

## Full Council

### **Minutes of the Annual Meeting of Council held on Monday 8<sup>th</sup> May 2017, 6.30pm at the Woughton Community Council Hub.**

**Present:** Sue Smith, Pauline Prop, Peter Orme, Sue Luttmann, Pam Wilson, Alan Williamson, Donna Fuller, Jordan Coventry, Yvonne Tomlinson, Tina El-Shabrawy, Archibald Prempeh, Nick Scott, Kevin Wilson, Shammi Akter, John Orr, Thillai Visvendran.

**Attending:** Kat Mottram (Council Manager), Louise Randall (Administrative Assistant).

**Absent:** Reg Elliot (No apologies given).

**FC 01/17 Election/Appointment of Chair of the Council year 2017-18**  
It was **RESOLVED** to appoint Cllr Sue Smith as Chair of the Council.

**FC 02/17 To receive Chairs Declaration of Acceptance of Office**  
Witnessed by Kat Mottram Council Manager.

**FC 03/17 Election/Appointment of Vice Chair for Council year 2017-18**  
It was **RESOLVED** to elect Cllr Nick Scott as Vice Chair of the council.

**FC 04/17 Apologies for absence**  
Yahya Wiseman **RECORDED**.

**FC 05/17 Declaration of interests**  
None disclosed.

**FC 06/17 Minutes of previous meeting**  
It was **RESOLVED** to approve the previous minutes from the annual general meeting on Monday 16<sup>th</sup> May 2016 as a true and correct record.

**FC 07/17 Update register of interests**  
Members are reminded to update and submit their register of interest, it is a statutory requirement for those to be updated annually.

**FC 08/17 Questions from the public**  
None.

**FC 09/17 Election/Appointment of Leader for Council year 2017-18**  
It was **RESOLVED** to elect Cllr Kevin Wilson as Leader of the Council.

**FC 10/17 Election/Appointment of Deputy Leader for Council year 2017-18**  
It was **RESOLVED** to elect Cllr Donna Fuller as Deputy Leader of the council.

**FC 11/17 Election/Appointment of Ambassador to Woughton Community Council for the Council year 2017-18**  
It was **RESOLVED** to elect Cllr Alan Williamson as Ambassador to Woughton Community Council.

**FC 12/17 Election of up to 12 members to the Services Committee:**  
It was **RESOLVED** to elect the following Councillors to the Service Committee Sue Luttmann, Reg Elliott, Shammi Akter, Alan Williamson, Sue Smith, John Orr, Yvonne Tomlinson, Kevin Wilson, Archibald Prempeh, Brian Walker, Nick Scott, and Donna Fuller.

**FC 13/17 Election of up to 12 members to the Human Resources, Training and Communication's Committee (Operations)**  
It was **RESOLVED** to elect the following Councillors to the Human Resources, Training and Communication's Committee (Operations). Sue Luttmann, Reg Elliott, Yahya Wiseman, Pauline Prop, Tina El-Shabrawy, Peter Orme, Alan Williamson, John Orr, Pam Wilson, Archibald Prempeh, Jordan Coventry, and Thillai Visvendran.

**FC 14/17 To adjourn the meeting to hold special committee meetings:**

**FC 15/17 Special Meeting of Services Committee**

a) To elect a Chair

It was **RESOLVED** to elect Donna Fuller as Chair of the Services Committee

b) To elect a Vice Chair

It was **RESOLVED** to elect Nick Scott as Vice Chair of the Services Committee

**FC 16/17 Special Meeting of Operations Committee**

a) To elect a Chair

It was **RESOLVED** to elect Jordan Coventry as Chair of the Services Committee

b) To elect a Vice Chair

It was **RESOLVED** to elect Pam Wilson as Vice Chair of the Operations Committee

**FC 17/17 To reconvene Annual Meeting of the Council**

**FC 18/17 To appoint the Leader of the council, Deputy Leader of the Council, Chair and Vice Chair of the Services Committee, Chair and Vice Chair of the Operations Committee to the Policy and Resources Committee**  
Appointed.

**FC 19/17 To elect other members to the policy and Resources Committee up to a maximum of 12 members including those appointed under item 18**

It was **RESOLVED** to elect the following Councillors to the Policy and Resources Committee

Shammi Akter, Pauline Prop, Peter Orme, Sue Smith, Yvonne Tomlinson, Pam Wilson, Kevin Wilson, Jordan Coventry, Brian Walker, Nick Scott, Donna Fuller and Thillai Visvendran.

**FC 20/17 To appoint 3 or 4 members to the Accounts Sub Committee from the Policy and Resources Committee**

It was **RESOLVED** to appoint the following councillors to the Accounts Sub Committee

Peter Orme, Sue Smith, Yvonne Tomlinson and Brian Walker

**FC 21/17 To adjourn the meeting to hold special meeting of the Policy and Resources Committee and the Accounts Sub Committee**

Meeting adjourned.

**FC 22/17 Special Meetings of the Policy and Resources and Accounts Sub Committee**

a) To elect a Chair and Vice Chair for the Policy and Resources Committee

It was **RESOLVED** to elect Thillai Visvendran as Chair of the Policy and Resources Committee

It was **RESOLVED** to elect Yvonne Tomlinson as Vice Chair of the Policy and Resources Committee

b) To elect a Chair and vice chair for the Accounts Sub Committee

It was **RESOLVED** to elect Brian Walker as Chair of the Accounts Sub Committee

It was **RESOLVED** to elect Peter Orme as Vice Chair of the Accounts Sub Committee

c) To reconvene the Annual General Meeting

**FC 23/17 To appoint members to the following outside bodies and organisations**

**Members are reminded that, should they be appointed to serve as a representative on these bodies they will be expected to report to Council, either verbally or in writing, following their attendance at meeting.**

a) Woughton Welfare Trust – **Peter Orme**

b) Netherfield Enterprise Trust – **Peter Orme**

c) Netherfield Hedgerow's Family Centre – **Sue Luttmann**

d) Milton Keynes Association of Local Councils (3 members) – **Kevin Wilson, Sue Smith and Thillai Visvendran**

e) Milton Keynes Parish Forum (2 Members) – **Sue Smith and Alan Williamson**

**FC 24/17 To receive and approve the Leader's recommendations for lead members**

It was **RESOLVED** to approve the Leaders recommendations for Lead Members with discussed changes.

- External Communications to go to the Operations Committee
- Policy Development to go to the Policy and Resources Committee
- Landscaping to go to the Service Committee

**FC 25/17 To approve member allowances for 2017-18**

It was **RESOLVED** to not make any changes to the member allowances, and to grant the Chair of the Council an allowance in line with the Leader.

**FC 26/17 To approve the following constitutional documents for 2017-18**

a) **Standing Orders**

b) **Financial Regulations (plus 2 appendices)**

- c) Freedom of Information (Publication Scheme)
- d) Delegations Scheme
- e) Code of Conduct
- f) Protocol on member/officer Relationships
- g) Complaints Policy
- h) Comments/compliment's Document
- i) Gifts and Hospitality Policy
- j) Protocol on press and media relationships

It was **RESOLVED** to approve items a to j

**FC 27/17 To refer the following policies to the appropriate committee and to agree that the committee have delegated powers to review, amend and approve such policies**

- a) Operations Committee (Lone Working Policy, Health and Safety Policy, Equal Opportunities and Diversity Policy, Training and Development Policy, Recruitment and Retention Policy, Retirement Policy)
- b) Services Committee (Grant Aid Policy, Safeguarding and Child Protection Policy)
- c) Policy and Resources Committee (IT Policy)
- d) Accounts Sub Committee (Procedure for Ordering good and services)

It was **RESOLVED** to agree items a to d

**FC 28/17 To approve Terms of Reference for the following Committees**

- a) Policy and Resources Committee
- b) Services Committee
- c) Operations Committee
- d) Accounts Sub Committee

It was **RESOLVED** to approve the Terms of Reference

**FC 29/17 To approve the calendar of meetings for 2017/18**

It was **RESOLVED** to approve the calendar of meetings for 2017/18

**FC 30/17 To approve continuing affiliation to the following bodies**

- a) National Association of Local Councils (and Bucks and MK Association of local Councils)
- b) Milton Keynes Association of Local Council's
- c) Society of Local Council Clerks

It was **RESOLVED** to approve items a to c

**Date of next meeting: 3<sup>rd</sup> July 2017**

Meeting closed at 6.50pm

**Signed .....**Chair) **Date .....**

## Full Council

**Minutes of the meeting held on Monday 5<sup>th</sup> March 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes**

**Present:** Cllrs Sue Smith (Chair), Nick Scott (Vice-Chair), Shammi Akter, Jordan Coventry, Tina El-Shabrawy, Donna Fuller, Philip Hopcraft (from 6:13pm), Sue Luttmann, John Orr, Archibald Prempeh, Pauline Prop, Yvonne Tomlinson, Thillai Visvendran, Alan Williamson, Kevin Wilson, Pam Wilson, Geoff Woolmore.

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

**In attendance:** Lisa Chaney (Development Manager - Your MK), Julie Mills (Chief Executive Officer - Milton Keynes College), Three (3) Members of the public.

### **FC 79/18 Apologies:**

Received from Cllr Yahya Wiseman (work commitment).

**AGREED**

### **FC 80/18 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

**Cllr Phil Hopcraft entered the meeting at 6:13pm.**

### **FC 81/18 Presentation on the future of the Milton Keynes College, Leadenhall site - by Julie Mills Chief Executive Officer:**

Julie Mills Chief Executive Officer of Milton Keynes College spoke about the College property strategy, and how it affects the Chaffron Way Campus.

The property strategy concluded that the campus is too large for present day use and is not flexible enough to be able to change the layout.

A site has been chosen in Central Milton Keynes for ease of access by students using public transport.

The move will be made possible by the sale of the Leadenhall and Bletchley sites, and additional funding from the Local Enterprise Partnership (L.E.P).

It is assumed that the Leadenhall site will be freed up for housing.

There then followed questions by Members.

The Chair thanked Julie Mills for her presentation.

**NOTED**

**FC 82/18 Presentation on proposals for the former Cripps Lodge site on Netherfield - by a representative from Your MK:**

Lisa Chaney Development Manager at Your MK informed the meeting that the former Cripps Lodge site on Netherfield will shortly be demolished.

Your MK are proposing to build two (2), four (4) and five (5) storey properties, (81 units in total), with onsite parking and additional landscaping, the Milton Keynes Parks Trust will not allow the removal of trees and hedgerows around the site.

The present underground services are too expensive to reroute.

Access to the site and the realignment of the redway is being considered.

Milton Keynes Council have indicated that they are content with the proposed five (5) storey block as they believe that it makes a gateway to the site.

The Development Manager at Your MK went through the development timescales and resident involvement workshops.

There then followed questions by Members.

The Chair thanked Lisa Chaney for her presentation.

**NOTED**

**FC 83/18 Chairs Announcements:**

A health and wellbeing event will be taking place on Tuesday 3<sup>rd</sup> April between 11:00am – 1:00pm at the Woughton Community Council Offices.

The Chairs Awards will be held on Friday 23<sup>rd</sup> March from 7:00pm at the Woughton House Hotel on Woughton on the Green.

**NOTED**

**FC 84/18 Questions from the public (Max. 10 minutes):**

There were no questions from the members of the public.

**NOTED**

**FC 85/18 Minutes of the previous meeting:**

The minutes of the Council meeting, held on Monday 15th January 2018 were **AGREED** and signed by the Chair as a true and correct record.

**FC 86/18 Matters arising from the minutes not on the agenda:**

There were no matters arising.

**NOTED**

**FC 87/18 To note the minutes from the following Committees:**

- Operations Committee meeting held on Monday 22nd January 2018.
- Policy & Resources Committee meeting held on Monday 5th February 2018.

- Services Committee meeting held on Monday 29th January 2018.
- Services Committee meeting held on Monday 19th February 2018.

**NOTED**

**FC 88/18 Beanhill By Election held on Thursday 1st March 2018:**

(a) To note the result of the Beanhill By Election.

The Beanhill By Election, result was as follows, Ms Margaret Roberts 93 votes and Mr Geoff Woolmore 102 votes, and therefore Mr Geoff Woolmore was duly elected.

(b) To confirm that the acceptance of office form has been signed.

Cllr Geoff Woolmore signed the acceptance of office form in the presence of the Committee & Member Services Officer.

(c) To agree the committee membership(s).

Cllr Geoff Woolmore asked to be appointed on to the Operations Committee.

**RESOLVED**

**That Cllr Geoff Woolmore be appointed on to the Operations Committee.**

**FC 89/18 Ward Matters arising:**

Cllr Pauline Prop requested that her Ward Monies are awarded to an Easter Event run by the Tinkers Bridge Residents Association, which was

**AGREED**

**FC 90/18 Feedback from meetings with Outside Bodies:**

- a) Woughton Welfare Trust - **Cllr Archibald Prempeh**
- b) Netherfield Enterprise Trust -
- c) Hedgerows Family Centre - **Cllr Sue Luttmann**
- d) Parishes Forum - **Cllrs Sue Smith, Alan Williamson**
- e) MKALC, B&MKALC, NALC - **Cllr Kevin Wilson**

**RESOLVED**

**To note the written reports from Cllr Thillai Visvendran on the Netherfield Enterprise Trust, and Cllr Kevin Wilson on NALC.**

**FC 91/18 To appoint members to the following outside bodies and organisations in place of Mr Peter Orme:**

- Netherfield Enterprise Trust.

**RESOLVED**

**That Cllr Thillai Visvendran is appointed as the Woughton Community Council representative to the Netherfield Enterprise Trust.**

**FC 92/18 To note and agree to the recommendations in the Internal Auditor's report:**

The Internal Auditor's report was considered and all recommendations were accepted.

**RESOLVED**

1. **That Woughton Community Council should consider its position with regard to the current level of Fidelity Guarantee cover, with minutes**

formally recording the Council's deliberations and conclusions in this respect.

2. That a listing of payments should be provided to members on a regular basis and signed to reflect their approval.
3. That Woughton Community Council should review the current Standing Orders and Financial Regulations to ensure that they are in line with the NALC guidelines.
4. That Woughton Community Council should consider its position with regard to the number of the bank account signatories and approve additional signatories to reduce the risk of being unable to authorise payments.
5. That Woughton Community Council ideally should pay Councillor allowances through the payroll system and not by cheque.

**FC 93/18 To agree the banking arrangements:**

It is proposed that Woughton Community Council appoints Metrobank as the primary bank for both current account(s) and deposit account(s) and to agree which members and officers are signatories on the bank accounts, along with the level of access and responsibility.

**RESOLVED**

1. That Woughton Community Council appoints Metrobank as the primary bank for both current account(s) and deposit account(s).
2. That the following members and officers to become signatories on the said accounts, with the agreed level of access and responsibility, Responsible Finance Officer, Council Manager, Chair of the Accounts Sub Committee, Landscape Manager, Youth Manager, Community Services Manager, Chair of the Policy and Resources Committee, Chair of the Services Committee, Chair of the Operations Committee, Chair of the Council and Leader of the Council.

**FC 94/18 To agree the Operational 2018/2019 Service Plan:**

To meeting proposed acceptance of the organisational service plans for 2018/2019.

**RESOLVED**

That Full Council notes the plan and agrees it's acceptance as the planning document for Woughton Community Council for 2018/2019.

**FC 95/18 Accounts Sub Committee:**

(a) To agree the Calendar of Meetings

**RESOLVED**

To agree the Calendar of Meetings for the Accounts Sub Committee.

(b) To agree to additional members to sit on the Accounts Sub Committee

**RESOLVED**

To appoint Cllr Alan Williamson on to the Accounts Sub Committee.

**FC 96/18 To adjourn the meeting to hold a special meeting of the Accounts Sub Committee:**

**FC 97/18 A Special Meeting of the Accounts Sub Committee:**

Members of the Accounts Sub Committee:



Cllrs Pauline Prop, Sue Smith, Yvonne Tomlinson, Thillai Visvendran

(a) To elect a Chair for the Council Year 2017 / 2018

Cllr Sue Smith nominated and Cllr Pauline Prop seconded that Cllr Yvonne Tomlinson is elected Chair of the Accounts Sub Committee for the Council Year 2017 / 2018.

Cllr Tomlinson accepted her nomination, there were no other nominations.

(b) To elect a Vice-Chair for the Council Year 2017 / 2018

Cllr Sue Smith nominated that Cllr Pauline Prop is elected Vice-Chair of the Accounts Sub Committee for the Council Year 2017 / 2018.

Cllr Prop accepted her nomination, there were no other nominations.

**RESOLVED**

- 1. That Cllr Yvonne Tomlinson is elected Chair of the Accounts Sub Committee for the Council Year 2017 / 2018.**
- 2. That Cllr Pauline Prop is elected Vice-Chair of the Accounts Sub Committee for the Council Year 2017 / 2018.**

**Date of next meeting:**

Annual Parish Meeting, Annual Meeting and Ordinary Meeting, Monday 14th May 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

**THE CHAIR CLOSED THE MEETING AT 7:50PM**

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