	Branding				3,000.00	700.00	2,300.00	2,300.00 (76%)
74	Stationery, Amenities & Services				9,900.00	310.79	9,589.21	9,589.21 (96%)
75	IT & Telephony				29,000.00	5,950.60	23,049.40	23,049.40 (79%)
76	Pension costs				80,000.00	9,032.58	70,967.42	70,967.42 (88%)
77	NIC's & PAYE				124,506.73	11,710.50	112,796.23	112,796.23 (90%)
78	Salaries				97,246.76	8,829.47	88,417.29	88,417.29 (90%)
89	Emerging priorities				3,000.00		3,000.00	3,000.00 (100%)

Woughton Community Council
Summary of Receipts and Payments

27 September 2021 (2021 - 2022)

All Cost Centres and Codes (Between 01/09/2021 and 31/08/2021)

90 Training and Development				10,000.00	76.00	9,924.00	9,924.00 (99%)
95 SP21/22 - Surplus (Transfer only)				3,300.00		3,300.00	3,300.00 (100%)
97 HQ ORG - Service charges				2,000.00		2,000.00	2,000.00 (100%)
99 Recruitment				1,000.00	264.60	735.40	735.40 (73%)
104 SP - Woughton on the road				3,000.00		3,000.00	3,000.00 (100%)
SUB TOTAL	782,843.00	0.21	-782,842.79	438,448.48	38,687.37	387,861.12	-884,781.87 (-30%)

Landscape

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7 Landscape Grant	153,097.02		-153,097.02				-153,097.02 (-100%)
12 Additional Income	1,000.00		-1,000.00				-1,000.00 (-100%)
70 Vehicles				6,000.00	386.52	5,613.48	5,613.48 (93%)
81 Salaries				139,633.59	12,761.52	126,872.07	126,872.07 (90%)
83 Running Costs				6,000.00	809.45	5,190.55	5,190.55 (86%)
84 Service budget				18,000.00	4,984.16	13,015.84	13,015.84 (72%)
SUB TOTAL	164,097.02		-164,097.02	188,633.59	18,841.66	160,891.94	-3,406.08 (-1%)

Meeting places

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
82 Salaries				31,753.00	2,766.34	28,986.66	28,986.66 (91%)
96 Deposit (Hall hire)		300.00	300.00				300.00 (N/A)
SUB TOTAL		300.00	300.00	31,753.00	2,788.34	28,988.66	28,288.66 (82%)

Netherfield MP

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6 Hire of Meeting places	10,000.00	886.00	-9,114.00				-9,114.00 (-91%)
49 Electricity				2,000.00		2,000.00	2,000.00 (100%)
50 Gas				1,200.00	105.59	1,094.41	1,094.41 (91%)
51 Water				500.00	77.00	423.00	423.00 (84%)
52 Business Rates				1,900.00	190.00	1,710.00	1,710.00 (90%)
53 Repairs & Equipment				4,000.00		4,000.00	4,000.00 (100%)
54 Cleaning Supplies				300.00	25.00	275.00	275.00 (91%)
55 Waste disposal							(N/A)
56 Service charges							(N/A)
SUB TOTAL	10,000.00	886.00	-9,114.00	8,800.00	387.69	8,602.41	388.41 (1%)

Tinkers Bridge Meeting place

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4 Hire of Meeting places	10,000.00	818.50	-9,181.50				-9,181.50 (-91%)
41 Electricity				600.00	149.89	450.11	450.11 (75%)

Woughton Community Council
Summary of Receipts and Payments

27 September 2021 (2021 - 2022)

All Cost Centres and Codes (Between 01/08/2021 and 31/08/2021)

42 Gas				1,500.00	77.16	1,522.84	1,522.84 (95%)
43 Water				300.00	158.00	142.00	142.00 (47%)
44 Business Rates				1,200.00	120.00	1,080.00	1,080.00 (90%)
45 Repairs & Equipment				4,500.00	554.16	3,945.84	3,945.84 (87%)
46 Cleaning Supplies				200.00	25.00	175.00	175.00 (87%)
47 Waste disposal							(N/A)
48 Service charges				844.00		844.00	844.00 (100%)
SUB TOTAL	10,000.00	818.60	-8,181.60	8,244.00	1,084.21	8,169.79	-1,021.71 (-6%)

Youth

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10 Additional Income	3,000.00		-3,000.00				-3,000.00 (-100%)
71 Vehicles				2,000.00		2,000.00	2,000.00 (100%)
79 Salaries				59,897.32	4,646.60	55,250.72	55,250.72 (92%)
85 Running Costs				5,000.00	249.30	4,750.70	4,750.70 (95%)
86 Services budget				10,000.00		10,000.00	10,000.00 (100%)
92 SP 21/22 - Youth Council				1,600.00		1,600.00	1,600.00 (100%)
101 HAF Funding	8,950.00		-8,950.00	8,950.00	415.48	8,534.52	-415.48 (-2%)
SUB TOTAL	11,960.00		-11,960.00	87,447.32	5,311.38	82,136.94	70,186.94 (70%)

Summary

NET TOTAL	970,880.02	4,601.71	-968,188.31	900,064.80	76,026.78	825,028.84	-141,168.47 (-7%)
V.A.T.		15,369.97			3,069.32		
GROSS TOTAL		19,871.88			78,096.08		

Woughton Community Council

27 September 2021 (2021 - 2022)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 31/08/2021)

Cllrs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	± Under/over spend
18	Cllr Ward fund				3,800.00	200.00	3,600.00	3,600.00 (94%)
57	Member Allowances & Expenses				15,500.00	7,403.26	8,096.74	8,096.74 (52%)
SUB TOTAL					19,300.00	7,603.26	11,696.74	11,696.74 (60%)

Coffee Hall MP

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	± Under/over spend
3	Hire of Meeting places	10,000.00	266.00	-9,734.00				-9,734.00 (-97%)
33	Electricity				1,000.00		1,000.00	1,000.00 (100%)
34	Gas				1,500.00	436.69	1,063.31	1,063.31 (70%)
35	Water				300.00	55.00	245.00	245.00 (81%)
36	Business Rates				1,500.00	737.05	762.95	762.95 (50%)
37	Repairs & Equipment				4,500.00		4,500.00	4,500.00 (100%)
38	Cleaning Supplies				400.00	507.98	-107.98	-107.98 (-27%)
39	Waste disposal							(N/A)
40	Service charges		752.08	752.08	1,400.00	733.08	666.92	1,419.00 (101%)
SUB TOTAL		10,000.00	1,018.08	-8,981.92	10,800.00	2,488.80	8,310.20	-861.72 (-4%)

Community

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	± Under/over spend
11	Additional Income	1,000.00		-1,000.00				-1,000.00 (-100%)
17	Community Events (NON SP)				5,000.00		5,000.00	5,000.00 (100%)
21	Community & Environment fund				7,000.00	4,666.00	2,334.00	2,334.00 (33%)
22	Grant Aid (Res Associations)				3,000.00	3,000.00		0%
80	Salaries				76,365.20	29,741.70	46,623.50	46,623.50 (61%)
87	Services budget				1,500.00	244.11	1,255.89	1,255.89 (83%)
91	SP 21/22 - Food Poverty				1,000.00	502.83	497.17	497.17 (49%)
98	Mobiles				600.00	248.24	351.76	351.76 (58%)
103	One Stop grant	1,000.00	1,000.00		1,000.00		1,000.00	1,000.00 (50%)
SUB TOTAL		2,000.00	1,000.00	-1,000.00	86,466.20	38,402.88	67,062.32	68,062.32 (67%)

Eaglestone MP

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	± Under/over spend
5	Hire of Meeting places	10,000.00	5,457.25	-4,542.75				-4,542.75 (-45%)
25	Electricity				2,400.00	719.69	1,680.31	1,680.31 (70%)
26	Gas				2,200.00	545.50	1,654.50	1,654.50 (75%)
27	Water				1,000.00		1,000.00	1,000.00 (100%)
28	Business Rates				5,000.00	2,370.50	2,629.50	2,629.50 (52%)
29	Repairs & Equipment				3,000.00	2,293.48	706.52	706.52 (23%)
30	Cleaning Supplies				500.00	310.72	189.28	189.28 (37%)

Woughton Community Council
Summary of Receipts and Payments
All Cost Centres and Codes (Between 01/04/2021 and 31/08/2021)

27 September 2021 (2021 - 2022)

31 Waste disposal				563.00	199.75	363.25	363.25 (64%)
32 Service charges							(N/A)
SUB TOTAL	10,000.00	6,467.26	-4,542.76	14,868.00	8,438.84	8,223.38	3,880.81 (14%)

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Dog bins		207.42	207.42	10,000.00	2,093.41	7,906.59	8,114.01 (81%)
72	Vehicles				1,000.00	35.00	965.00	965.00 (96%)
88	Service budget				500.00	781.21	-281.21	-281.21 (-56%)
93	SP 21/22 - Grit Bins				100.00		100.00	100.00 (100%)
94	SP 21/22 - Rats				500.00		500.00	500.00 (100%)
100	Tool Library				1,000.00	11.96	988.04	988.04 (98%)
102	SP - Community Garden				2,500.00		2,500.00	2,500.00 (100%)
SUB TOTAL			207.42	207.42	16,600.00	2,821.68	12,678.42	12,886.84 (82%)

HQ

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Bank and Investment Interest	50.00	1.09	-48.91				-48.91 (-97%)
2	LCTRS Grant	169,782.00	84,891.34	-84,890.66				-84,890.66 (-50%)
8	Precept	577,811.00	288,905.50	-288,905.50				-288,905.50 (-50%)
9	Additional Income	15,000.00	1,820.00	-13,180.00		2,621.60	-2,621.60	-15,801.60 (-105%)
13	Affiliations & Subscriptions				5,100.00	2,801.93	2,298.07	2,298.07 (45%)
14	Professional services				4,500.00	1,095.00	3,405.00	3,405.00 (75%)
15	Audit Fees & Accounting support				3,677.00	1,005.00	2,672.00	2,672.00 (72%)
16	Capital Loan Repayment				26,818.00	5,383.84	21,434.16	21,434.16 (79%)
20	Events & Hospitality				2,000.00	188.58	1,811.42	1,811.42 (90%)
23	Insurance				5,340.00	672.00	4,668.00	4,668.00 (87%)
24	Insurance - Vehicles				2,160.00	147.39	2,012.61	2,012.61 (93%)
58	Communications				8,000.00	4,295.00	3,705.00	3,705.00 (46%)
59	HQ ORG - Banking fees		0.13	0.13	500.00	200.00	300.00	300.13 (60%)
60	HQ ORG - Electricity				1,600.00	537.46	1,062.54	1,062.54 (66%)
61	HQ ORG - Cleaning supplies				600.00	538.99	61.01	61.01 (10%)
62	HQ ORG - Gas				1,100.00	243.80	856.20	856.20 (77%)
63	HQ ORG - Repairs & Equipment				2,000.00	848.99	1,151.01	1,151.01 (57%)
64	HQ ORG - Service charges				1,600.00	1,106.60	493.40	493.40 (30%)
65	HQ ORG - Business Rates				4,600.00	1,922.30	2,677.70	2,677.70 (58%)
66	HQ ORG - Postage				250.00		250.00	250.00 (100%)
67	HQ ORG - Waste disposal				200.00	364.24	-164.24	-164.24 (-82%)
68	HQ ORG - Water				250.00	296.50	-46.50	-46.50 (-18%)
69	HQ ORG - Mobiles				200.00	85.91	114.09	114.09 (57%)
73	Branding				3,000.00	1,007.73	1,992.27	1,992.27 (66%)
74	Stationary, Amenities & Services				9,900.00	1,444.91	8,455.09	8,455.09 (85%)
75	IT & Telephony				29,000.00	10,016.97	18,983.03	18,983.03 (65%)
76	Pension costs				80,000.00	43,299.52	36,700.48	36,700.48 (45%)
77	NIC's & PAYE				124,506.73	63,003.85	61,502.88	61,502.88 (49%)
78	Salaries				97,246.76	44,062.77	53,183.99	53,183.99 (54%)
89	Emerging priorities				3,000.00		3,000.00	3,000.00 (100%)

Woughton Community Council

27 September 2021 (2021 - 2022)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 31/08/2021)

90 Training and Development				10,000.00	1,358.44	8,641.56	8,641.56 (86%)
95 SP21/22 - Surplus (Transfer only)				3,300.00		3,300.00	3,300.00 (100%)
97 HQ ORG - Service charges				2,000.00		2,000.00	2,000.00 (100%)
99 Recruitment				1,000.00	614.60	385.40	385.40 (38%)
104 SP - Woughton on the road				3,000.00		3,000.00	3,000.00 (100%)
SUB TOTAL	782,843.00	375,818.08	-387,024.84	438,448.48	188,183.82	247,284.67	-138,740.37 (-11%)

Landscape

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7 Landscape Grant	153,097.02	153,097.02					(0%)
12 Additional Income	1,000.00		-1,000.00				-1,000.00 (-100%)
70 Vehicles				6,000.00	2,532.95	3,467.05	3,467.05 (57%)
81 Salaries				139,633.59	59,142.97	80,490.62	80,490.62 (57%)
83 Running Costs				6,000.00	4,476.00	1,524.00	1,524.00 (25%)
84 Service budget				18,000.00	12,691.51	5,308.49	5,308.49 (29%)
SUB TOTAL	164,097.02	163,097.02	-1,000.00	188,633.68	78,843.43	80,790.18	88,790.18 (27%)

Meeting places

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
82 Salaries		369.16	369.16	31,753.00	16,505.13	15,247.87	15,617.03 (49%)
96 Deposit (Hall hire)		1,100.00	1,100.00		1,100.50	-1,100.50	-0.50 (N/A)
SUB TOTAL		1,469.16	1,469.16	31,753.00	17,605.63	14,147.37	16,818.63 (48%)

Netherfield MP

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6 Hire of Meeting places	10,000.00	2,015.00	-7,985.00				-7,985.00 (-79%)
49 Electricity				2,000.00	239.65	1,760.35	1,760.35 (88%)
50 Gas				1,200.00	447.67	752.33	752.33 (62%)
51 Water				500.00	385.00	115.00	115.00 (23%)
52 Business Rates				1,900.00	946.20	953.80	953.80 (50%)
53 Repairs & Equipment				4,000.00	1,182.60	2,817.40	2,817.40 (70%)
54 Cleaning Supplies				300.00	274.35	25.65	25.65 (8%)
55 Waste disposal							(N/A)
56 Service charges							(N/A)
SUB TOTAL	10,000.00	2,015.00	-7,985.00	8,800.00	3,476.47	8,424.63	-1,680.47 (-7%)

Tinkers Bridge Meeting place

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4 Hire of Meeting places	10,000.00	3,525.25	-6,474.75		280.00	-280.00	-6,754.75 (-67%)
41 Electricity				600.00	292.14	307.86	307.86 (51%)

Woughton Community Council

27 September 2021 (2021 - 2022)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 31/08/2021)

42 Gas				1,600.00	421.59	1,178.41	1,178.41 (73%)
43 Water				300.00	790.00	-490.00	-490.00 (-163%)
44 Business Rates				1,200.00	597.60	602.40	602.40 (50%)
45 Repairs & Equipment				4,500.00	1,280.06	3,219.94	3,219.94 (71%)
46 Cleaning Supplies				200.00	252.92	-52.92	-52.92 (-26%)
47 Waste disposal							(N/A)
48 Service charges				844.00	964.88	-120.88	-120.88 (-14%)
SUB TOTAL	10,000.00	3,625.26	-8,474.76	8,244.00	4,878.18	4,364.81	-2,108.84 (-10%)

Youth

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
10	Additional Income	3,000.00	1,470.00	-1,530.00		30.00	-30.00	-1,560.00 (-52%)
71	Vehicles				2,000.00		2,000.00	2,000.00 (100%)
79	Salaries				59,897.32	20,285.56	39,611.76	39,611.76 (66%)
85	Running Costs				5,000.00	2,187.17	2,812.83	2,812.83 (56%)
86	Services budget				10,000.00	3,493.71	6,506.29	6,506.29 (65%)
92	SP 21/22 - Youth Council				1,600.00		1,600.00	1,600.00 (100%)
101	HAF Funding	8,950.00	8,055.00	-895.00	8,950.00	1,457.22	7,492.78	6,597.78 (36%)
SUB TOTAL		11,860.00	8,625.00	-2,425.00	87,447.32	27,463.68	68,883.68	67,688.88 (67%)

Summary

NET TOTAL	870,880.02	562,832.24	-417,767.78	800,054.80	378,258.48	620,796.14	103,038.38 (6%)
V.A.T.		24,263.24			7,262.15		
GROSS TOTAL		677,196.48			388,520.61		

Woughton Community Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
427 Service budget	02/08/2021		Barclays		Safety boots - Lorraine	Zoro	S	34.99	7.00	41.99
511 Vehicles	02/08/2021		Barclays		Tracking devices	AMS Tracking	S	79.60	15.92	95.52
516 Vehicles	02/08/2021		Metro Account One		Pickup lease	Lex Autolease	S	306.92	61.39	368.31
513 Affiliations & Subscriptions	02/08/2021		Barclays		Zoom subscription	Zoom	X	28.78		28.78
512 Running Costs	02/08/2021		Barclays		Business rates - Eaglestone ga	Milton Keynes Council	Z	61.41		61.41
517 Business Rates	02/08/2021		Metro Account One		Business rates - TBMP	Milton Keynes Council	Z	120.00		120.00
518 Business Rates	02/08/2021		Metro Account One		Business rates - CHMP	Milton Keynes Council	Z	147.00		147.00
519 Business Rates	02/08/2021		Metro Account One		Business rates - NFMP	Milton Keynes Council	Z	190.00		190.00
520 Business Rates	02/08/2021		Metro Account One		Business rates - EAC	Milton Keynes Council	Z	474.00		474.00
521 Running Costs	02/08/2021		Metro Account One		Business rates - No 95	Milton Keynes Council	Z	101.00		101.00
522 Running Costs	02/08/2021		Metro Account One		Business rates - Pentewan Gat	Milton Keynes Council	Z	187.00		187.00
523 HQ ORG - Business Rates	02/08/2021		Metro Account One		Business rates - HQ	Milton Keynes Council	Z	384.00		384.00
524 Water	03/08/2021		Metro Account One		Water - TBMP	Anglian Water	Z	158.00		158.00
525 Running Costs	03/08/2021		Metro Account One		Water - No 95	Anglian Water	Z	24.00		24.00
514 Affiliations & Subscriptions	04/08/2021		Barclays		Brightpay subscription	Thesaurus Software Ltd	S	8.98	1.80	10.78
474 SP 21/22 - Food Poverty	04/08/2021		Metro Account One		Expenses	S Smith	X	66.91		66.91
536 HAF Funding	04/08/2021		Barclays		HAF Youth items	Aldi	X	41.03		41.03
537 HAF Funding	04/08/2021		Barclays		HAF Youth items	Aldi	X	54.30		54.30
348 Audit Fees & Accounting sup	06/08/2021		Metro Account One		Year End	Rialtas	S	560.00	112.00	672.00
528 Affiliations & Subscriptions	09/08/2021		Metro Account One		Card machine rental	Merchant rentals	S	10.00	2.00	12.00
515 Affiliations & Subscriptions	10/08/2021		Barclays		Amazon Prime membership	Amazon EU S.à r.l.	X	7.99		7.99
526 Electricity	10/08/2021		Metro Account One		Electricity - EAC	Npower	L	324.33	16.22	340.55
527 Electricity	10/08/2021		Metro Account One		Electricity - TBMP	Npower	L	149.89	7.49	157.38
529 I.T & Telephony	11/08/2021		Metro Account One		Cloudy phones	Macquarie Corporate and Ass	S	454.10	90.82	544.92
530 Repairs & Equipment	12/08/2021		Metro Account One		Various repairs	XPS	S	76.00	15.20	91.20
531 Repairs & Equipment	12/08/2021		Metro Account One		Various repairs	XPS	S	99.16	19.83	118.99
532 Service budget	12/08/2021		Metro Account One		Mower repairs - new engine	RT Machinery	S	4,323.58	864.71	5,188.29
533 Grant Aid (Res Associations)	12/08/2021		Metro Account One		Residents Association Allowan	Beanhill Residents Association	X	500.00		500.00
535 HAF Funding	12/08/2021		Barclays		HAF Youth items	Aldi	X	175.75		175.75
540 HQ ORG - Waste disposal	13/08/2021		Barclays		Waste Disposal - HQ	Serco	S	21.37	4.27	25.64
611 Repairs & Equipment	13/08/2021		Barclays		Gas engineer visit	Sterling Installations Ltd	S	120.00	24.00	144.00
612 Services budget	13/08/2021		Barclays		Food Safety training course	FoodSafety	S	90.00	18.00	108.00
538 Training and Development	13/08/2021		Barclays		Chairing Skills training	BALC	X	76.00		76.00
534 Service budget	16/08/2021		Metro Account One		Fuel	Allstar	S	192.88	38.58	231.46
539 Affiliations & Subscriptions	16/08/2021		Barclays		Survey Monkey subscription	Survey Monkey	S	44.17	8.83	53.00
556 Repairs & Equipment	16/08/2021		Metro Account One		TBMP WIFI	Cloudy IT	S	335.00	67.00	402.00

Woughton Community Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
541 Service budget	16/08/2021		Barclays		Vehicle tax	DVLA	X	275.00		275.00
557 Gas	16/08/2021		Metro Account One		Gas - EAC	Total Gas & Power	L	73.22	3.66	76.88
558 Gas	16/08/2021		Metro Account One		Gas - TBMP	Total Gas & Power	L	77.16	3.86	81.02
559 Gas	16/08/2021		Metro Account One		Gas - NFMP	Total Gas & Power	L	105.59	5.28	110.87
542 Branding	17/08/2021		Barclays		Asset labels	Labels Online	S	700.00	140.00	840.00
543 SP 21/22 - Food Poverty	18/08/2021		Barclays		Expenses	S Smith	X	24.68		24.68
560 Water	18/08/2021		Metro Account One		Water - CHMP	Anglian Water	Z	11.00		11.00
586 Gas	18/08/2021		Metro Account One		Gas - CHMP	British Gas	L	23.96	1.19	25.15
545 Affiliations & Subscriptions	19/08/2021		Barclays		Card machine fees	Worldpay (UK) Limited	S	34.13	6.83	40.96
547 Recruitment	19/08/2021		Barclays		Induction elearning	eLearning at Work	S	264.60	52.92	317.52
546 HAF Funding	19/08/2021		Barclays		HAF Youth items	Aldi	X	136.15		136.15
544 Affiliations & Subscriptions	19/08/2021		Barclays		Card machine fees	Worldpay (UK) Limited	E	15.00		15.00
548 HQ ORG - Cleaning supplies	20/08/2021		Barclays		Window cleaning	Easy Squeegee	X	50.00		50.00
549 Cleaning Supplies	20/08/2021		Barclays		Window cleaning	Easy Squeegee	X	25.00		25.00
550 Cleaning Supplies	20/08/2021		Barclays		Window cleaning	Easy Squeegee	X	25.00		25.00
551 Cleaning Supplies	20/08/2021		Barclays		Window cleaning	Easy Squeegee	X	25.00		25.00
552 Cleaning Supplies	20/08/2021		Barclays		Window cleaning	Easy Squeegee	X	25.00		25.00
553 Running Costs	20/08/2021		Barclays		Window cleaning	Easy Squeegee	X	25.00		25.00
554 Service budget	20/08/2021		Barclays		Sleepers for Ashby project	Sid Telfers	X	238.00		238.00
587 HQ ORG - Waste disposal	23/08/2021		Metro Account One		Waste Disposal - HQ	Biffa	S	93.08	18.62	111.70
588 HQ ORG - Waste disposal	23/08/2021		Metro Account One		Waste Disposal - HQ	Biffa	S	47.00	9.40	56.40
561 Running Costs	23/08/2021		Metro Account One		Water - Pentewan Gate	Anglian Water	Z	99.00		99.00
555 HQ ORG - Electricity	23/08/2021		Barclays		Electricity - HQ	Southern Electric	L	98.42	4.92	103.34
602 SP 21/22 - Food Poverty	24/08/2021		Barclays		Community Cafe items	Nisbets	S	321.96	64.39	386.35
606 SP 21/22 - Food Poverty	24/08/2021		Barclays		Community Cafe items	Procook	S	43.33	8.67	52.00
607 Dog bins	24/08/2021		Barclays		Dog bins maintenance	Warners of Bedford	S	500.50	100.10	600.60
604 Insurance - Vehicles	24/08/2021		Barclays		Fleet insurance	James Hallam Ltd	X	147.39		147.39
605 Running Costs	24/08/2021		Barclays		Occupational Health consultati	Prosperite (Occupational Heal	X	429.00		429.00
562 Water	24/08/2021		Metro Account One		Water - NFMP	Anglian Water	Z	77.00		77.00
601 Running Costs	24/08/2021		Barclays		Gas - No 95	Total Gas & Power	L	49.74	2.48	52.22
590 I.T & Telephony	25/08/2021		Metro Account One		IT hardware	Cloudy IT	S	5,496.50	1,099.30	6,595.80
608 HAF Funding	25/08/2021		Barclays		HAF Youth items	Tesco	X	8.25		8.25
591 HQ ORG - Mobiles	26/08/2021		Metro Account One		Mobile phones	Telefónica UK Limited	S	16.52	3.30	19.82
592 Mobiles	26/08/2021		Metro Account One		Mobile phones	Telefónica UK Limited	S	49.56	9.92	59.48
593 Running Costs	26/08/2021		Metro Account One		Mobile phones	Telefónica UK Limited	S	49.56	9.91	59.47
594 Running Costs	26/08/2021		Metro Account One		Mobile phones	Telefónica UK Limited	S	33.04	6.61	39.65
610 Affiliations & Subscriptions	26/08/2021		Barclays		Lucidchart licence	Lucidchart	S	96.00	19.20	115.20
595 Cleaning Supplies	27/08/2021		Metro Account One		Sanitary bins	Cathedral Leasing Ltd	S	150.00	30.00	180.00
609 Stationary, Amenities & Servi	27/08/2021		Barclays		Printer fees	Mirus Managed Print Ltd	S	310.79	62.16	372.95

Woughton Community Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
600 HQ ORG - Banking fees	27/08/2021		Metro Account Two		Online Banking Fee	Metro Bank	X	50.00		50.00
596 Service budget	31/08/2021		Metro Account One		Fuel	Allstar	S	157.71	31.54	189.25
							Total	20,505.98	3,069.32	23,575.30

Agenda item: RF 29/21

WOUGHTON COMMUNITY COUNCIL

Resources and Finance Committee

Tuesday 5th October 2021

PURPOSE OF REPORT:

To inform the committee of changes to the draft 2022/2023 budget.

RECOMMENDATION:

- 1. That the Committee notes the report.**
- 2. That the Committee agrees that this version of the budget is brought to the next Full Council committee for review.**

MAIN ISSUES AND CONSIDERATIONS:

We have reviewed our draft budget for 2022/23, the budget is wholly similar to the original draft brought to this committee in September.

We have taken into consideration the 1.25% increase in Employers National Insurance contributions which has been published to take affect from next financial year. We have also approved some minor changes into the youth staffing budget to amalgamate some of the smaller hour contracts and consolidate into a twelve (12) hour post, using some of the additional hour's budget they have, and funding nine (9) of those twelve (12) hours.

2022/23 Service plan will most certainly mean this budget changes significantly depending on the assessment of costs associated, so another amended version of this will come to this committee before final ratification in January.

FINANCIAL IMPLICATIONS:

Additional increase of just under £5000 for Employers National Insurance across the organisation, taking our PAYE, NIC budget line from £133,342 to £137,894 for 22/23.

Youth staffing budget allocated £6,864 with £1,716 being deducted from 'additional'/'seasonal' hours contracts, therefore we have increased youth staffing by £5,148 for the year to ensure better level of cover across youth sessions. Alongside a 2% increase this brings the base youth staffing budget (net of all deductions) from £62,428 to £69,429 which is inclusive of 2% increase (as we practise on all salary budget lines to ensure UK living pay rise.)

STAFFING IMPLICATIONS:

None Perceived.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

None.

AUTHOR

Samone Winsborough

RFO

Budget planning 2022/23 version 1 - September 2021									
		2021/22*	2022/23 v1		2022/23v2				
EXPENDITURE									
Affiliations	£	5,098.00	£ 5,100.00		£ 5,100.00				
Professional Services	£	1,500.00	£ 3,000.00		£ 3,000.00				
Audit Fees	£	3,677.00	£ 3,677.00		£ 3,677.00				
Capital Loan Repayment	£	26,818.00	£ 26,818.00		£ 26,818.00				
Community Events (previously Carnival)	£	5,000.00	£ 10,000.00		£ 10,000.00		increased		
Cllr Ward Initiatives Fund	£	3,800.00	£ 3,800.00		£ 3,800.00				
Dog & Litter Bin Costs	£	10,000.00	£ 10,000.00		£ 10,000.00				
Events & Hospitality	£	2,000.00	£ 2,000.00		£ 2,000.00				
Communities and Environment Fund	£	7,000.00	£ 12,000.00		£ 12,000.00		increased		
Grant Aid - Res Associations	£	3,500.00	£ 3,500.00		£ 3,500.00				
Insurance Inc Vans	£	6,960.54	£ 8,250.00		£ 8,250.00		additional 10%		
Meeting Places (Costs)	£	40,000.00	£ 40,000.00		£ 40,000.00				
Member Allowances and Expenses	£	15,500.00	£ 15,500.00		£ 15,500.00				
Newsletters, Websites and Communications	£	6,000.00	£ 8,000.00		£ 8,000.00				
HQ - Building Costs (regulars)	£	12,100.00	£ 13,310.00		£ 13,310.00		additional 10%		
Vehicles	£	9,630.00	£ 9,630.00		£ 9,630.00				
Branding (also to include uniforms)	£	2,000.00	£ 3,000.00		£ 3,000.00				
Stationary and Amenities and services - HQ	£	9,900.00	£ 10,395.00		£ 10,395.00		Additional 5%		
I.T (previously included broadband and Members IT)	£	29,000.00	£ 31,900.00		£ 31,900.00		Additional 10%		
Organisational Costs Total	£	199,483.54	£ 219,880.00		£ 219,880.00				
Staffing Costs - added 2% across the board + increments									
Pension costs (20/21 = 22.1%, 21/22 = 23.6%, 22/23 = 25.1%)	£	73,781.64	£ 87,625.07		£ 87,625.07		1.5% increase		
Employers NI Costs (PAYE)	£	58,318.09	£ 133,342.07		£ 137,894.91		Emp NI Increase of 1.25% from April, plus 2% increase on overall wage bill		
HQ Staffing	£	121,628.47	£ 108,046.72		£ 108,046.72		2% increase		
Youth Staffing	£	76,000.00	£ 62,428.08		£ 69,429.36		2% increase plus small additional post (@£4500)		
Community Staffing (previously incl Advice)	£	93,315.72	£ 82,372.57		£ 82,372.57		2% increase		
Landscape and Environment Staffing (incl Envir)	£	183,664.26	£ 139,104.54		£ 139,104.54		2% increase		
Members Staffing	£	22,215.31	£ -		£ -		Gone into HQ staffing		
Meeting Places Staffing	£	38,646.37	£ 35,500.08		£ 35,500.08		2% increase		
Increments & payrise (3%)	£	-	£ 19,452.57		£ 19,799.20				
Staffing Total	£	667,569.86	£ 667,871.72		£ 679,772.46				
Landscape - Building costs	£	6,000.00	£ 6,600.00		£ 6,600.00		10%		
Landscape - Services Budget	£	18,000.00	£ 18,000.00		£ 18,000.00				
Youth - Building Costs	£	5,000.00	£ 5,500.00		£ 5,500.00		10%		
Youth - Services Budget	£	10,000.00	£ 10,000.00		£ 10,000.00				
Advice - Services Budget	£	500.00	£ 500.00		£ 500.00				
Environment - Services Budget	£	500.00	£ 500.00		£ 500.00				
Community Development - Services Budget	£	1,000.00	£ 1,000.00		£ 1,000.00				
Service Plan Delivery	£	10,000.00	£ 30,000.00		£ 30,000.00		increased		
Emerging priorities	£	10,000.00	£ 10,000.00		£ 10,000.00				
Training, Development and Conferences	£	10,000.00	£ 10,000.00		£ 10,000.00				
Emergency Contingency	£	-	£ -		£ -				
Services Delivery Total	£	71,000.00	£ 92,100.00		£ 92,100.00				
EXPENDITURE TOTAL	£	938,053.40	£ 979,851.72		£ 991,752.46				
INCOME									
Bank and Investment Interest	£	50.00	£ 50.00		£ 50.00				
MKC LTRS Grant / Deprivation grant	£	169,782.00	£ 169,782.00		£ 169,782.00		Agreement that this will remain for 22/23		
Hire of Meeting Places	£	40,000.00	£ 40,000.00		£ 40,000.00				
Landscape Grant (3% RTI increase)	£	155,846.21	£ 160,521.60		£ 160,521.60				
Precept	£	577,811.77	£ 618,258.59		£ 618,258.59				
Additional Income Generation	£	20,000.00	£ 20,000.00		£ 20,000.00				
Income Total	£	963,489.98	£ 1,008,612.19		£ 1,008,612.19				
Transfer to / from reserves									
SURPLUS / DEFICIT	£	25,436.58	£ 28,760.47		£ 16,859.73				
Balance carried over from previous year	£	444,649.00	£ 470,085.58		£ 470,085.58				
Proposed surplus / deficit	£	25,436.58	£ 28,760.47		£ 16,859.73				
End of year carry over	£	470,085.58	£ 498,846.05		£ 486,945.31				

Agenda item: RF 30/21

WOUGHTON COMMUNITY COUNCIL

Resources and Finance Committee

Tuesday 5th October 2021

PURPOSE OF REPORT:

To inform the committee of a proposal for the 2022/2023 budget consultation.

RECOMMENDATION:

1. That the Committee notes the report.
2. That the Committee agrees to launch budget consultation/priorities from 10th November 2021 (after Full Council agreement).
3. That the Committee agrees to review the feedback in December's Resources and Finance Committee.
4. That the Committee agrees that the budget consultation/priorities feedback and budget is reported back to Operations committee on 05th January 2022.

MAIN ISSUES AND CONSIDERATIONS:

After version two (2) of the budget for 2022/23 is brought to Resources and Finance in our upcoming November meeting we can agree the budget consultation at the same time. Given this the proposal for rolling out the budget consultation is as follows:

Draft Budget V2 agreed (2022/23)	Resources and Finance	02/11/2021
Budget consultation draft agreed	Resources and Finance	02/11/2021
Budget consultation draft agreed	Full Council	09/11/2021
Budget consultation published	-	10/11/2021
Budget consultation first feedback review	Resources and Finance	01/12/2021
Budget V3 (2022/23) and Budget consultation final review	Operations	05/01/2022
Final Budget ratified (2022/23)	Full Council	11/01/2022

In terms of engagement, we will aim to get as much reach, and feedback from across the Parish as possible. We must find ways to ensure there is optimum access to the consultation and opportunity to feedback across all the residential estates as possible.

Office engagement

'Postcard' sized documents will be made up to be handed to people who come into the office/come to WCC projects and events with details on where and how to access the budget consultation. We will make this available online, through URL link to our website, whilst also having paper copies available to those who would prefer.

Officers will be informed to encourage people who come in and call into the office to access the consultation.

Trailer engagement

The recommendations are that we utilise the trailer when it is out doing the Mears surgeries should they continue into the winter months, so that we can resource the trailer with copies of the budget consultation and staff it with potentially an officer and a Councillor.

Councillor involvement

I will arrange for the budget consultation to be made into a desktop icon in collaboration with Cloudy IT so councillors can have 'one-click' access to the consultation on their tablets, so if they are doing surgeries or speaking to residents in their capacity of councillor that they can offer to fill out the form on behalf of the residents they are working with.

Residents Associations

Resident associations will also be invited to promote the budget consultation with their estates and encourage responses.

Projects and initiatives

This moves on nicely to initiatives such as the Community fridge and café that Councillors also attend. We will arrange for paper copies of the budget consultation to be made available and be visually accessible for all people who attend. We will also ensure copies are made available at Netherfield community fridge and ask that resource there encourage people filling in these consultations and handing them back.

Online engagement

We will, as always ensure the link to the online form is made available through our website, through promotion on social media (Facebook) and ensure the link is on the postcard document we will hand out to people. All council meetings will include the link on the last screen to the budget consultation throughout November and December.

FINANCIAL IMPLICATIONS:

None Perceived.

STAFFING IMPLICATIONS:

RFO time.

OTHER IMPLICATIONS:

None perceived

BACKGROUND PAPERS:

None.

AUTHOR

Samone Winsborough

RFO

Agenda item: RF 31/21

WOUGHTON COMMUNITY COUNCIL

Resources & Finance Committee

Tuesday 5th October 2021

PURPOSE OF REPORT:

To update the committee on the situation with pay rises for officers, delays to agreements and proposals / options for action.

RECOMMENDATION:

- 1. That the committee notes this report.**
- 2. That the committee decides whether to:**
 - a. Award a 1.75% across the board cost of living increase, with any variance on this to be resolved as and when JNC provide updated scales.**
 - b. To hold off on any cost of living increase, inform officers of the reasons for the delay, on the understanding that any pay rise will be backdated once agreed and award the rise in one go, once agreed.**
- 3. That the committee notes that incremental rises have been awarded and backdated to those officers who are due one, to be paid at the end of September.**

MAIN ISSUES AND CONSIDERATIONS:

Woughton Community Council, as part of the contractual agreement with officers (i.e. as part of the contract of employment), provides 'Green Book' terms and conditions. This means that the main terms and conditions are set by the National Joint Council for Local Government Services (known as the NJC). This includes pay scales.

Pay increases are in two parts; the incremental rise that means people move up one pay scale each year of service and the 'cost of living' increase that is agreed each year, usually (but not always) linked to inflation and the cost of living.

Each year, the NJC in discussions with employers and unions, agrees the pay rates for the coming year. This has never happened before the start of the financial year in the experience of the Council Manager, meaning that pay rises are usually awarded in September, once this agreement has been reached, and backdated to the start of the financial year.

Due to disagreements between employers and unions, this year's scales have not yet been agreed. This means that staff have not had any cost of living increase and it looks increasingly likely that there will be no agreement during this calendar year. If there is a continuing disagreement which then leads to any industrial action (increasingly possible), this situation could continue into the next financial year.

The last offer that was rejected by the unions was for a 2.75% increase for the very lowest paid and a 1.75% increase for others.

The most recent statement from the employers side.

The LGA has advised us: “The three local government unions (UNISON, GMB and Unite) have confirmed that their respective consultation ballots on the National Employers’ final pay offer will run through to late Sep / early Oct. All three unions will be recommending that the pay offer[s] be rejected. We will provide a further update once the consultation process has run its course and the unions have notified us of the outcome, which is likely to be early to mid Oct.”

Due to the delays in this agreement, incremental rises (for officers who are entitled to one – people who are not within their probationary [period and have not reached the top of their pay scales) will be paid at the end of September. These will be backdated to April 1st, in line with contracts. Any variation to these following NJC decisions will be corrected as and when possible.

Committee is asked to consider whether any cost-of-living increase should be paid prior to any agreement from the NJC.

The current situation is that over half of the officers will not receive any increase through the incremental rises. Whilst a 1.75% increase is not a huge amount, it equates to an average increase of £315 (a total of just under £9000 for the year across the council – this has been budgeted for).

It is very unlikely that any agreed increase will be less than this when NJC agree rises and any variation can be managed once agreement is reached.

STAFFING IMPLICATIONS:

There are no implications, other than that impact of no wage increase for some being, in effect, a loss of income as inflationary increases will reduce spending power.

OTHER IMPLICATIONS:

This decision should be seen as an exception to the ‘Green Book’ agreement – whilst if the committee decides to award an increase in advance of any NJC decision, this will pre-empt any agreement which would be covered by the ‘green book’. However, this would be a short-term variation, whilst awaiting action from NJC (which, it could be argued, should be in place before the financial year starts).

BACKGROUND PAPERS:

None.

AUTHOR

Steve McNay – Council Manager

Agenda item: RF 32/21

WOUGHTON COMMUNITY COUNCIL

Resources and Finance Committee

Tuesday 5th October 2021

PURPOSE OF REPORT:

To inform the committee of the current terms for rented equipment as per the Terms of Reference.

RECOMMENDATION:

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to recommendations concerning sourcing new providers for WCC work mobiles.**
- 3. That the Committee agrees to the recommendation to cancel the card machine next financial year, in place of Scribe bookings.**

MAIN ISSUES AND CONSIDERATIONS:

Landscape vehicle

We currently lease a Landscape truck with our current provider and in contract for three (3) years, not due for review/renewal until November 2022. We currently pay £306.92 (NET) payments pcm, circa £3,700 p/a (£11,049 across the contract term.)

Recommendation – look at options/fit for purpose and need early in 2022, to be prepared for whether we wish to renew, or go with another supplier/vehicle.

Printer

We currently have no issues with our printer, and it is fit for purpose, however some work should be done around best value for money and whether we should be looking at more environmentally friendly options, especially down to all the work we have done at trying to get Councillors/Committees paperless. Whilst this would not be an appropriate or sensible approach with our officers, a printing solution that is environmentally friendly and GDPR compliant would potentially better suit our ethos. Due to this not being a priority I recommend that we review printers in 2022 and look into whether we wish to change suppliers or stick with who we have currently. It should be noted there are no service complaints with our current provider.

Recommendation – On our radar, but not a priority look into options with other printer providers in 2022, and feedback to Resources and Finance.

Mobiles

Our current contract has had our notice of termination due to our needs changing and us preferring to go out to market. Given the increased need for mobiles so officers are accessible and not having to use personal mobiles which is happening in some instances. Our current contract ends in April 2022 with our current bill coming to circa £1,800 for the year for the mobiles we currently have (note, not all officers who need a mobile have one assigned and therefore our need WILL increase with the new supplier.) however we will look for best value for money and whether that will mean, purchasing phones and using rolling sim contracts, or whether to tie us into a new contract will be assessed and an additional paper will come to this committee for formal agreement prior to any decision being made.

Recommendation – A new supplier is sought, and a review of mobile users is assessed by RFO and CM in conjunction to decide who/how many handsets we need, to find a deal that is best value for money and report back to this committee in February 2022.

Worldpay – card machine

The card machine is currently rented equipment we use to take payments over the phone/in the office for hall hire payments. We are invoiced monthly circa £50 p/m in charges circa. £600 per annum to take payments in house. However, due to the introduction of scribe bookings and the ability to pay online via stripe, I would recommend that we aim to cancel the card machine by 01/04/2022 for the next financial year and use online payments only. These can be distributed straight into our bank immediately, weekly, monthly however we choose to set up the system. Even for those residents who prefer to come in and make payments, we can set the link up on a spare laptop or tablet and get them to make the payment this way rather than pay an additional fee for a card machine, when we now have the online/instant facility ready to use.

Recommendation – That the RFO cancels the card machine once Scribe bookings is fit for purpose for public use online, and convert to online payments only in house, and remotely.

FINANCIAL IMPLICATIONS:

None Perceived.

STAFFING IMPLICATIONS:

None Perceived.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

None.

AUTHOR

Samone Winsborough

RFO

Agenda item: RF 33/21

WOUGHTON COMMUNITY COUNCIL

Resources and Finance Committee

Tuesday 5th October 2021

PURPOSE OF REPORT:

To agree the items to be included in the 2022/2023 Service Plan.

RECOMMENDATION:

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to the recommended service plan items for 2022/2023.**

MAIN ISSUES AND CONSIDERATIONS:

The main items suggested to be added for service plan 2022/2023 for Resources and Finance as are as follows:

Community centre improvement plan/strategy

To pull together a strategy/cost assessment for improvement of all meeting places, to try to gain a contractual agreement with MKC to agree to 'X' amount of cost over each year to ensure we do not waste money improving the centres if anything happens to them over the course of regeneration. Only if an agreement is made could more significant investment be justified within our centres.

Contract and preferred supplier review

To review all of our current contracts and do a service level review on any 'preferred suppliers' that we use to provide services to ensure best value for money and output.

Asset (tagging)

Ensuring all equipment to a significant value is asset tagged and assigned on asset register.

Online bookings and payments (website)

To ensure that online bookings through scribe is 'live' and functional by April 2022 to ensure we can look at cancelling current contract with our card machine and move all payments online to enable people to access payment screen from home as well as coming into the office.

Trailer (advertising, marketing and usage)

To review and assess the use of the trailer and if we wish to use this as an income generator stream, if so, review advertising and marketing of the trailer inclusive of hire rates and look at ways to incorporate the trailer into appropriate initiatives and projects and how to correctly resource it.

In terms of the service plan document which will detail what is completed year on year at Resources and Finance the suggestions are:

Policy review

Annual policy reviews and amendments.

Budget monitoring, reviewing, and forecasting

Budget monitoring and reviewing of all transactions, signing of randomly selected invoices to cross reference against the transaction report.

Forecasting the budget for the next Financial year based on current years budget and the budget consultation, in agreement with Full council.

AGAR

Annual Governance and Accountability return, two (2) internal audits a year feedback reported to Resources and Finance including the End of year audit and external auditor report feedback.

VAT RTN

Quarterly VAT returns sent to HMRC for payment owed to us.

Investments

Reviewing investment strategy and current investment stance to recommend any future investment to Full Council.

Hire rates review

Reviewing income generation through hall hire, and ensuring our rates are fair but also cost effective to be able to manage and maintain the centres.

Budget consultation

Annual budget consultation to assist formulate decisions made regarding our budget, always trying to improve engagement and reach of the consultation.

FINANCIAL IMPLICATIONS:

None Perceived.

STAFFING IMPLICATIONS:

None Perceived.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

None.

AUTHOR

Samone Winsborough
RFO

Agenda item: RF 34/21

WOUGHTON COMMUNITY COUNCIL

Resources & Finance Committee

Tuesday 5th October 2021

PURPOSE OF REPORT:

To update the committee on the proposed Eaglestone Activity Centre transfer from Milton Keynes Council to Woughton Community Council.

RECOMMENDATION:

- 1. That the committee notes this report.**
- 2. That the Council Manager continues to try and find resolution with MKC around a suitable way forward.**
- 3. That if no further offer comes from MKC with regard to EAC transfer, that a further paper comes to this committee for consideration of withdrawing from the management and/or oversight of EAC OR agreement for the significant investment needed to bring up to date, as part of a wider regeneration of community buildings programme.**

MAIN ISSUES AND CONSIDERATIONS:

The Eaglestone Activity Centre has been managed by WCC for several years. There is no formal agreement in place to govern this. MKC are eager to transfer the centre to WCC, but there remain concerns about the level of investment that may be needed to ensure the suitability of the centre in the medium to long term. There have been several papers, reports and evaluations undertaken to assess this, all of which have been seen by this council.

The last discussions that took place were around MKC ensuring that WCC was protected from any unknown or unseen issues, specifically around any structural issues that would be likely to cause long term, significant costs. The Council Manager understood that MKC were looking to see whether there was a pot of funding that would, at the very least, cover the structural surveyor. There has been no contact from MKC regarding this, despite requests for such.

When the last discussions took place, it was agreed that this situation would be resolved by the end of 2021. At the moment, there appears to be some distance between what WCC and MKC feel is possible / appropriate, so at some point soon a decision will need to be made regarding the long term approach for the centre – it is clear that significant investment will be needed from WCC and this committee needs to make a recommendation to Council with regard to how to proceed in the event that the situation remains as it currently is.

It was agreed at the July Resources and Finance Committee that a paper would come to this meeting making a recommendation about the transfer of the building. At

the current time, the Council Manager and RFO feel that the investment needed is significant (likely to be around £100k) and that if this is the will of the committee / wider council, then an agreement should be made regarding an investment programme for ALL community venues, potentially with a PWLB loan so that these works can be

capitalised over a period. However, this is made more difficult by the potential 'renewal / regeneration' approach and the lack of agreement from MKC around this.

It would be very difficult for a recommendation to be made at this point, other than to reiterate that taking over EAC without the assurances / agreements / assessments in place that have been requested would be a significant risk and one that with the current level of information, cannot be recommended.

STAFFING IMPLICATIONS:

None at this time, but implications for Caretaking staff depending on longer term approach.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

FC 277/21 plus associated documents.

RF 07/21.

AUTHOR

Steve McNay – Council Manager