

## ANNUAL MEETING OF THE COUNCIL

5<sup>TH</sup> May 2026

### MINUTES

**Present:** Cllrs Sue Smith (Chair), Nick Scott (Vice-Chair), Tony Coughlan, Michael Holland, Luke Louis, Charlie Marsh, Deanna Norris, Ruth McMillan, D'Anne Mordecai, Stacey Munkley, April Rennie, Liz Simpkins, and Alan Williamson.

**Also present:**

Steve McNay (Council Manager)

Marta Sobis (Responsible Finance Officer)

Tash Darling (Youth and Community Manager)

Mable Kong-Rawlinson (Business Services Manager / Deputy Clerk)

**FC 01/26 Election of Chair for the Council year 2025/2026.**

Sue Smith was nominated as Chair and was the only nomination.

Nominated by: Cllr Marsh. Seconded by: Cllr Scott

**RESOLVED** by way of unanimous vote.

**FC 02/26 To receive the Chair's Declaration of Acceptance of Office.**

**FC 03/26 Election of Vice Chair for the Council year 2025/2026.**

Cllr Deanna Norris was nominated and was the only nomination.

Nominated by: Cllr Rennie. Seconded by: Cllr Mordecai

**RESOLVED** by way of unanimous vote.

**FC 04/26 To receive the Vice-Chair's Declaration of Acceptance of Office.**

The Proper Officer witnessed the signing of the declaration of office form.

**RESOLVED**

**FC 05/26 Apologies for Absence:**

Apologies were received from Cllrs Eamonn Bobey, Margaret Ferguson, Michael Ferguson, Donna Fuller (attended online until 6.15pm), Penny Glasgow and Lorna Webb.

**FC 06/26 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.

No declarations were made.

**FC 07/26 Minutes of previous meeting:**

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

- Monday 27<sup>th</sup> April 2026.

**It was proposed that the minutes were a true and accurate record of the meeting.**

Proposed by: Cllr Smith. Seconded by: Cllr Norris

**RESOLVED by way of unanimous vote.**

**FC 08/26 Questions from the public:**

To allow questions and comments from the public (maximum of 15 minutes in total).

There were no questions from the public.

**FC 09/26 To agree the roles for the following posts:**

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

The Council Manager shared the paper that detailed the roles noted above (these were also shared in advance of the meeting).

**Proposal:**

That this paper reflects an accurate and agreed description of the roles and responsibilities of the lead members

**Proposed by: Cllr Smith. Seconded by: Cllr Rennie**

**RESOLVED by way of unanimous vote.**

**FC 10/26 Election of Leader for the Council year 2025/2026.**

Cllr Fuller was nominated in her absence and was the only nomination.

Nominated by: Cllr Rennie. Seconded by: Cllr Norris

**RESOLVED by way of unanimous vote.**

Cllr Fuller spoke via link to state that she believed that professional development should be prioritised this year, so that future leaders and other elected roles can be supported to develop.

**FC 11/26 Election of Deputy Leader for the Council year 2025/2026.**

Cllr Rennie was nominated and there were no further nominations.

**Proposed by: Cllr Mordecai. Seconded by: Cllr Norris**

**RESOLVED by way of unanimous vote.**

**FC 12/26 To approve the following committee structure:**

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

The current committee structure was presented and there were no suggestions for any changes to the current structure.

**Proposal:**

That the committee structure in place, as presented to the meeting in the papers pack, is agreed for the coming council year.

**Proposed by: Cllr Smith. Seconded by: Cllr Scott**

**RESOLVED by way of unanimous vote.**

**FC 13/26 To approve Terms of Reference for the following Committees:**

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



The Terms of Reference were shared, following inclusion within the papers pack previously shared with council. Following significant changes last year, there were no further changes proposed.

**Proposal:**

That the terms of reference for the committees be agreed for the council year 2025/26

- Planning – Proposed by Cllr Smith, seconded by Cllr Rennie
- Operations - Proposed by Cllr Smith, seconded by Cllr Rennie
- Services - Proposed by Cllr Smith, seconded by Cllr Simpkins

**ALL RESOLVED by way of unanimous vote.**

**FC 14/26 To approve the 2025/2026 Calendar of Meetings:**

The calendar of meetings retains the current process of fixed weeks for each meeting and was agreed as suitable, with a request from some members for a printed copy, which was provided.

**Proposal:**

That the calendar of meetings presented is agreed for the council year 2025/26

**Proposed by: Cllr Smith. Seconded by: Cllr MARsh**

**RESOLVED by way of unanimous vote.**

**FC 15/26 Election of Members to the Committees:**

- a) Election of members to the Operations & Resources Committee

The following members were elected to the Operations and Planning Committee:

- Tony Coughlan
- Penny Glasgow
- Charlie Marsh
- Ruth McMillan
- D'Anne Mordecai
- Deanna Norris
- April Rennie
- Alan Williamson
- Donna Fuller
- Sue Smith
- Liz Simpkins

- b) Election of up to nine (9) members to the Planning, Licencing & Development Committee (one (1) representative per estate).

The following members were elected to the Planning, Licensing and Development Committee as full members (estate represented in brackets):

- TBC (NF)
- Penny Glasgow (LH)
- Michael Holland (ES)
- Ruth McMillan (PB)
- Deanna Norris (CH)
- April Rennie (TB)
- Alan Williamson (BH)

Cllrs Sue Smith and Donna Fuller are also 'de facto' members, as Chair and Leader respectively. Cllr Fuller is a non-voting member.



- c) Election of one (1) deputy with full voting and speaking rights covering each of the following Wards: Coffee Hall, Eaglestone, Netherfield, Beanhill and Peartree Bridge, to attend in the absence of a Planning, Licencing & Development Committee Member (up to five (5) Ward Members in total).

The following members were elected as 'deputy' members of the Planning, Licensing and Development Committee (estate represented in brackets)

- Charlie Marsh (BH Dep)
- TBC (NF Dep)
- D'Anne Mordecai (CH Dep)
- Liz Simpkins (ES Dep)

It should be noted that as the second Peartree Bridge councillor is a 'de facto' member of the committee, only four (4) deputies have been elected.

- d) Election of members to the Services & Communities Committee.

The following members were elected to the Services and Communities Committee:

- Penny Glasgow
- Luke Louis
- Charlie Marsh
- Ruth McMillan
- D'Anne Mordecai
- Deanna Norris
- April Rennie
- Nick Scott
- Lorna Webb
- Alan Williamson
- Sue Smith
- Donna Fuller

Appointment of the Chairs / Vice Chairs of the committees takes place at the first meeting of the committee after the annual meeting.

**RESOLVED by way of unanimous vote.**

#### **FC 16/26 To consider any additional outside bodies that may require formal representation**

No additional groups were agreed for inclusion, but it was requested that the Council manager check options for any over-arching groups that cover transport, Parks Trust and TVP.

#### **FC 17/26 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)

The following member was proposed (by Sue Smith), seconded (Michael Ferguson) and appointed by majority decision – **Cllr Maggie Ferguson**

- b) Milton Keynes Association of Local Councils (3 Members)

The following members were proposed (by Sue Smith), seconded (Michael Ferguson) and appointed by unanimous decision – **Cllrs Sue Smith, Charlie Marsh and Deanna Norris.**



- c) Milton Keynes Parish Forum (2 Members)  
The following members were proposed (by April Rennie), seconded (Maggie Ferguson) and appointed by unanimous decision – **Cllrs Sue Smith and Ruth McMillan**
- d) Sustainable MK (as agreed in FC 16/25)  
The following members were proposed (by Sue Smith), seconded (Michael Ferguson) and appointed by unanimous decision – **Cllrs April Rennie and Maggie Ferguson**. Consideration to be given regarding the Coffee Hall fridge.

#### **FC 18/26 Member Allowances:**

It is recommended that allowances are provided in line with the recommendations from the Full Council, in line with Independent Remuneration Panel (IRP). Whilst there has been no formal notification from the IRP regarding any inflationary increase, it was agreed that the allowances would be changed to reflect the obtaining of the Quality Council accreditation.

#### **Proposal:**

*That the council will pay allowances in accordance with the Independent Remuneration Committee recommendations, namely 10% of the MKCC allowance rate, reflecting the awarding of the Quality Council accreditation.*

**Proposed by: Cllr Smith. Seconded by: Cllr Williamson**

**RESOLVED by way of unanimous vote.**

#### **FC 19/26 To approve the following constitutional documents and policies for 2025/26:**

- a) *Standing Orders*
- b) *Scheme of Delegation*
- c) *Financial Regulations*
- d) *Risk Register and Contingency Planning*
- e) *Councillor Allowances and Expenses*
- f) *Comments, Compliments & Complaints*
- g) *Councillor and Officer Protocol*
- h) *Information*
- i) *Data and GDPR*
- j) *General Privacy Statement*
- k) *Freedom of Information Publication Scheme*
- l) *Code of Conduct*
- m) *Guidelines for Broadcast*

The policies noted above were all shared with Councillors in advance of this meeting and were discussed as to whether any changes were necessary. They were agreed as presented.

#### **Proposal**

That the policies are agreed and ratified for the council year 2025/26

**Proposed by: Cllr Smith. Seconded by: Cllr Marsh**

**RESOLVED by way of unanimous vote.**

**FC 20/26 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. 1to1 Supervision and Support
8. Employment
9. Maternity, Paternity, Parental and adoption
10. Redundancy
11. Training and Development
12. Absence and leave.
13. Equal Opportunities and diversity
14. Officers Allowances and Expenses
15. Security IT
16. Volunteer Policy and Process
17. Appraisal and Review
18. Recruitment and Retention
19. Sickness
20. Disciplinary Procedures & Background
21. Banking Procedures
22. Procurement
23. Investment strategy
24. Write off and Disposal.
25. Retention and Disposal
26. Safeguarding
27. Whistleblowing
28. Grievance
29. Officer Code of Conduct
30. Dignity at Work Policy
31. Employee Handbook
32. Asset Register
33. Internal Audit Terms of Reference
34. Business Continuity Policy
35. Menopause
36. Neonatal Care Leave

### **Proposal**

That the policies listed above are delegated to the Operations and Resources committee for review, agreement and ratification

**Proposed by: Cllr Smith. Seconded by: Cllr Norris.**

**RESOLVED by way of unanimous vote.**

### **FC 21/26 To consider affiliation or membership of any outside bodies not noted in FC 22/25 below.**

It was suggested that affiliation to Sustainable MK, in line with the previous agreements made at council regarding the fees payable, could be helpful.

### **Proposal:**

*That WCC agrees affiliation to Sustainable MK at £10,000 per year, covering any and all fees due for the provision of food via Food Connect to the three (3) community fridges within the parish*



**Proposed by: Cllr Rennie. Seconded by: Cllr Coughlan**  
**RESOLVED by way of majority vote (8 in favour, 4 abstentions).**

**FC 22/26 To approve continuing affiliation to the following bodies:**

The Council Manager spoke of the value or otherwise of the affiliations noted above, with some concerns noted that NALC continued to be an organisation that further consideration of value should be explored. However, it was suggested that at this point, affiliation should continue.

- a) National Association of Local Councils and the Buckinghamshire and Milton Keynes Association of Local Councils (BMKALC)  
Proposed by Cllr Smith. Seconded by Cllr Marsh  
**RESOLVED by way of unanimous vote.**
- b) Milton Keynes Association of Local Council's (MKALC)  
Proposed by Cllr Smith. Seconded by Cllr Norris  
**RESOLVED by way of unanimous vote.**
- c) Society of Local Council Clerks (SLCC)  
Proposed by Cllr Smith. Seconded by Cllr Marsh  
**RESOLVED by way of unanimous vote.**
- d) The Cooperative Councils Innovation Network (CCiN)  
Proposed by Cllr Smith. Seconded by Cllr Simpkins  
**RESOLVED by way of unanimous vote.**
- e) Any further bodies identified via FC 21/25 above  
Sustainable MK – as above.

**FC 23/26 To agree to the appointment of Auditing Solutions as the internal auditor for the 2026/27 council year**

This issue had previously been discussed within Full Council and the RFO spoke to the paper, explaining that the two tenants of appointment, namely independence and competence, were more than met by Auditing Solutions and recommending that the council appoints said company for the coming year.

**Proposal**

That Woughton Community Council appoints Auditing Solutions to provide internal auditing for the council year 2026 – 2027.

**Proposed by: Cllr Smith. Seconded by: Cllr Marsh**  
**RESOLVED by way of unanimous vote.**

**FC 24/26 To review insurance cover and ensure that this is suitable for the councils services and operations**

The Council Manager shared the insurance paperwork, explaining the variety and level of cover that is provided through the current policy. This includes the basic employers and public liability, but also more specialist elements, such as business interruption and fidelity insurances.

**Proposal**

That council agrees that the current insurance cover is suitable for the council, its delivery and services and meets the needs of the organisation.

**Proposed by: Cllr Smith. Seconded by: Cllr Mordecai**  
**RESOLVED by way of unanimous vote.**

**Date of next meeting:**



Tuesday 26<sup>th</sup> May 2026 at 6:00pm, at the Woughton Community Council Hub, The Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

**THE CHAIR CLOSED THE MEETING AT 6.44PM**

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

