

Monday 27th April 2026

To: All members of Woughton Community Council

Cllrs Sue Smith (Chair), Eamonn Bobey, Tony Coughlan, Margaret Ferguson, Michael Ferguson, Donna Fuller, Penny Glasgow, Michael Holland, Luke Louis, Charmain Marsh, Ruth McMillan, D'Anne Mordecai, Stacey Munkley, Deanna Norris, April Rennie, Nick Scott, Liz Simpkins, Lorna Webb, Alan Williamson

NOTICE OF ANNUAL MEETING

You are hereby summoned to attend the Annual Meeting of Council to be held on **Tuesday 5th May 2026** commencing at **6:00pm** 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.

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

The Calendar of Meetings can be accessed at:

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

AGENDA

FC 01/26 Election of Chair for the Council year 2026/2027.

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

FC 03/26 Election of Vice Chair for the Council year 2026/2027.

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

FC 05/26 Apologies for Absence:

To receive and record apologies from members.

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.

FC 07/26 Minutes of previous meeting:

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

- Monday 27th April 2026.

(To follow)

FC 08/26 Questions from the public:

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

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

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

(Paper attached)

***FC 10/26 Election of Leader for the Council year 2026/2027.**

***FC 11/26 Election of Deputy Leader for the Council year 2026/2027.**

FC 12/26 To approve the following committee structure:

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

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

(Attached)

FC 14/25 To approve the 2026/2027 Calendar of Meetings:

(Attached)



FC 15/26 Election of Members to the Committees:

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

It has been recommended that appointment of the Chairs / Vice Chairs of the committees takes place at the first meeting of the committee after the annual meeting.

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

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)
- b) Milton Keynes Association of Local Councils (3 Members)
- c) Milton Keynes Parish Forum (2 Members)
- d) Sustainable MK Steering Group (as agreed)
- e) Any new bodies identified and agreed at FC 16/26 above

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, namely a 2.87% increase to the basic allowance.

(Updated policy proposal attached)

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*

(Attached)



FC 21/25 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

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

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

- a) National Association of Local Councils and the Buckinghamshire and Milton Keynes Association of Local Councils (BMKALC)



- b) Milton Keynes Association of Local Council's (MKALC)
- c) Society of Local Council Clerks (SLCC)
- d) The Cooperative Councils Innovation Network (CCiN)
- e) Sustainable MK
- f) Any further bodies identified via FC 21/25 above

FC 23/26 To agree to the appointment of Auditing Solutions as the internal auditor for the 2025/26 council year

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

Date of next meeting:

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

(Subject to the agreement of the 2026/27 Calendar of Meetings).

