

## Annual Meeting of Council

**Minutes of the meeting held on Monday 14<sup>th</sup> May 2018, 7:30pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes**

**Present: Present: Cllrs Sue Smith (Chair), Nick Scott (Vice Chair),** Shammi Akter, Jordan Coventry, Tina El-Shabrawy, Donna Fuller, Philip Hopcraft, 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), Samone Winsborough (Responsible Financial Officer / Operations Manager)

**In attendance:** Three (3) members of the public.

**FC 01/18 Election of Chair for the Council year 2018/2019:**

Cllr Kevin Wilson nominated Cllr Sue Smith and Cllr Nick Scott seconded.

Cllr Sue Smith accepted her nomination, there were no other nominations.

**RESOLVED**

**That Cllr Sue Smith is elected Chair for the Council year 2018/2019.**

**FC 02/18 To receive the Chair's Declaration of Acceptance of Office:**

Cllr Sue Smith signed the Chair's declaration of acceptance of office form.

**NOTED**

**FC 03/18 Election of Vice Chair for the Council year 2018/2019:**

Cllr Philip Hopcraft nominated Cllr Nick Scott and Cllr Jordan Coventry seconded.

Cllr Nick Scott accepted his nomination, there were no other nominations.

**RESOLVED**

**That Cllr Nick Scott is elected Vice-Chair for the Council year 2018/2019.**

**FC 04/18 To receive the Vice-Chair's Declaration of Acceptance of Office:**

Cllr Nick Scott signed the Vice-Chair's declaration of acceptance of office form.

**NOTED**

**FC 05/18 Apologies for Absence:**

Received from Cllr Yahya Wiseman (work commitment).

**AGREED.**

**FC 06/18 Declaration of interests:**

There were no declarations of interests.

**NOTED**

**FC 07/18 To award the title of Honorary Citizen of the Parish of Woughton to Mr Peter Orme, in recognition of outstanding service to Woughton Community Council and residents of Woughton:**

The Chair presented a certificate to Mr Peter Orme.

**NOTED**

**FC 08/18 Minutes of previous meeting:**

Annual Meeting of Council held on Monday 8<sup>th</sup> May 2017.

**Agenda item: FC 12/17 Election of up to 12 members to the Services Committee:**

To delete "Jordan Coventry"

Full Council meeting held on Monday 5<sup>th</sup> March 2018.

With that amendment the minutes were **AGREED** and signed by the Chair as a true and correct record.

**FC 09/18 Questions from the public:**

A member of the public asked how much is Woughton Community Council paying towards the Four Bridges Festival.

The Council Manager replied that the costs are being equally split between Campbell Park Parish Council and Woughton Community Council.

**NOTED**

**FC 10/18 To agree the roles for the following posts:**

- a) Ambassador
- b) Leader of the Council
- c) Chairs
- d) Lead Members

**RESOLVED**

1. To approve the roles for the post of a) Ambassador b) Leader of the Council c) Chairs d) Lead Members.
2. That the Chair of the Operations Committee to be the Lead Member on Information Technology.
3. That the Chair of the Operations Committee to be the Lead Member on the policy and function relating to appraisals.

**FC 11/18 Election of Leader for the Council year 2018/2019:**

Cllr Donna Fuller nominated Cllr Kevin Wilson and Cllr Archibald Prempeh seconded.

Cllr Kevin Wilson accepted his nomination, there were no other nominations.

**RESOLVED**

**That Cllr Kevin Wilson is elected Leader for the Council year 2018/2019.**

**FC 12/18 Election of Deputy Leader for the Council year 2018/2019:**

Cllr Kevin Wilson nominated Cllr Donna Fuller and Cllr Nick Scott seconded.

Cllr Donna Fuller accepted her nomination, there were no other nominations.

**RESOLVED**

**That Cllr Donna Fuller is elected Deputy Leader for the Council year 2018/2019.**

**FC 13/18 Election of the Ambassador to Woughton Community Council for the Council year 2018/2019:**

The following candidates were nominated and seconded by Cllr Kevin Wilson and Cllr Donna Fuller for the position of Ambassador to Woughton Community Council for the Council year 2018/2019:

1. Cllr Pauline Prop
2. Cllr Yvonne Tomlinson
3. Cllr Alan Williamson

Each candidate was then put to the vote.

**RESOLVED**

**That Cllr Alan Williamson was elected Ambassador to Woughton Community Council for the Council year 2018/2019.**

**FC 14/18 To approve the 2018/2019 Calendar of Meetings:**

**RESOLVED**

1. That the 2018/2019 Calendar of Meetings as circulated were approved.
2. Approval was subject to amending the meetings of the Accounts Sub Committee so that they are not on the same week as when the Policy & Resources Committee meets.

**FC 15/18 To approve Terms of Reference for the following Committees:**

**RESOLVED**

That the following committee Terms of Reference were approved

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

**FC 16/18 Election of Members to the Committees:**

Election of up to twelve (12) members to the Operations Committee:

**RESOLVED**

**Cllrs Jordan Coventry, Tina El-Shabrawy, Donna Fuller, Philip Hopcraft, Sue Luttmann, Archibald Prempeh, Sue Smith, Yvonne Tomlinson, Thillai Visvendran, Alan Williamson, Pam Wilson, Geoff Woolmore.**

Election of up to twelve (12) members to the Policy & Resources Committee:

**RESOLVED**

**Cllrs Shammi Akter, Jordan Coventry, Donna Fuller, John Orr, Pauline Prop, Nick Scott, Sue Smith, Yvonne Tomlinson, Thillai Visvendran, Kevin Wilson, Pam Wilson.**

Election up to four (4) members to the Accounts Sub Committee from the Policy and Resources Committee:

**RESOLVED**

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

Election of up to twelve (12) members to the Services Committee:

**RESOLVED**

**Cllrs Shammi Akter, Tina El-Shabrawy, Donna Fuller, Philip Hopcraft, Sue Luttman, John Orr, Archibald Prempeh, Nick Scott, Sue Smith, Yvonne Tomlinson, Alan Williamson, Geoff Woolmore.**

**FC 17/18 To adjourn the Annual Meeting of Council to hold the following special Committee Meetings:**

**FC 18/18 Special Meeting of the Operations Committee:**

a) To elect a Chair

**RESOLVED**

**That Cllr Jordan Coventry is elected Chair.**

b) To elect a Vice Chair

**RESOLVED**

**That Cllr Pam Wilson is elected Vice-Chair.**

**FC 19/18 Special Meeting of the Services Committee:**

a) To elect a Chair

**RESOLVED**

**That Cllr Donna Coventry is elected Chair.**

b) To elect a Vice Chair

**RESOLVED**

**That Cllr Nick Scott is elected Vice-Chair.**

**FC 20/18 To reconvene the Annual Meeting of the Council:**

**FC 21/18 To appoint the additional following Members to the Policy & Resources Committee:**

**RESOLVED**

**That the additional following members were appointed onto the Policy and Resources Committee:**

- a) Leader of the Council
- b) Deputy Leader of the Council
- c) Chair and Vice Chair of the Operations Committee
- d) Chair and Vice Chair of the Services Committee

**FC 22/18 To adjourn the Annual Meeting of Council to hold the following special Committee Meetings:**

**FC 23/18 Special Meeting of the Policy & Resources Committee:**

a) To elect a Chair

**RESOLVED**

**That Cllr Sue Smith is elected Chair.**

b) To elect a Vice Chair

**RESOLVED**

**That Cllr Thillai Visvendran is elected Vice-Chair.**

**FC 24/18 Special Meeting of the Accounts Sub Committee:**

a) To elect a Chair

**RESOLVED**

**That Cllr Yvonne Tomlinson is elected Chair.**

b) To elect a Vice Chair

**RESOLVED**

**That Cllr Sue Smith is elected Vice Chair.**

**FC 25/18 To reconvene the Annual Meeting of the Council:**

**FC 26/18 To appoint members to the following outside bodies and organisations:**

**RESOLVED**

**That the following members are appointed to the outside bodies as listed below:**

- a) **Woughton Welfare Trust - Cllr Archibald Prempeh.**
- b) **Netherfield Enterprise Trust - Cllr Thillai Visvendran.**
- c) **Netherfield Hedgerows Family Centre - Cllr Sue Luttmann.**
- d) **Milton Keynes Association of Local Councils - Cllrs Sue Smith, Thillai Visvendran, Kevin Wilson.**
- e) **Milton Keynes Parish Forum - Cllrs Sue Smith, Alan Williamson.**

**FC 27/18 Member Allowances:**

**RESOLVED**

- a) **That no changes be made to the present level of the Member Allowances for 2018/2019.**
- b) **That the special Chair's allowance of £1,250 for 2018/2019 is approved.**

**FC 28/18 To approve the following constitutional documents for 2018/2019:**

- a) **Standing Orders**
- b) **Financial Regulations**

**RESOLVED**

1. **To amend in the Financial Regulations under Accounting and Audit (Internal and External) 1.18 to delete "cheque signatory"**
2. **To approve the Standing Orders and Financial Regulations, subject to the above amendment.**

**FC 29/18 To refer the following policies to the appropriate committee and to agree that the committees have delegated powers to review, amend and approve such policies:**

**RESOLVED**

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

**Operations Committee**

- a) Lone Working Policy**
- b) Health and Safety Policy**
- c) Equal Opportunities and Diversity Policy**
- d) ICT Policy**
- e) Training and Development Policy**
- f) Recruitment and Retention Policy**
- g) Employment Policy**

**Accounts Sub Committee**

- a) Procedure for ordering goods and services**

**Services Committee**

- a) Grant Aid Policy**
- b) Safeguarding and Child Protection Policy**

**FC 30/18 To approve continuing affiliation to the following bodies:**

**RESOLVED**

**To continue affiliation to the following bodies:**

- a) National Association of Local Councils and the Buckinghamshire and Milton Keynes Association of Local Councils**
- b) Milton Keynes Association of Local Council's**
- c) Society of Local Council Clerks**
- d) The Cooperative Councils Innovation Network:**

**Date of next meeting:**

Monday 11<sup>th</sup> June 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

**THE CHAIR CLOSED THE MEETING AT 8:20PM**

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

## Full Council

**Minutes of the meeting held on Monday 11<sup>th</sup> March 2019, 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-Shabrawry, Donna Fuller, Philip Hopcraft, Sue Luttmann, 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), Samone Winsborough (Responsible Financial Officer / Operations Manager).

**In attendance:** Twelve (12) members of the public, Julia Bandy (Community Services Manager), Tash Darling (Youth Manager & Safeguarding Lead).

**FC 63/19 Apologies:**

Received from Cllr Sue Luttmann (unwell).

**AGREED**

**FC 64/19 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

**FC 65/19 Chairs Announcements:**

The Chair asked Members who wished to attend the Chairs Awards to let the Community Services Manager know.

The next meeting of the Thames Valley Police Forum will be held on Wednesday 27<sup>th</sup> March 2019, 7:00pm - 8:30pm at the Coffee Hall Community Centre.

The Chair thanked all Members for their support and wished them well if standing for re election.

**NOTED**

**FC 66/19 Questions from the public (Max. 10 minutes):**

A representative from the Crafty Birds Group queried why they are now being charged to use the Coffee Hall Meeting Place, as they never had to pay to meet in the Council Chamber. The meeting was informed that they could not afford this along with the storage cupboard fee.

The Council Manager responded that he would be more than happy to meet with the group to try and find a way forward, to help support them to build up their financial resources, and to ensure a fair and level playing field with all the other user groups.

A representative from the Netherfield Residents Association updated the meeting about the Buckland Lodge, Netherfield Sheltered Housing scheme. It would seem that Milton Keynes Council are asking tenants where they would like to move to, Milton Keynes Council has also arranged another meeting with tenants to be held on Wednesday 20<sup>th</sup> March 2019.

**NOTED**

**FC 67/19 Minutes of the previous Full Council meeting:**

The minutes of the following meeting held on Monday 14th January 2019 were **AGREED** and signed by the Chair as a true and correct record.

**FC 68/19 To note the minutes from the following Committees:**

- Accounts Sub Committee - Wednesday 16th January 2019.
- Operations Committee - Monday 21st January 2019
- Services Committee - Monday 28th January 2019
- Policy & Resources Committee - Monday 4th February 2019

**NOTED**

**FC 69/19 Ward Matters arising:**

There were no ward matters arising.

**NOTED**

**FC 70/19 Feedback from meetings with Outside Bodies:**

a) Woughton Welfare Trust - **Cllr Archibald Prempeh**  
**No report.**

b) Netherfield Enterprise Trust - **Cllr Thillai Visvendran**  
**All units at the Enterprise Centre are now occupied.**

c) Hedgerows Family Centre - **Cllr Sue Luttmann**  
**No report.**

d) MKALC - **Cllrs Sue Smith, Thillai Visvendran, Kevin Wilson**  
**There was a presentation on the proposed Milton Keynes University, there will be a Capacity Building Fund administered by Milton Keynes Council, talks to take place soon with Milton Keynes Council on future years on the level of the Local Government Support Grant.**

e) Parishes Forum - **Cllrs Sue Smith, Alan Williamson**  
**No meeting has taken place, therefore there is nothing to report.**

f) B&MKALC, NALC - **Cllr Kevin Wilson**  
**The NALC Assembly has recently met.**



g) Milton Keynes Council - Cllrs Shammi Akter, Kevin Wilson  
Milton Keynes has recently approved their 2019/2020 budget, discussions have taken place on Buckland Lodge, Netherfield. Awaiting an update on the Cripps Lodge, Netherfield site.

**FC 71/19 To adopt the 2019/2020 Service Plan:**

**RESOLVED**

To adopt the 2019/2020 Service Plan.

**FC 72/19 To adopt the draft regeneration strategy/policy:**

**RESOLVED**

To adopt the draft regeneration strategy/policy.

**FC 73/19 To adopt the Councillors Expenses and Allowances Policy:**

**RESOLVED**

To defer this agenda item to the Annual Meeting of Council.

**FC 74/19 To inform the Committee regarding the proposed Saturday morning opening of the community space at the Coffee Hall Hub:**

**RESOLVED**

To defer this agenda item to the next Services Committee meeting.

**FC 75/19 To move and second the following resolution:**

**Public Bodies (Admission to Meetings) Act 1960:**

That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**FC 76/19 Renewal of the Dog Bin waste cleansing contract:**

The committee was advised of the results of the dog bin review and on costs for the dog waste contractor from April 2019.

The Officer recommendation is that Woughton Community Council takes out a new contract with Warners of Bedford for three (3) years.

**RESOLVED**

- 1. That the committee notes the report.**
- 2. That the committee notes the good service and relationship we have with Warners of Bedford to date.**
- 3. That Woughton Community Council takes out a new contract with Warners of Bedford for three (3) years.**

**Date of next meeting:**

Monday 13<sup>th</sup> May 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

**THE CHAIR CLOSED THE MEETING AT 6:36PM**

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

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