

## Annual Meeting of Council

**Minutes of the meeting held on Tuesday 4<sup>th</sup> May 2021, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes**

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

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

**In attendance:** Amber McQuillan, Yvonne Tomlinson.

The Chair thanked the staff and Councillors for all their hard work during the year and especially for all their support.

**The Council Manager presided in the Chair.**

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

The Council Manager asked for nominations for Chair for the Council year 2021/2022.

Cllr Nick Scott nominated Cllr Sue Smith for Chair and Cllr Alan Williamson seconded the nomination.

Cllr Sue Smith accepted her nomination. There were no other nominations.

### **RESOLVED**

**That Cllr Sue Smith is elected Chair for the Council year 2021/2022.**

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

Cllr Sue Smith signed the Chair's Declaration of Acceptance of Office.

### **NOTED**

**The Chair Cllr Sue Smith now presided in the Chair.**

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

The Chair asked for nominations for Vice-Chair for the Council year 2021/2022.

Cllr Nick Scott nominated Cllr Jordan Coventry for Vice-Chair and Cllr Elina Apse seconded the nomination.

Cllr Jordan Coventry accepted his nomination. There were no other nominations.

**RESOLVED**

**That Cllr Jordan Coventry is elected Vice-Chair for the Council year 2021/2022.**

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

Cllr Jordan Coventry signed the Vice-Chair's Declaration of Acceptance of Office.

**NOTED**

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

Cllr Janette Bobey (unwell).

Cllr Ruth McMillan (Hospital appointment).

**NOTED**

**FC 06/21 Declaration of interests:**

There were no declarations of interests.

**NOTED**

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

The minutes of the previous meeting held on Monday 19<sup>th</sup> April 2021, were **AGREED** as a true and correct record and will be signed by the Chair.

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

There were no questions from Members of the public.

**NOTED**

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

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

**RESOLVED**

1. **To note the report.**
2. **To approve the Lead Member Roles as appended to the tabled report.**
3. **To note the paper describing the roles of the Chairs of the Committees, the Leader of the Council and the Ambassador.**

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

The Chair asked for nominations for Leader for the Council year 2021/2022.

Cllr Sue Smith nominated Cllr Donna Fuller for Leader and Cllr Maggie Ferguson seconded the nomination.

Cllr Donna Fuller accepted her nomination. There were no other nominations.

**RESOLVED**

**That Cllr Donna Fuller is elected Leader for the Council year 2021/2022.**

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

The Chair asked for nominations for Deputy Leader for the Council year 2021/2022.

Cllr Sue Smith nominated Cllr Nick Scott for Deputy Leader and Cllr Brian Hepburn seconded the nomination.

Cllr Nick Scott accepted his nomination. There were no other nominations.

**RESOLVED**

**That Cllr Nick Scott is elected 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:**

The Chair asked for nominations for Ambassador for the Council year 2021/2022.

Cllr Sue Smith nominated Cllr Pam Wilson for Ambassador and Cllr Nick Scott seconded the nomination.

Cllr Pam Wilson accepted her nomination. There were no other nominations.

**RESOLVED**

**That Cllr Pam Wilson is elected Ambassador for the Council year 2021/2022.**

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

Meetings have been changed from a Monday to a Tuesday, some committee meetings could be also changed to a Wednesday if necessary.

Any amendments proposed will be considered at future Full Council meetings.

**RESOLVED**

**To approve the 2021/2022 Calendar of Meetings.**

**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

**RESOLVED**

**To approve Terms of Reference for the following Committees:**

- 1. Operations Committee**
- 2. Planning, Licencing & Development Committee**
- 3. Resources & Finance Committee**
- 4. Services & Communities Committee**

**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
- 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

## **RESOLVED**

- 1. To elect the following members to the Operations Committee - Cllrs Elina Apse, Jordan Coventry, Maggie Ferguson, Donna Fuller, Ruth McMillan, Liz Simpkins, Sue Smith, Alan Williamson**
- 2. To elect the following members to the Planning, Licencing & Development Committee – Cllrs Janette Bobey, Donna Fuller, Brian Hepburn, Luke Louis, Ruth McMillan, John Orr, Nick Scott, Sue Smith**
- 3. To elect the following deputies to the Planning, Licencing & Development Committee, 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 – Cllrs Phil Hopcraft, Liz Simpkins**
- 4. To elect the following members to the Resources & Finance Committee – Cllrs Elina Apse, Jordan Coventry, Donna Fuller, Luke Louis, Sue Smith**
- 5. To elect the following members to the Services & Communities Committee – Cllrs Janette Bobey, Maggie Ferguson, Donna Fuller, Brian Hepburn, Phil Hopcraft, Ruth McMillan, John Orr, Terri Parish, Nick Scott, Sue Smith Alan Williamson, Pam Wilson**

**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:**

To elect a Chair - The Chair of Council asked for nominations for Chair of the Operations Committee for the Council year 2021/2022.

Cllr Alan Williamson nominated Cllr Jordan Coventry and Cllr Sue Smith seconded the nomination.

Cllr Jordan Coventry accepted his nomination. There were no other nominations.

To elect a Vice Chair - The Chair of the Operations Committee asked for nominations for Vice-Chair of the Operations Committee for the Council year 2021/2022.

Cllr Sue Smith nominated Cllr Elina Apse and Cllr Maggie Ferguson seconded the nomination.

Cllr Elina Apse accepted her nomination. There were no other nominations.

## **RESOLVED**

- 1. That Cllr Jordan Coventry is elected Chair of the Operations Committee for the Council year 2021/2022.**
- 2. That Cllr Elina Apse is elected Vice-Chair of the Operations Committee for the Council year 2021/2022.**

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

To elect a Chair - The Chair of Council asked for nominations for Chair of the Planning, Licencing & Development Committee for the Council year 2021/2022.

Cllr Nick Scott nominated Cllr Sue Smith and Cllr Brian Hepburn seconded the nomination.

Cllr Sue Smith accepted her nomination. There were no other nominations.

To elect a Vice Chair - The Chair of the Planning, Licencing & Development Committee asked for nominations for Vice-Chair of the Planning, Licencing & Development Committee for the Council year 2021/2022.

Cllr Nick Scott nominated Cllr Maggie Ferguson and Cllr Brian Hepburn seconded the nomination.

Cllr Maggie Ferguson accepted her nomination. There were no other nominations.

After some discussion, the meeting agreed to defer the election of the Vice-Chair to the next meeting, due to the absence of the present Vice-Chair Cllr Jeanette Bobey.

**RESOLVED**

- 1. That Cllr Sue Smith is elected Chair of the Planning, Licencing & Development Committee for the Council year 2021/2022.**
- 2. To defer the election of Vice-Chair of the Planning, Licencing & Development Committee for the Council year 2021/2022 to the next committee meeting.**

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

To elect a Chair - The Chair of Council asked for nominations for Chair of the Resources & Finance Committee for the Council year 2021/2022.

Cllr Elina Apse nominated Cllr Sue Smith and Cllr Luke Louis seconded the nomination.

Cllr Sue Smith accepted her nomination. There were no other nominations.

To elect a Vice Chair - The Chair of the Resources & Finance Committee asked for nominations for Vice-Chair of the Resources & Finance Committee for the Council year 2021/2022.

Cllr Luke Louis nominated Cllr Elina Apse and Cllr Sue Smith seconded the nomination.

Cllr Elina Apse accepted her nomination. There were no other nominations.

**RESOLVED**

- 1. That Cllr Sue Smith is elected Chair of the Resources & Finance Committee for the Council year 2021/2022.**
- 2. That Cllr Elina Apse is elected Vice-Chair of the Resources & Finance Committee for the Council year 2021/2022.**

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

To elect a Chair - The Chair of Council asked for nominations for Chair of the Services & Communities Committee for the Council year 2021/2022.

Cllr Brian Hepburn nominated Cllr Nick Scott and Cllr Sue Smith seconded the nomination.

Cllr Nick Scott accepted his nomination. There were no other nominations.

To elect a Vice Chair - The Chair of the Services & Communities Committee asked for nominations for Vice-Chair of the Services & Communities Committee for the Council year 2021/2022.

Cllr Nick Scott nominated Cllr Maggie Ferguson and Cllr Phil Hopcraft seconded the nomination.

Cllr Maggie Ferguson accepted her nomination. There were no other nominations.

**RESOLVED**

- 1. That Cllr Nick Scott is elected Chair of the Services & Communities Committee for the Council year 2021/2022.**
- 2. That Cllr Maggie Ferguson is elected Vice-Chair of the Services & Communities Committee for the Council year 2021/2022.**

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

**FC 22/21 To appoint members to the following outside bodies and organisations:**

- a) Woughton Welfare Trust (1 Member)
- b) Milton Keynes Association of Local Councils (3 Members)
- c) Milton Keynes Parish Forum (2 Members)

**RESOLVED**

**To appoint members to the following outside bodies and organisations:**

- 1. Woughton Welfare Trust - Cllr Elina Apse**
- 2. Milton Keynes Association of Local Councils - Cllrs John Orr, Sue Smith, Pam Wilson**
- 3. Milton Keynes Parish Forum - Cllrs Sue Smith, Alan Williamson**

**FC 23/21 Member Allowances:**

It is recommended that no changes be made to the present level of the Member Allowances for 2021/2022 in the absence of any further recommendations from the Milton Keynes Council Remuneration Panel.

**RESOLVED**

- 1. That Council notes the report.**
- 2. That Council agrees to the following proposals.**
  - a. That Councillor allowances continue to be paid.**
  - b. That in the absence of any further recommendations from Milton Keynes Council's Remuneration Panel, allowances remain unchanged for the year 2021/2022.**
  - c. That Council tasks the Resources and Finance Committee to undertake a piece of work over the coming year to benchmark Woughton Community Council allowances and consider a proposed course of action for 2022/2023.**

**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

**RESOLVED**

**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**

**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) Social Media
- b) Health & Safety
- c) Lone Working
- d) Driving at Work
- e) Capability and Sickness Management
- f) Incident Plan
- g) Red Alert - Emergency advice
- h) 1to1 Supervision and Support
- i) Employment
- j) Maternity, Paternity, Parental and adoption
- k) Redundancy
- l) Training and Development
- m) Absence and leave
- n) Equal Opportunities and diversity
- o) Officers Allowances and Expenses
- p) Security IT
- q) Volunteer Policy and Process

- r) Appraisal and Review
- s) Recruitment and Retention
- t) Sickness
- u) Disciplinary Procedures
- v) Banking Procedures
- w) Procurement
- x) Tendering Procedures

**Planning, Licencing & Development Committee**

- a) Regeneration

**Resources & Finance Committee**

- a) Investment strategy

**Services & Communities Committee**

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

**RESOLVED**

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

**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

**RESOLVED**

**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.

**THE CHAIR CLOSED THE MEETING AT 6:54PM**

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