

Tuesday 9th May 2023

To: All members of Woughton Community Council

Cllrs Sue Smith (Chair), Janette Bobey, Margaret Ferguson, Michael Ferguson, Donna Fuller, Penny Glasgow, Luke Louis, Ruth McMillan, D'Anne Mordecai, April Rennie, Nick Scott, Liz Simpkins, Alan Williamson

NOTICE OF ANNUAL MEETING

You are hereby summoned to attend the Annual Meeting of Council to be held on **Monday 15th May 2023** commencing at **6:30pm** at the **Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG**, when the business set out in the following agenda will be transacted.

Due to the ongoing impact of coronavirus, meeting attendees are encouraged to consider the following guidelines for the meeting:

If you or anyone in your household have any symptoms (i.e. high temperature, continuous cough, or changes to sense of smell or taste), please do not attend the meeting, and get tested.

Please sanitise your hands on arrival at the meeting.

Please note that windows will be open throughout the meeting and dress accordingly.

Members of the public can attend in person, submit questions in advance and or watch live via www.facebook.com/woughtoncc.

Steve McNay
Council Manager

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

Microphones are live at all times – if you are not speaking formally within the meeting, please do keep any additional noise to a minimum and be aware that anything said within this meeting will be in the public domain.

The Calendar of Meetings can be accessed at:

<https://www.woughtoncommunitycouncil.gov.uk/council-meeting-calendar/>

AGENDA

FC 01/23 Election of Chair for the Council year 2023/2024.

FC 02/23 To receive the Chair's Declaration of Acceptance of Office.

FC 03/23 Election of Vice Chair for the Council year 2023/2024.

FC 04/23 To receive the Vice-Chair's Declaration of Acceptance of Office.

FC 05/23 Apologies for Absence:

To receive and record apologies from members.

FC 06/23 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 07/23 Minutes of previous meeting:

To receive and approve as a correct record the minutes of the meeting held on

- Tuesday 11th April 2023.

(Attached)

FC 08/23 Questions from the public:

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

FC 09/23 To agree the roles for the following posts:

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

(Report by the Council Manager attached)

FC 10/23 Election of Leader for the Council year 2023/2024.

FC 11/23 Election of Deputy Leader for the Council year 2023/2024.

FC 12/23 Election of the Ambassador to Woughton Community Council for the Council year 2023/2024.

FC 13/23 To approve the 2023/2024 Calendar of Meetings:

(Attached)

FC 14/22 To approve the following committee structure:

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

FC 15/23 To approve Terms of Reference for the following Committees:

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

(Attached)

FC 16/23 Election of Members to the Committees:

- a) Election of up to twelve (12) members to the Operations & Resources 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 of up to twelve (12) members to the Services & Communities Committee.

(Proposed Committee membership list to follow)

FC 17/23 To adjourn the Annual Meeting of Council to hold the following special Committee Meetings:

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

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

FC 19/23 Special Meeting of the Planning, Licencing & Development Committee:

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

FC 20/23 Special Meeting of the Services & Communities Committee:

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

FC 21/23 To reconvene the Annual Meeting of the Council:

FC 22/23 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 23/23 Member Allowances:

It is recommended that allowances are increased in line with recommendations from the independent remuneration panel.

(Report by the Council Manager attached)

FC 24/23 To approve the following constitutional documents and policies for 2023/2024:

- a) Standing Orders
- b) Financial Regulations
- c) Comments, Compliments & Complaints
- d) Councillor and Officer Protocol
- e) Information
- f) Freedom of Information Publication Scheme
- g) Code of Conduct
- h) Councillor Allowances and Expenses
- i) Information Technology for Councillors
- j) Risk Register and Contingency Planning

(Attached)

FC 25/23 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 & Resources Committee

- 1.) Social Media
- 2.) Health & Safety
- 3.) Lone Working
- 4.) Driving at Work
- 5.) Capability and Sickness Management
- 6.) Incident Plan
- 7.) Red Alert - Emergency advice
- 8.) 1to1 Supervision and Support
- 9.) Employment
- 10.) Maternity, Paternity, Parental and adoption
- 11.) Redundancy
- 12.) Training and Development
- 13.) Absence and leave
- 14.) Equal Opportunities and diversity
- 15.) Officers Allowances and Expenses
- 16.) Security IT
- 17.) Volunteer Policy and Process
- 18.) Appraisal and Review
- 19.) Recruitment and Retention
- 20.) Sickness
- 21.) Disciplinary Procedures & Background
- 22.) Banking Procedures
- 23.) Procurement
- 25.) Investment strategy
- 26.) Write off and Disposal
- 27.) Retention and Disposal

- 27.) Safeguarding
- 28.) Whistleblowing
- 29.) Grievance
- 30.) Officer Code of Conduct
- 31.) Dignity at Work Policy
- 32.) Employee Handbook
- 33.) Asset Register
- 34.) Internal Audit Terms of Reference
- 35.) Menopause

Planning, Licencing & Regeneration Committee

- 1.) Regeneration

Services & Communities Committee

- 1.) Early Years & Child Provision

FC 26/23 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

**FC 27/23 To decide whether to adopt the General Power of Competence:
(Verbal report by the Council Manager)**

Date of next meeting:

Tuesday 30th May 2022 6:30pm, at the Woughton Community Council Hub, The Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

(Subject to the agreement of the 2023/2024 Calendar of Meetings).