



Kents Hill & Monkston Parish Council

7th June 2024

An ORDINARY MEETING of the PARISH COUNCIL will be held on Thursday 13th June 2024 at 7.00pm in Oakgrove Secondary School Training/Meeting room, Venturer Gate, Middleton MK10 9JQ and the following business will be transacted. All Councillors are summoned to attend.

Subject to Standing Order 3(m), a person who attends a Council meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. The press and public are welcome to attend the meeting.

Samantha Haywood, Locum Clerk

AGENDA

ITEM NO.	ITEM
FC 012/24	APOLOGIES FOR ABSENCE MOTION: Council to consider and approve apologies for absence.
FC 013/24	DECLARATIONS OF INTEREST Members to declare any disclosable personal or pecuniary interests they may have in the business to be transacted.
FC 014/24	ELECTION OF VICE CHAIR MOTION: Council to elect a Vice Chair.
FC 015/24	MINUTES / RATIFICATION OF RESOLUTIONS MOTION: As Council have not approved the minutes from the Extraordinary Council meeting held on 08.05.24, Council to consider ratifying the resolutions made.
FC 016/24	OPEN MEETING Public participation: Members of the public will be invited to speak and/or question the Parish Council on issues relating to this agenda, or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders 3f and 3g shall not exceed 15 minutes, maximum 3 minutes per person, and will be under the direction of the chairman of the meeting.
FC 017/24	CO-OPTION OF MEMBER(S) MOTION: Council to consider and approve which Ward Cllr Laurent will represent. MOTION: Council to consider and approve co-option of Member(s).
FC 018/24	RESPONSIBLE FINANCE OFFICER (RFO) MOTION: Council to consider and approve changing the Locum Clerk's title to Locum Clerk/RFO.

FC 019/24	CLERK'S REPORT MOTION: Council to note the Clerk's report.
FC 020/24	CLERK RECRUITMENT MOTION: Council to consider and decide upon the Clerk's recruitment.
FC 021/24	FINANCE & ACCOUNTS MOTION: Council to approve invoices for payment.
FC 022/24	AUDIT 2023/24 MOTION: Council to consider and decide upon quotes received for an internal audit.
FC 023/24	BANKING MOTION: Council to approve bank signatories for the deposit accounts. MOTION: Council to consider and approve changing to Unity Trust Bank, from Metro Bank, for the current and deposit account, and if approved, to also approve a debit/credit card for the Clerk.
FC 024/24	CORRESPONDENCE RECEIVED MOTION: Council to note the correspondence received.
FC 025/24	3-YEAR PLAN MOTION: Council to consider and approve starting to draft a 3-year plan.
FC 026/24	PLANNING MOTION: Council to note/decide upon planning matters as per the appendix below.
FC 027/24	HMRC PAYMENTS MOTION: Council to approve paying PAYE liabilities to HMRC via direct debit.
FC 028/24	STAFF APPRECIATION PAYMENT MOTION: Council to consider and decide upon an appreciation payment to permanent staff.
FC 029/24	DATE OF NEXT MEETING(S) MOTION: Council to consider and decide upon the date of the July Ordinary Council meeting. MOTION: Council to consider and decide upon an Extraordinary meeting before the end of June 2024 in order to approve the year end accounts/documentation and meet the statutory deadline.
FC 030/24	FITNESS CLASSES MOTION: Council to consider and decide upon a new Fitness Classes Working Group to bring a full proposal back to Council for decision on reinstating the fitness classes.
FC 031/24	EXCLUSION OF PRESS AND PUBLIC MOTION: Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by s100 of the Local Government Act 1972, Council to decide on whether the press and public be excluded from the meeting for any agenda item on the grounds that its consideration would involve the disclosure of exempt information. RECOMMENDATION: The meeting be closed to the press and public for the following two agenda items under Standing Order 3d.
FC 032/24	FINANCE ASSISTANT MOTION: Council to consider and approve extending the Finance Assistants contract.
FC 033/24	INFORMATION REQUEST MOTION: Council to hear detail of an information request to a councillor from a member of the public, and to decide if any action is needed.

APPENDIX

AGENDA ITEM FC 025/24 – PLANNING

Investigations

MOTION: Council to note that the MKCC Planning Enforcement Officer has confirmed that following an investigation and site visit on 28/02/2024 concerning 10 Greenford Crescent, Monkston Park, it is confirmed that the fencing which was increased in height has now been removed voluntarily by the owner. Accordingly, the outstanding breach of planning control has been resolved by the owner and this case has been closed.

MOTION: Council to note that the MKCC Planning Enforcement Officer has confirmed with reference to 23/00286/ENF, 61 Ulverscroft, Monkston, that having investigated this matter the structure falls within the parameters of permitted development. It meets the requirements as set out in Class E (General Permitted Development Order) as it is under 2.5m in total height and does not use more than 50% of the garden curtilage. Accordingly, this case has been closed.

New Applications

MOTION: Council to consider and decide upon planning application from Mr Guci Ices Ltd for 1 ice cream van to trade boroughwide, existing hours 3-6pm, hours applied for 12:00 to 9pm.

MOTION: Council to consider and decide upon a response to any other planning applications / matters received since the agenda was published.

Permissions

MOTION: Council to note planning permission: 24/00716/HOU. 11 Easby Grove, Monkston. Conversion of extension and garage into en-suite bedroom, erection of single-storey rear/side extension, and a detached garden room.

Notifications

MOTION: Council to note application 24/01231/CLUP. Proposal: Change of use from Class C3(a) (Dwellinghouse) to C3(b) (Children's home). 17 Frithwood Crescent, Kents Hill, MK7 6HQ. Notification letter only. Statutory or non-statutory consultation to parish councils, town councils and local councillors is not usually required for the application type due to the nature of the submission and the timescales involved.

SUPPORTING INFORMATION

AGENDA ITEM FC 015/24 – APPROVAL OF MINUTES & RESOLUTIONS

All minutes can be viewed at <http://www.kentshill-monkston-pc.org.uk/meetings/>

Council did not approve the minutes of the extraordinary meeting held on 08.05.24. Council to ratify the following resolutions for clarification:

FC 228/23	<p>STAFF APPRAISAL The Council received a report from Councillor Nigel Cox and the Locum Clerk, Lesley Sung on the outcome of the appraisal of the Parish Warden.</p> <p>Resolved Unanimously:</p> <ol style="list-style-type: none"> 1. That the Council notes the comments from the staff appraisers. 2. That the Council notes the appraisal form completed by the Parish Warden and the two appraisers. 3. That the Parish Warden be awarded a pay rise as recommended by the two appraisers. 																								
FC 230/23	<p>INSURANCE The Council considered renewing its insurance with Zurich, for a further 1 year. The insurance would cover public liability of up to £12m and employer's liability of up to £10m.</p> <p>Resolved Unanimously: That the Council rolls over its insurance cover, with Zurich, for a further one year at a cost of £755.24.</p>																								
FC 231/23	<p>AUTHORISATION OF PAYMENTS The Council received payments for authorisation.</p> <p>The Council received an invoice from Buckinghamshire Association of Local Councils for £350.00 for CILCA training for Councillor Vikas Chandra.</p> <p>The Council noted that Councillor Chandra's attendance on the CILCA course had not been authorised.</p> <p>Resolved Unanimously:</p> <ol style="list-style-type: none"> 1. That the following payments be authorised: <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">£48.22</td> <td style="padding-right: 20px;">Dan Hippey Accounting</td> <td>Payroll Services</td> </tr> <tr> <td>£40.00</td> <td>Monkston Community Centre</td> <td>Hire of Meeting Room</td> </tr> <tr> <td>£494.28</td> <td>RTM Landscapes</td> <td>Allotment Maintenance</td> </tr> <tr> <td>£650.74</td> <td>LNS Managed Services</td> <td>Clerking Services (April)</td> </tr> <tr> <td>£755.24</td> <td>Zurich</td> <td>Insurance</td> </tr> <tr> <td>£120.00</td> <td>Personnel Advice & Solutions</td> <td>HR Advice</td> </tr> <tr> <td>£193.73</td> <td>LNS Managed Services</td> <td>Clerking Services (May)</td> </tr> <tr> <td>£1,571.40</td> <td>Marcus Young Env Services</td> <td>Dog Waste/Litter bin contract</td> </tr> </table> 2. That the payment to BALC for £350.00 for CILCA training for Councillor Vikas Chandra is not authorised. 	£48.22	Dan Hippey Accounting	Payroll Services	£40.00	Monkston Community Centre	Hire of Meeting Room	£494.28	RTM Landscapes	Allotment Maintenance	£650.74	LNS Managed Services	Clerking Services (April)	£755.24	Zurich	Insurance	£120.00	Personnel Advice & Solutions	HR Advice	£193.73	LNS Managed Services	Clerking Services (May)	£1,571.40	Marcus Young Env Services	Dog Waste/Litter bin contract
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Locum Clerk

AGENDA ITEM FC 017/24 – CO-OPTION OF MEMBERS

In November 2023 Council had the following vacancies which have been advertised and approval for co-option given by the City Council:

Monkston & Kingston Ward	2 (now 0 – see below)
Monkston & Park Ward	1
Kents Hill & Brinklow Ward	1
Kingston	1 ??? (see below)

The vacancies have been advertised since November 2023. Applications received have been circulated to Council.

Cllr Bounou-Pouaty and Cllr Patel have since been co-opted so there are currently no approved vacancies in the Monkston & Kingston Ward. Cllr Viegnal has since been co-opted and needs to be allocated to one of the vacant wards.

It seems there may be a vacancy from early/mid 2023 that was sent to MKCC and advertised but not included in the November 2023 adverts/minutes. Clarification is being sought. From the minutes, it dictates that this was for the Kingston Ward.

There will be other vacancies for the recent resignations once MKCC confirm Council can co-opt.

RECOMMENDATION:

That Council co-opt a Member(s) and continue to advertise for more applicants to come forward.
That Cllr Viegnal is allocated a ward to represent.

Extract from March 2024 Council meeting minutes:

FC 193/23	<p>CO-OPTION OF PARISH COUNCILLORS</p> <p>The Council had 5 vacant seats and had received two applications for co-option from Taimyr Bounou-Pouaty and Ashish Patel.</p> <p>Consideration of Mr Bounou-Pouaty's co-option had been deferred at the last meeting of the Council and was not present at the meeting. Mr Patel was present at the meeting and invited to submit by the Chair to say a few words in support of his application.</p> <p>Resolved: That Taimyr Bounou-Pouaty be co-opted to the Council.</p> <p>Resolved Unanimously:</p> <ol style="list-style-type: none">1. That Mr Ashish Patel be co-opted to the Council and be invited to sign his declaration of office stating that he agrees to abide by the Council's Code of Conduct.2. That the deadline for the receipt of applications for co-option be extended to 5 May 2024.
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Extract from January 2024 Council meeting minutes:

FC 168/23	<p>CO-OPTION TO COUNCILLOR VACANCIES</p> <p>The Council discussed a way forward for the co-option of 5 Councillor vacancies (1 in Kents Hill, 1 in Monkston, 2 in Monkston Park and 1 in Kingston).</p>
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Locum Clerk

AGENDA ITEM FC 018/24 – RESPONSIBLE FINANCE OFFICER (RFO)

Council should have an RFO.

RECOMMENDATION:

That Council approve the Locum Clerk to also be the Locum RFO.

Locum Clerk

AGENDA ITEM FC 019/24 – CLERK'S REPORT

Thank you for appointing me as your Locum Clerk.

The majority of my time so far has been spent learning all about the Council, the Parish, what the Council has been working on, what needs to be done etc. I am working my way through reading past minutes, looking at all the files, clearing down a huge backlog of emails etc. Due to the extensive amount of work that needs to be done I am working through in order of priority.

Clerk Recruitment

The recruitment of a Clerk needs to be priority. I have circulated a written recruitment report to Members and there is an agenda item for this to be decided upon. The report includes a proposed job advert, job description, salary, advertising plan etc with costings.

Committees & Representatives

Council need to be consider election of Committee members and representatives. Due to the low number of councillors at present I will add this to a future agenda when more councillors are in post. From initial impressions, I may also propose a change to the committee structure. I am concerned that Council did not hold an Annual Meeting in May where all policies, committees etc should have been reviewed. We will have to carry out these tasks at Ordinary meetings in the coming months.

If time permits, I will complete a governance review to ensure Council have all necessary polices in place, and that they have been reviewed.

Emails

There is a huge backlog of emails that I am currently working through to action and clear. A more efficient filing system has also been devised.

Banking

Councillors, along with myself, are prioritising gaining access to the bank accounts and changing/ updating the bank signatories. I have discovered we have further accounts so these are on the agenda for decision.

I believe that Metro Bank cannot accommodate online banking which adheres to our Financial Regulations which is a concern. I see that Council proposed changing bank to Lloyds which I do not consider the best option. I have added to the agenda a proposal to open an account with Unity Trust Bank who, in my personal opinion, are best set up for local government in terms of meeting our strict authorisation and access rules.

Meeting venues

A lot of my time has been spent trying to hire Council meeting venues. There is a wealth of venues in the area but many do not respond to my emails and voice messages, some do not have a room suitable, and some do not have availability. Once a permanent Clerk has been appointed, I recommend that Council

set the meeting dates for the coming year (which it should be anyway) and then book the venues as soon as possible. Even better, due to the issues of not having many handover documents and the meeting room hire, that Council consider obtaining an office for the Council in the parish. Something to be added to the 3-year plan maybe.

Finance / Audit

One of my priorities needs to be looking at the finances to understand the current situation, budgets, outstanding debtors/creditors etc. An initial concern is that I was handed a file but there is nothing in there from August 2023, including bank statements which is a concern.

I understand that the internal audit has not been arranged so this is on this agenda for Council consideration. The external auditor submission deadline is 30th June which we are unlikely to meet so I have asked for an extension. This work is an immediate priority and an Extraordinary meeting will be needed to approve the accounting documentation.

HMRC

The payroll contractor has advised that Council have overpaid HMRC circa £2k. In order to improve efficiency and ensure such errors are not made in future, which could result in fines, I would like Council to approve paying HMRC PAYE liabilities via direct debit. This is on the agenda for Council decision.

Security

I have discovered that a lot of access is still under a previous Clerk, for example, several log ins to insurance account, accounting software etc. I am working to update all of these to ensure the Clerk email address is always the registered email address, and to change all passwords. Email, website etc access has been removed for ex Officers and Members.

Culture

I have been informed by several people, and seen evidence in the files, that the Council has a bad reputation for bullying and a complaints culture. I urge everyone to draw a line and work towards creating a fresh, new, respectful, proactive Council that concentrates solely on providing an excellent service to the community. We all need to work harmoniously as a team and use our energies to drive the Council forwards working for the benefit of residents at all times.

AGENDA ITEM FC 020/24 – CLEK RECRUITMENT

A recruitment report has been circulated to Council which includes a proposed job advert, job description, person specification, salary etc for the Clerk role.

RECOMMENDATION

That Council approve the recommendations made within the Clerk Recruitment report.

Locum Clerk

AGENDA ITEM FC 021/24 – FINANCE & ACCOUNTS

Invoices for approval for payment:

Payee	Invoice No	Amount	Description	Power to pay
Hippey Accountancy Services Ltd	INV-21577	£40.42	Monthly payroll processing fee	LG Act 1972 s112
Marcus Young Environmental Services Ltd	4346	£1,519.56	Bin emptying May 24	PHA 1875 s164 OSA 1906 ss9&10
RTM Landscapes Ltd	4691	£593.13	Allotment maintenance	Smallholdings and Allotments Act 1908 ss 23,26&42
Milton Keynes Play Association	INV-13549	£2,970.00	Open access play sessions	PHAAA 1890 s44 OSA 1906 ss 9&10 LG (Misc. Prov.) Act 1976 s19

AGENDA ITEM FC 022/24 – AUDIT 2023/24

The 2023/24 audit is due with the External Auditor by 30th June. Council have not had an internal audit which needs to be done before we can submit to the external audit. 7 internal auditors have been asked to quote. 3 have declined. 1 hasn't responded. 3 quotes have been received which will be presented to Council for decision at the meeting.

Council need to ensure that the internal audit is carried out a lot earlier in future years to ensure this situation does not happen again. I would expect to see the year-end accounts finalised in April, the internal audit carried out end of April/early May, and then the accounting documentation presented to Council in May or June.

The external auditor has been advised of the situation and an extension has been granted for submission until 26th July, however, the accounts/AGAR etc do need to be signed off by Council before the end of June in order to meet the statutory deadline so I have added an agenda item for Council to hold an Extraordinary meeting to approve the audit documents.

Locum Clerk

AGENDA ITEM FC 023/24 – BANKING

Council agreed new signatories for the Metro Bank account last meeting. Further bank accounts have been discovered.

RECOMMENDATION:

That Council approve the Clerk, Chair, and Vice Chair to be signatories on all Council bank accounts.

I am concerned that the Clerk should be the Administrator of bank accounts, not a signatory. I believe that the way Metro Bank work, this is not currently possible. Therefore, I propose Council change bank. Council have agreed in the past to change to Lloyds Bank but from experience I know that Councils have had problems. Rules are very strict within local government and the mainstream banks are not always the best for adhering to our Financial Regulations and the Local Government Act. The mainstream banks have improved over the past few years but I would recommend a local government specific bank for Council.

RECOMMENDATION:

That Council approve changing from Metro Bank to Unity Trust Bank as they are set up for local government with the Clerk being an Administrator, Councillors to be signatories, and 3-step authorisation.

Unity Trust Bank has had a reputation in the past for being behind the times but I am pleased to say that over the past year they have really updated and improved their banking system.

Apparently, there is a debit card with Metro Bank. I have yet to be handed this card. If Council agree to changing to Unity Trust Bank, I recommend obtaining their card. They currently offer a Lloyds card but them offering their debit card is imminent apparently.

RECOMMENDATION:

That if Council agree to change to Unity Trust Bank, then a card for the Clerk is applied for.

Locum Clerk

AGENDA ITEM FC 024/24 – CORRESPONDENCE RECEIVED

Emails received:

- MKCC. Emergency planning brief. (Emailed:Members)
- The Parks Trust. Monthly newsletters. (Emailed:Members)
- SLCC. Details of training courses. (Emailed:Members)
- MKCC. Councillor newsletters. (Emailed:Members)
- Milton Keynes Community Foundation newsletter. (Emailed:Members)
- MKCC. Details of road closures. (Emailed:Members, website)
- MKCC. Pre-election guidance. (Emailed:Members)
- Neighbourhood Watch Network. Details of NHW week. (Emailed:Members)
- MKCC. Pre-TRO Consultation report. (Emailed:Members)

AGENDA ITEM FC 025/24 – 3-YEAR PLAN

It is proposed that Council have a 3-year plan so that the Council's aims, objectives, and direction are clarified. I have quickly put together the following template to give an idea of the document Council need to create:

KENTS HILL & MONKSTON PARISH COUNCIL

3-YEAR PLAN

2024 to 2027

Introduction

Council have considered their key aims and objectives for the coming 3 years. The considerations take into account resident feedback from the residents survey, feedback given from individual residents, and ideas taken from the Residents Meeting held in 2024. The aims are to:

1. Identify key areas of strategy/priorities that Council would like to adopt/affect.
2. Consider the fitness of the strategies against the existing Standing Orders and prioritise.
3. Determine preferred allocation of funds to key areas requiring funding where possible.
4. Investigate and apply for grant funding where possible.
5. Work through the existing budget and agree figures prioritising spend to identified key areas.
6. Agree the approach for submission of key priorities.

This final report will be presented to Full Council for approval.

Priorities agreed:

2024/25	Recruit a new Clerk/RFO Governance Review Investigate a Parish Council office Climate Change / Environment Crime prevention Youth initiatives Communication
2025/26	Hold more community events Health & Wellbeing initiatives
2026/27	XXXXXX XXXXXX

Priorities for 2024/25

Money available for coming year was ascertained and then priorities for the coming year were considered. The top priorities were identified to present to Council.

The top priority is for Council to get fully back up and running. Immediate priorities are:

1. Recruitment of a Clerk
2. Governance Review

The following further priorities have been identified:

1. Climate Change / Environment
2. Crime prevention
3. Youth initiatives
4. Communication

These priorities cover items that the majority of residents and Council have raised.

It is suggested that teams work together looking at each area. Teams working on projects should also lead to more resident communication and more projects being carried out. Resident involvement is to be encouraged at all times.

Climate Change / Environment

- Climate change is at the heart of most people's minds at present as action needs to be taken. Council agreed a climate plan in 2022 and work has started towards actioning the priorities contained within that plan.
- An Environmental Committee to be formed to work on climate initiatives.
- A scheme of environmental improvements including tree planting and hedge management is planned. Grants to be applied for.
- To work with residents to help them understand climate change, how it affects them directly and how they can make a difference. Promote practical actions to reduce their carbon footprint and to cut consumption and waste.
- To encourage and support local groups and organisations to devise community solutions and activities which address the climate emergency.
- Council is using its role as a consultee in the local planning process to seek the highest possible standards of energy efficiency for new developments and other planning applications.
- Plans to produce impartial information on local businesses to help the local economy, such as renewable energy installers and eco-friendly retailers and encourage sustainable transport options such as electric vehicles.
- Pursue public transport systems for the parish and support and encourage lift sharing schemes for commuting or other social benefits.

Serving the communities of Monkston, Monkston Park, Kents Hill, Kents Hill Park, Brinklow & Kingston

- Investigate/review electric car charging points.
- Consider grass cutting and areas that could be left natural.
- Tree planting, and canvas other landowners to plant more trees.
- Regular maintenance of the parish entrance planters, cemetery, War Memorial Garden with a variety of bulbs, plants, and flowers.
- Litter picks take place at least once a year.
- Monthly Wellbeing Walks to be introduced.

Crime prevention

- Residents have expressed concern regarding crime in the parish.
- Further liaison with Neighbourhood Watch Co-ordinators, the police, PCSOs, and schools in order to ascertain crime hot spots and types of crimes.
- New initiatives in order to prevent crime such as youth projects.
- New Vehicle Activated Signs to address speeding with the ability to download traffic data.

Communication

- Council to continue to improve communications between the Council, residents, MP, Milton Keynes City Council, and other stakeholders, and improve collaborative working.
- Council to continue to produce a bi-monthly newsletter delivered to all residents.
- Council to continue to communicate with residents via the website, noticeboards, in person, and Facebook.
- Council to hold an annual resident's meeting.
- Council to carry out an annual resident's survey, plus other surveys as and when required.
- Council to continue with their agreed Communications Strategy.

Community Infrastructure Levy (CIL) Monies

CIL money has to be spent on the provision, improvement, replacement, operation or maintenance of infrastructure, or anything else that is concerned with addressing demands that development places on an area. Council need to decide on the allocation of this money.

For consideration – Future projects

The draft budget below indicates that Council will have a surplus of £200,000. Council to consider and decide upon further projects to be carried out in the next 3 years, or to decide upon ear-marked reserves for future larger projects.

Budget 2024/25

Enter budget.

Precept

Due to the cost of living crisis, and the money in the bank, it is proposed that there are no significant increases in the precept figure for the coming 3 years if possible, and grant funding to be a priority.

Summary

Once the document has been fully drafted a summary to be written.

Action Plans

Add in action plans for each project detailing who is responsible, what needs to be done, deadlines etc.

I am too new to the role to be able to draft the Plan further. It is extremely important that all Members, Officers, residents, and local groups/organisations are involved in the drafting of the content of the Plan and have a say so that Council can ensure they are working on projects that residents want. In turn, this raises the profile of the Council, encourages more residents to be part of the Council and become councillors or members of working groups, improves the parish for all residents, and Council become a more proactive and respected Council.

I believe a resident survey was carried out last year so we can use a lot of that data. I would encourage Council to use every opportunity to include residents in the Plan e.g. surveys, f2f, liaison with local groups and organisations, liaison with schools/school children etc.

RECOMMENDATION:

That Council approve starting to draft a 3-year plan, and to concentrate on compiling the information for the Plan in consultation with residents and local groups/organisations.

Locum Clerk

AGENDA ITEM FC 027/24 – HMRC PAYE LIABILITIES

Council currently pay HMRC the payroll liabilities via cheque or BACS. The payroll contractor has advised that Council is currently circa £2k in credit as overpayment(s) were made. This is not acceptable.

RECOMMENDATION:

In order to improve efficiency, and to ensure HMRC is always paid the correct amount, and on time to ensure fines are not imposed, that Council approve paying HMRC via direct debit.

Locum Clerk

AGENDA ITEM FC 028/24 – STAFF APPRECIATION PAYMENT

As Council has not been operating as it was in quorate, and there was no access to the bank in order to make payments, it is:

RECOMMENDED:

That Council pay the 2 permanent staff who were not paid their salary on time an appreciation payment of £50 each. To be processed in next months' payroll.

Locum Clerk

AGENDA ITEM FC 029/24 – DATE OF NEXT MEETING(S)

Council to agree the date of the next meeting(s).

It is proposed that Council have an Extraordinary Meeting before the end of June in order to sign off the 2023/24 audit documents. 27th June at 7pm proposed.

It is proposed that Council have an Ordinary Council meeting on 18th July at 7pm.

Locum Clerk

AGENDA ITEM FC 030/24 – FITNESS CLASSES

Council have agreed an £8,000 budget for the fitness classes for 2024/25.

Terms of Reference:

Objective:

The purpose of the Working Group is to save Full Council meeting time and bring back ideas and recommendations relating to the provision of fitness classes for decision by the Full Council.

What the Working Group is expected to do:

The provision of fitness classes or similar activities requires a Provider, Interested Residents, a Venue and facilities, a Budget, and Administrative resources. The Working Group is tasked with making recommendations to the Full Council on these matters. The following is an illustrative list of matters that the Working Group may make recommendations on.

Provider:

Explore who can provide, what other councils are doing, what the provision looks like.

Residents: How many residents are engaged, what about residents in nearby PC areas, are there synergies? (facilities etc.)

Venue: Where the provision will be made, what are the legalities involved etc.

Budget: How to finance, charges none/now/later? If other activities falling under 'resident wellbeing', what budget?

Administration: Service Level Agreement, tendering, attendance, data protection etc.

RECOMMENDATION:

To appoint Cllr Taimyr Bounou-Pouaty as Project Manager and to reconstitute a new Working Group to bring a full proposal back to Council for decision.

Cllr Bounou-Pouaty

Locum Clerk's comments/RECOMMENDATION:

Council need to consider forming a working group to bring a full proposal back to Council with the view of reinstating the fitness classes.

Instead of appointing a Project Manager, I would recommend a working group to be formed, consisting of councillors and two residents (as agreed by Council), to fully investigate the project reinstatement and bring a proposal back to Council for consideration. A lead for the project can be discussed by the working group and their recommendation to be included in the proposal.

Extract from the April 2024 Council meeting minutes:

FC 210/23	<p>FITNESS CLASS PROVISION WORKING GROUP The Council considered approval of the Fitness Class Working Group's recommended Terms of Reference.</p> <p>Resolved Unanimously: That the Terms of Reference of the Fitness Class Working Group be approved as follows:</p> <ol style="list-style-type: none">1. To set the aims and objectives for the provision of fitness sessions2. To consider if fitness sessions are the best way to meeting those aims and objectives.3. To consider alternative or additional services / provision, that meets the set aims and objectives.
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Extract from the February 2024 Council meeting minutes:

Resolved Unanimously:

1. That the Council re-constitutes the Working Group, with clear Terms of Reference, to ensure that recommendations made to Council are workable, taking account of the Council's resources and budget.
2. That the Working Group prioritises consideration of the aims and objectives of any future service provision that supports health and wellbeing, ensuring that the provision can be measured and assessed going forward.

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3. That any project recommended to Council sets out a clear scope with measurable outcomes.
4. That the Working Group is made up of three Councillors (Councillor Vikas Chandra, Nigel Cox and Colin Smith), up to two residents (to be advised) and supported by the Clerk.

Extract from the December 2023 Council meeting minutes:

Resolved Unanimously:

1. That future provision of fitness classes be given further consideration at the February Council Meeting.
2. That residents be invited to comment on their fitness session experiences and to submit their view about the aims of fitness sessions going forward.

Council to be reminded of the 6-month rule in that decisions should not be overturned unless there is good reason. For example, Council agreed to the members of the working group but two Members have since resigned.

Locum Clerk