

Agenda item: RF 17/21

WOUGHTON COMMUNITY COUNCIL

Finance and Resources Committee

Tuesday 7th September 2021

PURPOSE OF REPORT:

To update the committee on the Q1 VAT return.

RECOMMENDATION:

That the Committee notes the report.

MAIN ISSUES AND CONSIDERATIONS:

Quarter one (1) VAT (01/04/21 – 30/06/21) was submitted to HMRC for payment, the sum of VAT to be returned to us as at the end of Quarter one (1) is: £4,604.88 (a list of payments is attached.) This has been received and we will be submitting Q2 VAT return in early October.

FINANCIAL IMPLICATIONS:

We have also applied for a VAT return relating to Quarter four (4) for financial year 2019/20 £10,614.67 which we received last week. We believe this return was not filed for as it clashed with COVID19 pandemic and lockdown. We are still able to claim this money back and therefore have applied for it. This is NOT any additional money as it was accounted for at year-end 2020/21.

STAFFING IMPLICATIONS:

None perceived.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

List of payments Q1 (2021/22).

AUTHOR

Samone Winsborough
RFO

Woughton Community Council
Form 126 Schedule - VAT between 01/04/2021 to 30/06/2021

Invoice Date	Supplier VAT Reg No	Supplier	Desc	VAT
	GB 244 1555 76	Lex Autolease	Pickup lease	61.39
	GB783826977	Merchant rentals	Card machine rental	2.00
	GB577704800	Macquarie Corporate and Asset Fina	Cloudy phones	90.82
	GB 559 0978 89	Npower	Electricity - No 95	5.18
	GB 559 0978 89	Npower	Electricity - NFMP	11.98
	GB121488286	Milton Keynes Council	Service charges - CHMP	73.31
	GB747880191	Allstar	Fuel	40.23
	GB537 9116 27	Biffa	Waste Disposal - EAC	9.40
	GB978542271	Auto Service Solutions Ltd	MOT	8.87
	GB684 9667 62	British Gas	Gas - CHMP	5.94
	GB916888080	Cloudy IT	IT hardware	420.00
	GB987085564	AMS Tracking	Tracking devices	15.92
	GB747880191	Allstar	Fuel	27.92
	GB178900086	Thesaurus Software Ltd	Brightpay subscription	2.02
	GB716468713	Elite Carbody	Vehicle repairs	95.20
	GB 778 6037 85	Telefónica UK Limited	Mobile phones	3.58
	GB121488286	Milton Keynes Council	Service charges CH Arts Workshop	110.66
	GB689638949	Total Gas & Power	Gas - HQ	8.68
	GB485 7406 13	Complete Detection Systems Ltd	Annual maintenance of alarms	79.50
	GB485 7406 13	Complete Detection Systems Ltd	Annual maintenance of alarms	58.20
	GB485 7406 13	Complete Detection Systems Ltd	Annual maintenance of alarms	59.10
	GB485 7406 13	Complete Detection Systems Ltd	Annual maintenance of alarms	36.60
	GB485 7406 13	Complete Detection Systems Ltd	Annual maintenance of alarms	55.80
	GB346396527	Cathedral Leasing Ltd	Sanitary bins	40.00
	GB346396527	Cathedral Leasing Ltd	Sanitary bins	19.99
	GB689638949	Total Gas & Power	Gas - No 95	4.76
	GB727255821	Amazon EU S.a r.l.	Bags for the Fridge	2.84
	GB898333962	Mirus Managed Print Ltd	Printer fees	32.78
	GB553 7696 03	Southern Electric	Electricity - HQ	4.69
	GB991280207	Worldpay (UK) Limited	Card machine fees	6.80
	GB232 5555 75	Screwfix	Wood screws for raised beds	4.16
	DE 311029942	MUSIC STORE professional GmbH	Studio equipment	104.67
	GB 184408203	Survey Monkey	Survey Monkey subscription	5.83
	GB816083340	GAK.CO.UK Ltd	Digital piano for Youth studio	89.00
	GB931360840	Cuepower.co.uk	Football Table	133.17
	GB552033282	Gear4music Ltd	Multiple studio items	129.73
	GB 306 5034 37	Studiospares Europe Ltd	Headphones for Youth studio	44.25
	GB333734213	GINDAIRA LTD	Multiple studio items	3.96
	GB315544515	ADDSFIT UK LTD	Multiple studio items	2.66
	GB 244 1555 76	Lex Autolease	Pickup lease	61.39
	GB783826977	Merchant rentals	Card machine rental	2.00
	GB577704800	Macquarie Corporate and Asset Fina	Cloudy phones	90.82
	GB987085564	AMS Tracking	Tracking devices	15.92
	GB178900086	Thesaurus Software Ltd	Brightpay subscription	2.02
	GB684 9667 62	British Gas	Gas - CHMP	7.26
	GB 778 6037 85	Telefónica UK Limited	Mobile phones	3.58
	GB895 8727 46	Limesquare Vehicle Rental Ltd	Vehicle hire	33.60
	GB873649283	Warners of Bedford	Dog bins maintenance	100.10
	GB 559 0978 89	Npower	Electricity - TBMP	7.11
	GB 559 0978 89	Npower	Electricity - EAC	16.26
	GB911728532	XPS	XPS repairs	36.23
	GB911728532	XPS	XPS repairs	29.46
	GB689638949	Total Gas & Power	Gas - EAC	35.29
	GB689638949	Total Gas & Power	Gas - TBMP	6.17
	GB978542271	Auto Service Solutions Ltd	Vehicle repairs	11.15
	GB689638949	Total Gas & Power	Electricity - CHMP	3.51
	GB916888080	Cloudy IT	IT hardware	16.00
	GB747880191	Allstar	Fuel	13.18
	GB765447009	RT Machinery	Landscape - repairs	23.08

Agenda item: RF 18/21

WOUGHTON COMMUNITY COUNCIL

Resources & Finance Committee

Tuesday 7th September 2021

PURPOSE OF REPORT:

To explain the findings of investigation into CCLA property fund investment scheme.

RECOMMENDATION:

1. That the Committee notes the report.
2. That the Committee agrees to forward the report to Full council for decision on whether to transfer £100,000 of the £200,000 from our CCLA deposit fund to the CCLA property fund.
3. That the Committee is prepared to assume this with the view of a long-term view on the investment (minimum of 5 years).
4. That the Committee agrees to review year on year (after year end) our reserves level which is readily available and review whether to deposit any more into this investment scheme.

MAIN ISSUES AND CONSIDERATIONS:

The Council Manager and I met with our account manager from CCLA to discuss the risks and benefits of investing in the CCLA property fund. The salient discussion points were as follows.

They suspended the property fund for 6 months when lockdown was announced to assess the situation, they therefore did not want to onboard new clients during this time, they reopened the fund end of September. No clients left the scheme during the pandemic, and they still have a portfolio of 250 clients and 1.25 Bn fund value.

Risks

Retail units – This is something they had been assessing prior to covid and I was happy they reported that less than 2% of their fund is secured in retail units, which therefore becomes less of a risk with the current nature of the high street and rents being paid.

Office spaces – All tenants in the scheme in terms of office spaces have paid up and CCLA have managed to re-let office space during Covid19 at increased rates. While it looks like the general direction of the nation is that most organisations are moving towards 'hybrid' working office spaces are still valuable, although on their radar and being assessed. With the risk associated they are investigating planning permissions to make office spaces they do have residential and sell on – and therefore there is contingency in place should the market value/demand for office spaces deplete.

A long-term view on investment – This should be recognised as a minimum of five (5) years investment meaning we should be willing to leave the investment money sat in the fund without needing access to see a valuable return. The investment is not easily accessible meaning if we wish so to, deduct some or all of our investment this can only be sanctioned on valuation day (always month end) and there may be a notice period for the investment to be paid back to us.

There is no guarantee we will receive all our investment back – It is to be noted, as with any high return investment there is a risk, we will not receive the whole investment back, this will depend on valuations, market value's etc. at the time of wishing to recuperate our investment, a loss or gain will only be realised when we so choose to leave. However, I believe if we hold the investment with a view of keeping this in the fund over a long period of time, and choose wisely when to release this should not be a problem.

Pros

No clients have left the scheme during potentially one of the hardest years for the property market in a long-time.

They were still able to meet +4% yield for the whole of last year (2020/21) and are currently at 4.1% net all dividend yield. (This means the 4.1% accrued is NET of CCLA fees) if you compare this to our deposit fund where we are currently occurring interest on 2 basis points circa **(0.017% as at 27th July 2021)** the property fund is a significant increase in return for our money.

We would only be investing circa 20% of our overall reserve fund that we have in place currently, this should be noted as a smaller risk, as we will still have funds to the value of circa 345,000 readily available should we need to use them. We should view the property fund investment as a **core** reserve to invest back into our community when the fund is at a suitable level.

AGAR and year-end

It should be noted our current figures will look different at the end of the year should we wish to transfer from the deposit fund into the property fund. The investment we choose to input into the scheme will move from (box 8) short-term investments and cash, to long-term investments and fixed assets (box 9). A 'loss' or 'gain' is not realised until we choose to leave the scheme, and therefore the figure amount will remain the same until we so decide to recuperate our investment.

FINANCIAL IMPLICATIONS:

Reserves – our current reserve level is £444,649 (£202,768) of which are currently sat in the CCLA deposit fund.

Fees to join – A suitability report must be completed before applying for the investment scheme, the costs associated with this is £795.00. CCLA's fees equate to around 0.65% for auditory fees etc. The aforementioned (current) +4% yield is the return-on-investment NET all fees associated with the fund.

Using delegated powers, we have applied for, and completed the suitability report to ensure we are able to enter the fund.

I am recommending that we look to transfer £100,000 from the current £202,768 we have in the CCLA deposit fund to the property fund with a view of not looking to recuperate our investment for a **minimum** of five (5) years, but with a strong intention to view this even longer term of 10-15 years' worth of investment. We can review our reserves at every year-end and decide how best to account for the funds.

STAFFING IMPLICATIONS:

None Perceived

OTHER IMPLICATIONS:

None perceived

BACKGROUND PAPERS:

None.

AUTHOR

Samone Winsborough
RFO

Agenda item: RF 19/21

WOUGHTON COMMUNITY COUNCIL

Resources & Finance Committee

Tuesday 7th September 2021

PURPOSE OF REPORT:

To update the committee on Councillor Allowances for consideration over the coming budget setting period.

RECOMMENDATION:

- 1. That the committee notes this report and associated documents.**
- 2. That the committee considers a recommendation for inclusion within the 2022/23 budget, setting a level for councillor allowances.**
- 3. That consideration is given to:**
 - a. The MKC policy document**
 - b. The level of allowance at comparable local councils**
- 4. That allowances are considered on an annual basis as part of the budget setting procedure, linked to any updates in legislation and or local policy.**

MAIN ISSUES AND CONSIDERATIONS:

Woughton Community Council considers councillor allowances as an essential element of enabling wider participation in local democracy and as such, makes budgetary consideration of allowances each year. The current level of allowance is:

- £624.50 per year (standard)
- £1249 per year (Chairs Allowance)
- £1249 per year (Leaders Allowance)
- £50 per year (Ambassador's allowance)

The full amount that is budgeted this year for allowances is £15,000 (Please note that this also includes expenses, payable for travel and subsistence, etc.)

This level of allowance is set in policy and has been agreed and ratified. However, this has remained the same for several years and a review was requested by this committee.

To support this aim, a piece of research was undertaken to 'benchmark' against similar councils / other councils within the city. Whilst this research has resulted in limited information, the overall view is that most local councils don't pay allowances (it should be noted here that most local councils do not deliver anything like the level of service that WCC does), comparable councils (i.e. 'the big seven' in MK) vary widely, between the 'MKC Model' plus inflation, through to having no allowance at all.

The last time MKC undertook any work around this area was in 2018, where the report (see <https://www.milton-keynes.gov.uk/your-council-and-elections/councillors-and-committees/councillors-allowances>) did not mention parishes. This is overdue and additional queries have been raised as to when this may happen again, as this should inform the WCC decision making process.

The allowances sit separately from expenses – these are also payable and include a set amount for broadband, plus additional expenses for anything incurred in the line of duty (e.g. travel costs, training, etc.). WCC also covers the costs of IT supplies.

The allowance is taxable. Expenses are not.

FINANCIAL IMPLICATIONS:

Any change to the allowance's regime will have an impact, but likely to be relatively small within the overall budget – for example, the Bank of England suggests that since 2018, inflation has been around 2% per annum, meaning that £625 in 2018 would be £650 in 2020. An increase of this size (i.e. £25 per councillor, per year, with double for Chair and Leader) would equate to an additional £525 per year.

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

Consideration should be given to the impact of any increase on public perception.

BACKGROUND PAPERS:

List of local councils and allowances information.

AUTHOR

Steve McNay – Council Manager

Woughton Community Council – Councillors Allowances and Expenses Policy

General

- This policy is made under the terms of the Local Authorities (Members Allowances) (England) Regulations 2003.
- This policy takes into consideration the recommendations made by the Independent Remuneration Panel appointed by the Principle Authority (Milton Keynes Council) and further recommendations following consultation during 2018.
- Woughton Community Council currently has 19 councillors, who serve a four year term of office and, as long as they have been elected, are entitled to these allowances. Expenses are payable to ALL councillors, including those that have been co-opted.

Basic Allowances

- All elected councillors receive a basic allowance of £624.50 per annum (as of April 2018). This is paid in two instalments and is subject to both tax and National Insurance contributions where applicable.
- If a councillor ceases to be a councillor before the end of their term of office, payment of the allowance ceases, and a pro rata calculation is made to ensure the councillor receives the right amount of allowance. If necessary, an adjustment for under or overpayment may have to be made and the council reserve the right to recover any overpayment of Basic Allowance.
- A Basic Allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meetings with officers and parishioners. It is also intended to cover incidental costs, such as use of their homes for council business, telephone rental and call costs.

Special Allowances

- The council pays a specific allowance to the Chair of the Council, to reflect the additional demands and responsibilities that this office confers. This amount is double that of a councillor's basic allowance - £1249 per annum (as of April 2018).
- The council also pays an additional specific allowance to the Leader of the Council, reflecting again the additional demands and responsibilities. This is paid at the same rate as the Chair of the Council. This reflects the special nature of this council, in having a Leader (un-prescribed in legislation).
- These allowances are paid in two instalments and are subject to tax and National Insurance contributions where applicable.
- The Ambassador is allocated £50 annually towards specific expenses related to the role.
- In the event that a councillor who is receiving a specific allowance is unable to carry out the duties associated with the role for a period of three months or more, the council will consider the circumstances with the option of ceasing the specific allowance and making a retrospective payment to a deputising councillor who is stepping onto the position, continuing this payment until the original councillor is able to resume the role.

Co-opted members of the council

- Under legislation, any member who has been co-opted onto the council is unable to be paid any allowances. They are, however, able to claim expenses, as detailed below.

Expenses

Woughton Community Council is committed to ensuring that ALL members of our community who are eligible to stand as councillors are able to do so. If elected or co-opted onto the council, the council is also committed to support access and attendance for all. The expenses policy noted below reflects this commitment.

Child Care and Dependents Allowance

Due to legislation, the council is unable to pay for childcare or dependents care costs. It is important that it is recognised that this legislation is considered to be unhelpful by the council and we continue to make representations to government through our national bodies to try and address this situation.

Travel and Subsistence

Where possible, travel and subsistence should be planned in advance and paid for via the Responsible Finance Officer. Where this isn't possible (e.g. where a private vehicle is used or a meal is bought whilst away from the offices), the following policy applies.

Councillors will be reimbursed for travel at the current rates agreed by the National Joint Council (NJC) for reimbursement of council officers.

Councillors will be reimbursed the full costs of travel *using the most appropriate means* at standard class, whilst carrying out approved duties. A valid receipt **MUST** be provided.

Councillors who are undertaking Approved Duties may claim for reasonable costs for meals. These are currently set at:

- Breakfast – up to £5.00 (if working away between 6am - 9am)
- Lunch – up to £8.00 (if working away between 12 noon – 2pm)
- Evening meal – up to £12 (if working away between 6pm – 10pm)

Please note that these allowance are only payable if working away throughout the duration of these hours and only if no food is provided (e.g. if on a training course that includes lunch, no additional allowance is payable).

Information Technology and Communications

Councillors will be provided with suitable information technology equipment (e.g. laptop, tablet or similar), which will remain the property of the council and will be subject to the same restrictions as the basic allowance (i.e. is only provided whilst undertaking the role, to be returned if a suspension takes place and at the end of a councillors tenure).

Councillors are able to claim for a contribution towards the costs of broadband provision at their homes. This is intended to enable them to undertake their councillor role whilst at home and is limited to a maximum of £10 per month.

If a councillor ceases to be a councillor before the end of their term of office, payment of the broadband allowance ceases and a pro rata calculation is made to ensure the councillor receives the right amount of allowance. If necessary, an adjustment for under or overpayment may have to be made and the council reserve the right to recover any overpayment of the broadband allowance.

Time scales for claiming

All claims for any expenses and allowances must be made within three months. Any claim falling outside this timescale can only be authorised in exceptional circumstances with the approval of the Chair of Council, Chair of Policy and Resources Committee and Responsible Finance Officer.

Dual Authority Roles

Councillors cannot receive an allowance from more than one authority (e.g. MKC) for the same duties. In the event that a parish councillor who is also a Ward Councillor is undertaking duties on behalf of both authorities, the claim should be made to Milton Keynes Council.

Forgoing Allowances

A councillor may forgo all or part of any allowance which they are entitled to, provided they have given written notice to the Committee and Member Support Officer.

Suspension and Withholding Allowances

In the event of a councillor being suspended from duty following an investigation by the Monitoring Officer, allowance will not be paid to the councillor concerned during the period of suspension. If necessary, a pro-rata payment will be made and any under or overpayment adjusted accordingly. The council reserves the right to reclaim any overpaid allowances.

This policy will be reviewed annually and will be linked to recommendation(s) from the Independent Review Panel and Milton Keynes Council policies.

Approved duties

Approved duties, for which Travel and Subsistence Allowances, Childcare and Carers Allowances are payable include:

- Full Council meetings
- Committee Meetings (where the councillor is a member of that committee)
- A meeting of an 'outside body' where the councillor has been nominated to be the councils representatives
- A meeting which has been authorised by either the Full Council or a Committee of the council and agreed within the written minutes
- Attendance at training, conferences, seminars and other councillor development activities, as agreed with Operations Committee or Full Council
- Council 'Awaydays'

- Provision of councillor surgeries, roadshows, casework or similar
- Attendance at external meetings pertinent to the councillor's role, after agreement from Council Manager, Committee and Member Support Officer, Chair of Council or Chair of Committee.
- Other duties, as agreed with the Council Manager, Committee and Member Support Officer, Chair of Council or Chair of Committee.

Last review date:	May 2019
Next review date:	May 2021
Lead:	Council Manager
Overseeing Committee:	Full Council
Approved:	
Review cycle:	Annually

Woughton Community Council

Allowances for Parish & Town Council's in Milton Keynes

Benchmark Survey

Name of Parish & Town Council	Comments
Haversham-cum-Little Linford Parish Council	No allowances/expenses policy. Rarely pay expenses - they would just be to refund an expense taken on behalf of the Parish Council (normally with prior agreement). Certainly don't pay any allowances.
Wolverton & Greenleys Town Council	Go by the HMRC guidance, for milage for training etc but with the advent of Covid-19 and online training it hasn't been used. The Council pays for training and there is a small allowance for the Mayor, but that also appears not to have been used. It would be used say for a suit/smart clothing if the Mayor didn't have such and was on benefits/retired on a small pension.
Central Milton Keynes Town Council	Has never paid any allowances or structured expenses to its councillors. 'At cost' small expenses, such as print cartridges etc are on occasion reimbursed.
West Bletchley Council	A copy has been supplied of their current Councillor Allowance policy.
Bletchley & Fenny Stratford Town Council	Has chosen not to adopt a Members Allowance Scheme. They provide a tablet for all members to use for council business and then refund any travelling expenses if Councillors attend training or meetings on behalf of the council.
Abbeyhill Parish Council	Does not have a Member Allowance and Councillors have never made an expenses claim.
Castlethorpe Parish Council	Does not have a Member Allowance and Councillors have never made an expenses claim.
North Crawley Parish Council	Does not have a Member Allowance and Councillors have never made an expenses claim.
Shenley Brook End & Tattenhoe Parish Council	Adopted the Milton Keynes Council Scheme but rates slightly higher for inflation.
Campbell Park Parish Council	Pays an annual allowance of £835.32, in addition they pay Councillors a mileage allowance when they use their vehicles on official Council business. Council made a decision a number of years ago to increase the annual allowance by the same amount as the NJC pay award, with the increase backdated to April as and when the pay settlement is reached.
Walton Community Council	Elected Councillors are paid £750 per annum (was £700 for the years 2017-2018 to 2018-2019) The Chair receives an additional payment of £500.

	Co-opted councillors are entitled to claim expenses, but no-one has claimed any so far.
Broughton & Milton Keynes Parish Council	Members choose not to take an allowance; they claim for their mileage (45p/mile) and parking if attending any meeting or training course.
Hanslope Parish Council	Does not have an expenses policy and members do not claim expenses. Only out of pocket reimbursements for small purchases.
Newport Pagnell Town Council	Currently pay £196.73p per quarter to elected Councillors who choose to take the allowance, and £393.50 to the Chair of the Council.

Agenda item: RF 20/21

WOUGHTON COMMUNITY COUNCIL

Resources & Finance Committee

Tuesday 7th September 2021

PURPOSE OF REPORT:

To inform the committee of early budget discussions and the version 1 budget draft for 2022/23.

RECOMMENDATION:

- 1. That the committee notes this report.**
- 2. That the committee provides any comment, suggested changes, or other alterations that they feel are appropriate.**
- 3. That the committee agrees to each committee of the council contributing to the service plan which will, in turn, be included within the budget planning process.**
- 4. That the committee agrees to version 2 of the budget then coming to the October meeting, prior to going to Full Council on October 12th.**

MAIN ISSUES AND CONSIDERATIONS:

The first draft of the budget for 2022/23 has been written with the usual provisos for this first version – we are unclear as to the potential impact of the current year (half yearly figures yet to be agreed – this will also come to Octobers meeting), the potential for any continuing impact from Coronavirus or any changes to the current funding streams from MKC (e.g. landscaping and LCTRS).

Whilst we can have some confidence that positive income levels will remain similar to this year (LCTRS, landscape contract, plus precept), we are likely to continue to see the ‘additional income’ lines experiencing significant shortages (these being community centre rentals, bank interest and ‘other income’). Given this, the budget has been created to reflect these challenges and unknowns – the overall target for additional income has been re-forecasted to £60,000, down from £110,000, with other elements remaining static, except the precept which is to be decided.

Expenditure reflects the realities of increased costs, the move back towards opening up of the community and the needs of the organisation. The headline changes are:

- Staffing costs increased by 2% (likely to be around the level needed once the JNC agrees new scales)
- Pension costs increased by 1.5%, due to levels demanded by pension provider
- Community Events and the grants fund increased to pre-pandemic levels
- Additional monies allocated for service plan, but these will be confirmed as the Service Planning process continues

- Smaller increases in some areas where costs are likely to rise – IT, building costs and insurance.

The bottom line (i.e. surplus / deficit) is based upon a 7% precept increase and budget targets being met during the current fiscal year – the situation with this will be clearer once the half year figures are

produced (half year ends 30th September and it is hoped that figures can be produced for the October meeting).

It is important to note that these figures are based upon some assumptions and several unknowns – the budget will be honed as things become clearer.

FINANCIAL IMPLICATIONS:

The aim of this budget is to ensure that the hard work undertaken to ensure fiscal security is maintained, whilst acknowledging and supporting the essential, community facing work that is planned.

STAFFING IMPLICATIONS:

This budget maintains current staffing levels but does not allow for any further growth.

OTHER IMPLICATIONS:

The precept level is a decision that should be taken in conjunction with the resident's survey, the financial standing of the council, the policy around reserves and the balance of services with income. Any decision will have a potential impact on relationships with residents.

BACKGROUND PAPERS:

Budget 2022/23 version 1.

AUTHOR

Steve McNay – Council Manager
Samone Winsborough – RFO / Operations Manager

Budget planning 2022/23 version 1 - September 2021				
		2021/22*	2022/23 v1	
EXPENDITURE				
Affiliations	£	5,098.00	£ 5,100.00	
Professional Services	£	1,500.00	£ 3,000.00	
Audit Fees	£	3,677.00	£ 3,677.00	
Capital Loan Repayment	£	26,818.00	£ 26,818.00	
Community Events (previously Carnival)	£	5,000.00	£ 10,000.00	increased
CLlr Ward Initiatives Fund	£	3,800.00	£ 3,800.00	
Dog & Litter Bin Costs	£	10,000.00	£ 10,000.00	
Events & Hospitality	£	2,000.00	£ 2,000.00	
Communities and Environment Fund	£	7,000.00	£ 12,000.00	increased
Grant Aid - Res Associations	£	3,500.00	£ 3,500.00	
Insurance Inc Vans	£	6,960.54	£ 8,250.00	additional 10%
Meeting Places (Costs)	£	40,000.00	£ 40,000.00	
Member Allowances and Expenses	£	15,500.00	£ 15,500.00	
Newsletters, Websites and Communications	£	6,000.00	£ 8,000.00	
HQ - Building Costs (regulars)	£	12,100.00	£ 13,310.00	additional 10%
Vehicles	£	9,630.00	£ 9,630.00	
Branding (also to include uniforms)	£	2,000.00	£ 3,000.00	
Stationary and Amenities and services - HQ	£	9,900.00	£ 10,395.00	Additional 5%
I.T (previously included broadband and Members IT)	£	29,000.00	£ 31,900.00	Additional 10%
Organisational Costs Total	£	199,483.54	£ 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	1.5% increase
Employers NI Costs (PAYE)	£	58,318.09	£ 133,342.07	2% increase
HQ Staffing	£	121,628.47	£ 108,046.72	2% increase
Youth Staffing	£	76,000.00	£ 62,428.08	2% increase
Community Staffing (previously incl Advice)	£	93,315.72	£ 82,372.57	2% increase
Landscape and Environment Staffing (incl Envir)	£	183,664.26	£ 139,104.54	2% increase
Members Staffing	£	22,215.31	£ -	
Meeting Places Staffing	£	38,646.37	£ 35,500.08	2% increase
Increments & payrise (3%)	£	-	£ 19,452.57	
Staffing Total	£	667,569.86	£ 667,871.72	
Landscape - Building costs	£	6,000.00	£ 6,600.00	10%
Landscape - Services Budget	£	18,000.00	£ 18,000.00	
Youth - Building Costs	£	5,000.00	£ 5,500.00	10%
Youth - Services Budget	£	10,000.00	£ 10,000.00	
Advice - Services Budget	£	500.00	£ 500.00	
Environment - Services Budget	£	500.00	£ 500.00	
Community Development - Services Budget	£	1,000.00	£ 1,000.00	
Service Plan Delivery	£	10,000.00	£ 30,000.00	increased
Emerging priorities	£	10,000.00	£ 10,000.00	
Training, Development and Conferences	£	10,000.00	£ 10,000.00	
Emergency Contingency	£	-	£ -	
Services Delivery Total	£	71,000.00	£ 92,100.00	
EXPENDITURE TOTAL	£	938,053.40	£ 979,851.72	
INCOME				
Bank and Investment Interest	£	50.00	£ 50.00	
MKC LTRS Grant / Deprivation grant	£	169,782.00	£ 169,782.00	
Hire of Meeting Places	£	70,000.00	£ 40,000.00	
Landscape Grant (3% RTI increase)	£	155,846.21	£ 160,521.60	
Precept	£	540,011.00	£ 618,258.59	
Additional Income Generation	£	40,000.00	£ 20,000.00	
Income Total	£	975,689.21	£ 1,008,612.19	
Transfer to / from reserves				
SURPLUS / DEFICIT	£	37,635.81	£ 28,760.47	
Balance carried over from previous year	£	444,649.00	£ 475,152.72	
Proposed surplus / deficit	£	37,635.81	£ 28,760.47	
End of year carry over	£	482,284.81	£ 503,913.19	

Agenda item; RF 21/21

WOUGHTON COMMUNITY COUNCIL

Resources & Finance Committee

Tuesday 7th September 2021

PURPOSE OF REPORT:

To update the Committee on the policy review for August 2021.

RECOMMENDATION:

1. That the Committee notes the report.
2. That the Committee ratifies the Banking procedures policy – August 2021.
3. That the Committee ratifies the Procurement policy – August 2021.
4. That the Committee ratifies the Investment strategy – September 2021.
5. That the Committee notes the new format of our internal Asset register.

MAIN ISSUES AND CONSIDERATIONS:

Banking procedures policy – August 2021

A minimum of two (2) persons to take cash off site and to the bank, **one of which MUST be The Responsible Finance officer.**

The following bullet points have been added for transparency/to co-operate with our internal procedures are:

- **Ensure all cash, cheques and proof of payment(s) are handed to The Responsible Finance Officer or Finance Assistant immediately to ensure it is kept locked in internal safe.**
- **A member of staff should sit in the office with The Responsible Finance Officer or Finance Assistant whilst cash is being counted.**

Version control, overseeing committee amended from Operations to Finance and Resources committee.

Last review date:	August 2021
Next review date:	August 2022
Lead:	Operations Manager
Overseeing Committee:	Finance and resources committee
Approved:	
Review cycle:	Annually

Procurement policy – August 2021

- All procurement must be requested by a completed spend authorisation form. All procurement must be requested with a spend authorisation alongside a full and costed project plan. Note: spend **will not** be authorised without correct documentation.

This bullet point has been changed as we now expect that project plans are fully costed prior to being added to the Service plan, then the budget is set in collaboration with this I have amended this clause to read as follows:

- All procurement must be requested by a completed spend authorisation form. All procurement must be requested with a spend authorisation. Note: spend **will not** be authorised without correct documentation. Line managers will receive monthly budget reports and will need to ensure they are not authorising spend that goes above set budget without good reason and prior agreement from the RFO and Council manager.

Version control, overseeing committee amended from Operations to Finance and Resources committee.

Last review date:	August 2021
Next review date:	August 2022
Lead:	Operations Manager
Overseeing Committee:	Finance and resources committee
Approved:	
Review cycle:	Annually

Investment Strategy - September 2021

All amendments below are listed in red.

These investments have greater potential risk such as investments in the money market, stocks, and shares. Woughton Community Council will use the services of an appointed FSA accredited Financial Advisor on the investment of these funds **and will undergo a suitability report**. The choice of investment company will be reviewed within the first year of every new administration following an election or more frequently if the performance of the investments is not meeting the required objectives.

Long term investments, defined as greater than 36 months will be required to have the appropriate level of security as all other public investment criteria. **Long term investments must be planned and under scrutiny to ensure there is a purpose for holding funds with a long-term view of investment.**

The position of all investments at year end should be reported, and an assessment should take place each new Financial year to review what, if any of our reserves should be invested into any of our investment funds.

This strategy will be reviewed annually by the ~~Policy and Resources Committee~~ **Finance and Resources Committee**. The Committee reserves the right to make variations to the Strategy at any time, subject to approval at Full Council.

Asset Register 2021/22

Our Asset Register is undergoing transformation and being input from existing excel document to an Asset Register list on our Microsoft platforms. Asset tags have now been procured and all salient assets within Woughton will have tamper proof asset tags, which will include an asset number, which will also be linked to our asset register. This improves control and monitoring. The new asset register will be far more robust and informative than our existing document.

FINANCIAL IMPLICATIONS:

None.

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

None.

AUTHOR

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RFO