

Monday 6th May 2019

To: All members of Woughton Community Council

Cllrs Sue Smith (Chair), Nick Scott (Vice-Chair), Elina Apse, Janette Bobey, Jordan Coventry, Tina El-Shabrawry, Margaret Ferguson, Donna Fuller, Brian Hepburn, Phillip Hopcraft, Luke Louis, Ruth McMillan, John Orr, Terri Parish, Yvonne Tomlinson, Lauren Townsend, Alan Williamson, Kevin Wilson, Pam Wilson

NOTICE OF ANNUAL PARISH MEETING

You are hereby summoned to attend the Annual Parish Meeting to be held on **Monday 13th May 2019** commencing at **6:00pm** at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes, when the business set out in the following agenda will be transacted.

Members of the public are welcome to attend.



Cllr Sue Smith
Chair of Woughton Community Council

Please ensure that your mobile phone is switched to silent or is switched off completely during the meeting

An opportunity for members of the public to ask any questions and to raise any issues relating to the business undertaken by Woughton Community Council.

Followed by the Annual Meeting of Council which will commence at 7:00PM.

Monday 6th May 2019

To: All members of Woughton Community Council

Cllrs Sue Smith (Chair), Nick Scott (Vice-Chair), Elina Apse, Janette Bobey, Jordan Coventry, Tina El-Shabrawry, Margaret Ferguson, Donna Fuller, Brian Hepburn, Phillip Hopcraft, Luke Louis, Ruth McMillan, John Orr, Terri Parish, Yvonne Tomlinson, Lauren Townsend, Alan Williamson, Kevin Wilson, Pam Wilson

NOTICE OF ANNUAL MEETING

You are hereby summoned to attend the Annual Meeting of Council to be held on **Monday 13th May 2019** commencing at **7:00pm** at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes, when the business set out in the following agenda will be transacted.

Members of the public are welcome to attend.

B. Barton

Brian Barton
Committee and Member Services Officer

Please ensure that your mobile phone is switched to silent or is switched off completely during the meeting

FC 01/19 Election of Chair for the Council year 2019/2020

FC 02/19 To receive the Chair's Declaration of Acceptance of Office

FC 03/19 Election of Vice Chair for the Council year 2019/2020

FC 04/19 To receive the Vice-Chair's Declaration of Acceptance of Office

FC 05/19 Apologies for Absence:

To receive and record apologies from members.

FC 06/19 Declaration of interests:

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

FC 07/19 Minutes of previous meeting:

To receive and approve as a correct record the minutes of the:

- (a) Annual Meeting of Council held on Monday 14th May 2018
- (b) Full Council meeting held on Monday 11th March 2019

(Attached)

FC 08/19 Questions from the public:

To allow questions and comments from the public (maximum of 10 minutes in total).

FC 09/19 To confer the Honorary Citizen of Woughton certificate to Cllr Thillai Visvendran

FC 10/19 Election of Leader for the Council year 2019/2020

FC 11/19 To agree the roles for the following posts:

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

(Report & Supporting Papers attached)

FC 12/19 Election of Deputy Leader for the Council year 2019/2020

FC 13/19 Election of the Ambassador to Woughton Community Council for the Council year 2019/2020

FC 14/19 To approve the 2019/2020 Calendar of Meetings:

(Attached)

FC 15/19 To approve Terms of Reference for the following Committees:

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

(Attached)

FC 16/19 Election of Members to the Committees:

- a) Election of up to twelve (12) members to the Policy & Resources Committee
- b) Election of up to twelve (12) members to the Operations Committee
- c) Election up to four (4) members to the Accounts Sub Committee from the Policy and Resources Committee
- d) Election of up to twelve (12) members to the Services Committee

(Proposed Committee membership list to follow)

FC 17/19 To adjourn the Annual Meeting of Council to hold the following special Committee Meetings:

FC 18/19 Special Meeting of the Operations Committee:

- a) To elect a Chair
- b) To elect a Vice Chair

FC 19/19 Special Meeting of the Services Committee:

- a) To elect a Chair
- b) To elect a Vice Chair

FC 20/19 To reconvene the Annual Meeting of the Council:

FC 21/19 To appoint the additional following Members to the Policy & 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 22/19 To appoint any other Members onto the Policy & Resources Committee, subject to there being any surplus position(s)

FC 23/19 To adjourn the Annual Meeting of Council to hold the following special Committee Meetings:

FC 24/19 Special Meeting of the Policy & Resources Committee:

- a) To elect a Chair
- b) To elect a Vice Chair

FC 25/19 Special Meeting of the Accounts Sub Committee:

- a) To elect a Chair
- b) To elect a Vice Chair

FC 26/19 To reconvene the Annual Meeting of the Council:

FC 27/19 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 meetings.

- a) Woughton Welfare Trust
- b) Netherfield Enterprise Trust
- c) Netherfield Hedgerows Family Centre
- d) Milton Keynes Association of Local Councils (3 Members)
- e) Milton Keynes Parish Forum (2 Members)

(Proposed Outside Body Membership List to follow)

FC 28/19 Member Allowances:

It is recommended that no changes be made to the present level of the Member Allowances for 2019/2020.

(Report attached)

FC 29/19 To approve the following constitutional documents for 2019/2020:

- a) Standing Orders
- b) Financial Regulations

(Attached)

FC 30/19 To agree that Woughton Community Council seeks to adopt the General Power of Competence:

- a) Woughton Community Council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the Council Manager.
- b) That at least two (2) thirds of Woughton Community Council must hold office as a result of being declared elected (i.e. not co-opted).
- c) That the Council Manager must hold a recognised professional qualification (e.g. Certificate in Local Council Administration, Certificate of Higher Education in Local Policy) AND pass the 2012 CiLCA module relating to the general power of competence.

FC 31/19 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) Training and Development Policy
- e) Recruitment and Retention Policy
- f) Employment Policy

Policy and Resources Committee

- a) IT Policy

Accounts Sub Committee

- a) Procedure for ordering goods and services

Services Committee

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

FC 32/19 To approve continuing 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 10th June 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.