

## Woughton Community Council

### Resources & Finance Committee

**Minutes of the meeting held on Tuesday 5<sup>th</sup> October 2021, 6:00pm at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes.**

**Present: Cllrs Sue Smith (Chair), Elina Apse (Vice-Chair), Jordan Coventry, Donna Fuller, Luke Louis.**

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

**PR 23/21 Apologies:**

There were no apologies.

**NOTED**

**PR 24/21 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

**PR 25/21 Questions from the public (maximum 10 minutes):**

There were no questions from the members of the public.

**NOTED**

**PR 26/21 Chairs announcements:**

The Chair informed the meeting that the next Full Council meeting will be held at 6:30pm on Monday 11<sup>th</sup> October 2021 in the Coffee Hall Community Centre.

**NOTED**

**PR 27/20 Minutes of the previous meeting:**

The minutes of the Resources & Finance Committee meeting held on Tuesday 7<sup>th</sup> September 2021 were **AGREED** and will be signed by the Chair as a true and correct record.

**RF 28/21 To approve the August 2021 Bank Reconciliations and list of payments:**

**RESOLVED**

**To approve the August 2021 Bank Reconciliations and list of payments as presented to the committee.**

**RF 29/21 To inform the committee of a Version 2 Budget Proposal for consideration:**

The Responsible Financial Officer informed the committee that the draft budget for 2022/2023 has been reviewed and is wholly similar to the original draft brought to this committee at the September 2021 meeting.

**RESOLVED**

- 1. That the Committee notes the report.**
- 2. That the Committee agrees that version 2 of the draft 2022/2023 budget is brought to the next Full Council meeting for review.**

**RF 30/21 To inform the committee of a proposal for the 2022/2023 budget consultation:**

The Responsible Financial Officer informed the committee of a proposal to undertake a public consultation on the 2022/2023 budget.

It was further proposed to set up a word document on Members tablets or provide paper copies, and on the Woughton Community Council website, the budget priorities survey.

To also have the trailer at various venues, with Wi-Fi provided so that residents can fill in the budget priorities survey.

**RESOLVED:**

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to launch the budget consultation/priorities from 10<sup>th</sup> November 2021 (after Full Council agreement).**
- 3. That the Committee agrees to review the feedback in December's Resources and Finance Committee meeting.**
- 4. That the Committee agrees that the budget consultation/priorities feedback and budget is reported back to the January 2022 Operations Committee meeting.**
- 5. To set up a word document on Members tablets or provide paper copies and, on the Woughton Community Council website, the budget priorities survey.**
- 6. To have the trailer at various venues, with Wi-Fi provided so that residents can fill in the budget priorities survey.**

**RF 31/21 To update the committee on the situation with pay rises for officers, delays to agreements and proposals / options for action:**

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

The Committee agreed to award a 1.75% across the board cost of living increase, with any variance on this to be resolved as and when the JNC provide updated scales.

The committee noted the view that this may in future set a precedent and the possible pausing of the Green Book terms and conditions.

**RESOLVED:**

- 1. That the committee notes this report.**

2. That the committee agrees to award a 1.75% across the board cost of living increase, with any variance on this to be resolved as and when the JNC provide updated scales.
3. The committee notes the view that this may in future set a precedent and the possible pausing of the Green Book terms and conditions.
4. 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.

**RF 32/21 To inform the committee of the current terms for rented equipment as per the Terms of Reference:**

The Responsible Financial Officer informed the committee of the current terms for rented equipment as per the Terms of Reference.

**RESOLVED:**

1. That the Committee notes the report.
2. That the Committee agrees to source new providers for Woughton Community Council work mobile phones.
3. That the Committee agrees to cancel the card machine at the next financial year, in place of the Scribe system for Community Centre bookings.

**RF 33/21 To agree the items to be included in the 2022/2023 Service Plan:**

The Responsible Financial Officer informed the committee that the main items suggested to be added to the 2022/2023 Service Plan for Resources and Finance are as follows:

- **Community centre improvement plan/strategy**
- **Contract and preferred supplier review**
- **Asset (tagging)**
- **Online bookings and payments (website)**
- **Trailer (advertising, marketing and usage)**

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**
- **Budget monitoring, reviewing, and forecasting**
- **AGAR**
- **VAT Return**
- **Investments**
- **Hire rates review**
- **Budget consultation**

**RESOLVED**

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

**RF 34/21 To update the committee on the proposed Eaglestone Activity Centre transfer from Milton Keynes Council to Woughton Community Council:**

**Cllr Jordan Coventry and Cllr Luke Louis for the sake of transparency for this agenda item requested that it was stated that they represent the Eaglestone Ward.**

The Council Manager informed the committee that Milton Keynes Council have only recently responded to say that they do not have a budget to undertake a full structural survey of the building.

The committee agreed that the Council Manager arranges for a full structural survey of the Eaglestone Activity Centre building, subject to delegated powers to spend up to £2,000.

The committee further agreed that once the structural survey report has been received that it should be discussed at a meeting of the Resources & Finance committee to decide on how to proceed and what actions need to be agreed.

The committee requested a medium to long term financial plan on what work will need to be undertaken on the Eaglestone Activity Centre building, and the costs spent so far on items like the full structural survey, to be discussed at the next Resources & Finance Committee meeting.

**RESOLVED**

- 1. That the committee notes this report.**
- 2. That the Council Manager continues to try and find a resolution with Milton Keynes Council around a suitable way forward.**
- 3. That if no further offer comes from Milton Keynes Council with regard to the Eaglestone Activity Centre transfer, that a further report comes to this committee for consideration of withdrawing from the management and/or oversight of the Eaglestone Activity Centre or agreement for the significant investment needed to bring the building up to date, as part of a wider regeneration programme of community buildings.**
- 4. That the Council Manager arranges for a full structural survey of the Eaglestone Activity Centre building, subject to delegated powers to spend up to £2,000.**
- 5. That once the structural survey report has been received that it should be discussed at a meeting of the Resources & Finance committee to decide on how to proceed and what actions need to be agreed.**
- 6. That the Responsible Financial Officer / Council Manager to produce a medium to long term financial plan on what work will need to be undertaken on the Eaglestone Activity Centre building, and the costs spent so far on items like the full structural survey, to be discussed at the next Resources & Finance Committee meeting.**

**RF 35/21 To consider whether the present meeting dates and start time for the committee, need to be changed:**

The committee requested that the meeting dates were changed to the first Monday of the month starting at 6:30pm, this will be presented to the next Full Council meeting for agreement.

**RESOLVED**

**To request at the next Full Council meeting that the meeting dates for the committee are changed to the first Monday of the month starting at 6:30pm.**

**Date of next meeting:**

Tuesday 1<sup>st</sup> December 2021 6:00pm, at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

**THE CHAIR CLOSED THE MEETING AT 7:07PM**

Chair \_\_\_\_\_ Date \_\_\_\_\_

DRAFT