

## Annual Meeting of Council

**Minutes of the meeting held on Monday 15<sup>th</sup> May 2023, 6:30pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes**

**Present: Cllrs Sue Smith (Chair),** Jeanette Bobey, Maggie Ferguson, Michael Ferguson, Donna Fuller, Penny Glasgow, Luke Louis, Ruth McMillan, D'Anne Mordecai, April Rennie, Nick Scott, Liz Simpkins, Alan Williamson.

**Also present:**

Brian Barton (Committee & Member Services Officer)  
Steve McNay (Council Manager)

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

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 01/23 Election of Chair for the Council year 2023/2024:**

The Council Manager asked for nominations for Chair for the Council year 2023/2024.

Cllr Michael Ferguson nominated Cllr Sue Smith for Chair and Cllr Ruth McMillan 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 2023/2024.**

**FC 02/23 To receive the Chair's Declaration of Acceptance of Office form:**

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

**NOTED**

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

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

The Chair asked for nominations for Vice-Chair for the Council year 2023/2024.

Cllr Michael Ferguson nominated Cllr Nick Scott for Vice-Chair and Cllr Jeanette Bobey seconded the nomination.

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

**RESOLVED**

**That Cllr Nick Scott is elected Vice-Chair for the Council year 2023/2024.**

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

Cllr Nick Scott signed the Vice-Chair's Declaration of Acceptance of Office form.

**NOTED**

**FC 05/23 Apologies for Absence:**

There were no apologies.

**NOTED**

**FC 06/23 Declaration of interests:**

There were no declarations of interests.

**NOTED**

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

The minutes of the previous meeting held on Tuesday 11<sup>th</sup> April 2023, were **AGREED** as a true and correct record and was signed by the Chair.

**FC 08/23 Questions from the public:**

There were no questions from Members of the public.

**NOTED**

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

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

**RESOLVED**

1. That the Council notes the report and attached papers.
2. That the Council agrees to the definitions of the roles within the '*Lead Member Roles 2022-2023*' document.
3. That the Council notes the explanations relating to the specific roles as detailed within '*Members Roles explanations 2022-2023.*'
4. That Members are requested to let the Committee & Member Services Officer know of any additional Lead Member Role(s) and appropriate training that is required.
5. That the council considers the role of the Ambassador and the future of this role, with a view to further discussions when all Councillor vacancies have been filled.

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

The Chair asked for nominations for Leader for the Council year 2023/2024.

Cllr Margaret Ferguson nominated Cllr Donna Fuller for Leader and Cllr D'Anne Mordechai 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 2023/2024.**

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

The Chair asked for nominations for Deputy Leader for the Council year 2023/2024.

Cllr Nick Scott nominated Cllr Jeanette Bobey for Deputy Leader and Cllr Ruth McMillan seconded the nomination.

Cllr Jeanette Bobey accepted her nomination. There were no other nominations.

**RESOLVED**

**That Cllr Jeanette Bobey is elected 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:**

That the council considers the role of the Ambassador and the future of this role, with a view to further discussions when all Councillor vacancies have been filled.

**RESOLVED**

**That the council considers the role of the Ambassador and the future of this role, with a view to further discussions when all Councillor vacancies have been filled.**

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

**RESOLVED**

**To approve the 2023/2024 Calendar of Meetings.**

**FC 14/23 To approve the following committee structure:**

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

**RESOLVED**

**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

**RESOLVED**

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

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

**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
- 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

**RESOLVED**

1. **To elect the following members to the Operations & Resources Committee - Cllrs Donna Fuller, Luke Louis, 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, Penny Glasgow, Luke Louis, Ruth McMillan, D’Anne Mordechi, April Rennie, Sue Smith, Alan Williamson.**
3. **To elect the following members to the Services & Communities Committee – Cllrs Janette Bobey, Maggie Ferguson, Michael Ferguson, Donna Fuller, Penny Glasgow, D’Anne Mordechi, Ruth McMillan, April Rennie, Nick Scott, Liz Simpkins, Sue Smith, Alan Williamson.**
4. **That the Chair of the Council is appointed on to all the committees with full speaking and voting rights.**
5. **That the Leader of the Council is appointed onto all the committees with full speaking rights and no voting rights.**

**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

The Chair of Council asked for nominations for Chair of the Operations & Resources Committee for the Council year 2023/2024.

Cllr Donna Fuller nominated Cllr Sue Smith and Cllr Ruth McMillan seconded the nomination.

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

**RESOLVED**

**That Cllr Sue Smith is elected Chair of the Operations & Resources Committee for the Council year 2023/2024.**

- b) To elect a Vice Chair

The Chair of the Operations & Resources Committee asked for nominations for Vice-Chair of the Operations & Resources Committee for the Council year 2023/2024.

Cllr Alan Williamson nominated Cllr Liz Simpkins and Cllr Ruth McMillan seconded the nomination.

Cllr Liz Simpkins accepted her nomination. There were no other nominations.

**RESOLVED**

**That Cllr Liz Simpkins is elected Vice-Chair of the Operations & Resources Committee for the Council year 2023/2024.**

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

a) To elect a Chair

The Chair of Council asked for nominations for Chair of the Planning, Licencing & Development Committee for the Council year 2023/2024.

Cllr D'Anne Mordechi nominated Cllr Sue Smith and Cllr Penny Glasgow seconded the nomination.

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

**RESOLVED**

**That Cllr Sue Smith is elected Chair of the Planning, Licencing & Development Committee for the Council year 2023/2024.**

b) 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 2023/2024.

Cllr D'Anne Mordechi nominated Cllr Ruth McMillan and Cllr Alan Williamson seconded the nomination.

Cllr Ruth McMillan accepted her nomination. There were no other nominations.

**RESOLVED**

**That Cllr Ruth McMillan is elected Vice-Chair of the Planning, Licencing & Development Committee for the Council year 2023/2024.**

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

a) To elect a Chair

The Chair of Council asked for nominations for Chair of the Services & Communities Committee for the Council year 2023/2024.

Cllr Michael Ferguson nominated Cllr Nick Scott and Cllr Jeanette Bobey seconded the nomination.

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

**RESOLVED**

**That Cllr Nick Scott is elected Chair of the Services & Communities Committee for the Council year 2023/2024.**

b) 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 2023/2024.

Cllr April Rennie nominated Cllr Jeanette Bobey and Cllr Nick Scott seconded the nomination.

Cllr Jeanette Bobey accepted her nomination. There were no other nominations.

**RESOLVED**

**That Cllr Jeanette Bobey is elected Vice-Chair of the Services & Communities Committee for the Council year 2023/2024.**

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

**FC 22/23 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 Maggie Ferguson.**
- 2. Milton Keynes Association of Local Councils - Cllrs Ruth McMillan, Liz Simpkins, Sue Smith.**
- 3. Milton Keynes Parish Forum - Cllrs Ruth McMillan, Sue Smith (subject to confirmation that membership of the Parishes Assembly Group means automatic membership to the Milton Keynes Parish Forum).**

**FC 23/23 Member Allowances:**

Allowances are considered 'from time to time' and in line with recommendations made by an independent panel.

There are currently six (6) vacancies and as such, even if co-option is considered to fill these positions, no allowances are therefore payable for these six (6) Members. If agreed, this proposal sets the allowance payments for the year at:

- Eleven (11) councillors at £877 = £9,647
- Chair and Leader at £1,753 = £3,506

**TOTAL** = £13,153

This amount doesn't include any further expenses (e.g. broadband allowance set at £120 per annum per councillor, assuming ten (10) claims, an additional £1,200 per year), but is below the expected budget for the coming year (budgeted at £18,735).

**RESOLVED**

- 1. That following agreement previously to link Woughton Community Council allowances to the Milton Keynes City Council recommendations, that the following allowances are agreed for the 2023/2024 council year, following a 4.69% increase recommended by the Independent Remuneration Panel (IRP):**
  - a. Basic allowance of £877.00 per annum**

- b. An allowance for the Chair of £1,753 per annum
  - c. An allowance for the Leader (not specified in statute) of £1,753 per annum.
2. That the Council agrees to review this and uplift accordingly if / when the 'Quality Council' mark is achieved.
  3. That the Council agrees to publicise these allowances, in line with legislation (namely *Section 5, Paragraph 30* of 'The Regulations').

**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

**RESOLVED**

**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**

**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
- 24.) Investment strategy
- 25.) Write off and Disposal
- 26.) 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

#### **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 26/23 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

#### **RESOLVED**

- 1. To approve continuing affiliation to the following bodies:**
  - b.) Milton Keynes Association of Local Council's**
  - c.) Society of Local Council Clerks**
  - d.) The Cooperative Councils Innovation Network**
- 2. To consider at a meeting of the Operations & Resources Committee the benefits of continuous membership to the National Association of Local Councils and the Buckinghamshire and Milton Keynes Association of Local Councils.**



**FC 27/23 To decide whether to adopt the General Power of Competence:**  
Cllr Sue Smith proposed and Cllr Alan Williamson seconded "That Woughton Community Council adopts the General Power of Competence".

**RESOLVED**

**That Woughton Community Council adopts the General Power of Competence.**

**Date of next meeting:**

Tuesday 30<sup>th</sup> May 2023 6:30pm, at the Woughton Community Council Hub, The Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

**THE CHAIR CLOSED THE MEETING AT 7:16PM**

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

DRAFT