

Tuesday 27<sup>th</sup> April 2021

**To: All members of Woughton Community Council**

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

### **NOTICE OF ANNUAL MEETING**

You are hereby summoned to attend the Annual Meeting of Council to be held on **Tuesday 4<sup>th</sup> May 2021** commencing at **6:00pm** via Zoom Video Call when the business set out in the following agenda will be transacted.

**Members of the public are welcome to attend via the Woughton Community Council Facebook Live page.**

Steve McNay  
Council Manager

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

**FC 01/21 Election of Chair for the Council year 2021/2022**

**FC 02/21 To receive the Chair's Declaration of Acceptance of Office**

**FC 03/21 Election of Vice Chair for the Council year 2021/2022**

**FC 04/21 To receive the Vice-Chair's Declaration of Acceptance of Office**

**FC 05/21 Apologies for Absence:**

To receive and record apologies from members.

**FC 06/21 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 07/21 Minutes of previous meeting:**

To receive and approve as a correct record the minutes of the meeting held on Monday 19<sup>th</sup> April 2021.

**(Attached)**

**FC 08/21 Questions from the public:**

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

**FC 09/21 To agree the roles for the following posts:**

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

**(Attached)**

**FC 10/21 Election of Leader for the Council year 2021/2022**

**FC 11/21 Election of Deputy Leader for the Council year 2021/2022**

**FC 12/21 Election of the Ambassador to Woughton Community Council for the Council year 2021/2022**

**FC 13/21 To approve the 2021/2022 Calendar of Meetings:**

**(Attached)**

**FC 14/21 To approve Terms of Reference for the following Committees:**

- a) Operations Committee
- b) Planning, Licencing & Development Committee
- c) Resources & Finance Committee
- d) Services & Communities Committee

**(Attached)**

**FC 15/21 Election of Members to the Committees:**

- a) Election of up to twelve (12) members to the Operations Committee
- b) Election of up to nine (9) members to the Planning, Licencing & Development Committee (one (1) representative per estate).
- c) Election of one (1) deputy with full voting and speaking rights covering each of the following Wards: Coffee Hall, Eaglestone, Netherfield and Peartree Bridge, to attend in the absence of a Planning, Licencing & Development Committee Member (up to four (4) Ward Members in total).
- d) Election up to four (4) members to the Resources & Finance Committee.
- e) Election of up to twelve (12) members to the Services & Communities Committee.

**(Proposed Committee membership list to follow)**

**FC 16/21 To adjourn the Annual Meeting of Council to hold the following special Committee Meetings:**

**FC 17/21 Special Meeting of the Operations Committee:**

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

**FC 18/21 Special Meeting of the Planning, Licencing & Development Committee:**

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

**FC 19/21 Special Meeting of the Resources & Finance Committee:**

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

**FC 20/21 Special Meeting of the Services & Communities Committee:**

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

**FC 21/21 To reconvene the Annual Meeting of the Council:**

**FC 22/21 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 (1 Member)
- b) Milton Keynes Association of Local Councils (3 Members)
- c) Milton Keynes Parish Forum (2 Members)

**(Proposed Outside Body Membership List to follow)**

**FC 23/21 Member Allowances:**

It is recommended that no changes be made to the present level of the Member Allowances for 2021/2022.

**(Report attached)**

**FC 24/21 To approve the following constitutional documents and policies for 2021/2022:**

- a) Standing Orders
- b) Financial Regulations
- c) Comments, Compliments & Complaints
- d) Declaration of Gifts and Hospitality
- e) Information
- f) Freedom of Information Publication Scheme
- g) Lead Member Roles
- h) Code of Conduct
- i) Councillor Allowances and Expenses
- j) Information Technology for Councillors
- k) Risk Register

**(Attached)**

**FC 25/21 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) Regeneration
- b) Social Media
- c) Health & Safety
- d) Lone Working
- e) Driving at Work
- f) Capability and Sickness Management
- g) Incident Plan
- h) Red Alert - Emergency advice
- i) 1to1 Supervision and Support
- j) Employment
- k) Maternity, Paternity, Parental and adoption
- l) Redundancy
- m) Training and Development
- n) Absence and leave
- o) Equal Opportunities and diversity
- p) Officers Allowances and Expenses
- q) Security IT
- r) Volunteer Policy and Process
- s) Appraisal and Review
- t) Recruitment and Retention
- u) Sickness
- v) Disciplinary Procedures
- w) Banking Procedures
- x) Procurement
- y) Tendering Procedures

**Resources & Finance Committee**

- a) Investment strategy

**Services & Communities Committee**

- a) Safeguarding
- b) Early Years & Child Provision

**FC 26/21 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:**

Tuesday 8<sup>th</sup> June 2021, 6:00pm via Zoom Video Call and Facebook Live.  
(Subject to the agreement of the 2021/2022 Calendar of Meetings).