

## Annual Meeting of Council

**Minutes of the meeting held on Tuesday 3<sup>rd</sup> May 2022, 6:40pm 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, Jeanette Bobey, Maggie Ferguson, Donna Fuller, Brian Hepburn, Phillip Hopcraft, John Orr, Terri Parish, Nick Scott, Liz Simpkins, Alan Williamson, Pam Wilson.

**Also present:**

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

**In attendance:** One (1) Member 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 01/22 Election of Chair for the Council year 2022/2023:**

The Council Manager asked for nominations for Chair for the Council year 2022/2023.

Cllr Alan Williamson nominated Cllr Sue Smith for Chair and Cllr Elina Apse 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 2022/2023.**

**FC 02/22 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 03/22 Election of Vice Chair for the Council year 2022/2023:**

The Chair asked for nominations for Vice-Chair for the Council year 2022/2023.

Cllr Alan Williamson nominated Cllr Jordan Coventry for Vice-Chair and Cllr Sue Smith 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 2022/2023.**

**FC 04/22 To receive the Vice-Chair's Declaration of Acceptance of Office form:**

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

**NOTED**

**FC 05/22 Apologies for Absence:**

Cllr Luke Louis (personal)

Cllr Ruth McMillan (holiday)

Cllr Amber McQuillan (personal)

Cllr Lauren Townsend (meeting)

**NOTED**

**FC 06/22 Declaration of interests:**

There were no declarations of interests.

**NOTED**

**FC 07/22 Minutes of previous meeting:**

The minutes of the previous meeting held on Monday 11<sup>th</sup> April 2022, were **AGREED** as a true and correct record and was signed by the Chair.

**FC 08/22 Questions from the public:**

There were no questions from Members of the public.

**NOTED**

**FC 09/22 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 supporting 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 the Council considers whether lead members for specific areas of work (e.g. transport, housing, public realm, etc.) would be suitable for the coming council year, with a view to a formal decision being taken at Full Council in June 2022.
5. That the council considers the role of the Ambassador and the future of this role, with a view to further discussions within Full Council in June 2022.

**FC 10/22 Election of Leader for the Council year 2022/2023:**

The Chair asked for nominations for Leader for the Council year 2022/2023.

Cllr Nick Scott nominated Cllr Donna Fuller for Leader and Cllr Elina Apse 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 2022/2023.**

**FC 11/22 Election of Deputy Leader for the Council year 2022/2023:**

The Chair asked for nominations for Deputy Leader for the Council year 2022/2023.

Cllr Sue Smith nominated Cllr Nick Scott for Deputy Leader and Cllr Donna Fuller 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 2022/2023.**

**FC 12/22 Election of the Ambassador to Woughton Community Council for the Council year 2022/2023:**

The Chair asked for nominations for Ambassador for the Council year 2022/2023.

Cllr Phil Hopcraft nominated Cllr Brian Hepburn for Ambassador and Cllr Donna Fuller seconded the nomination.

Cllr Brian Hepburn accepted his nomination. There were no other nominations.

**RESOLVED**

**That Cllr Brian Hepburn is elected Ambassador for the Council year 2022/2023.**

**FC 13/22 To approve the 2022/2023 Calendar of Meetings:**

**RESOLVED**

**To approve the 2022/2023 Calendar of Meetings.**

**FC 14/22 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 15/22 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 16/22 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 Elina Apse, Jordan Coventry, Maggie Ferguson, Donna Fuller, Phil Hopcraft, Luke Louis, Ruth McMillan, Amber McQuillan, Liz Simpkins, Sue Smith, Alan Williamson.**
- 2. To elect the following members to the Planning, Licencing & Development Committee - Cllrs Jeanette Bobey, Donna Fuller, Luke Louis, Ruth McMillan, John Orr, Nick Scott, Alan Williamson.**
- 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, Pam Wilson, Elina Apse, Sue Smith**
- 4. Cllr Nick Scott to deputise until the Leadenhall Ward Councillor is elected, and only if there is a planning/licencing application on the agenda that is in the ward.**
- 5. Cllrs Jeanette Bobey & Elina Apse as the Netherfield Ward representatives on the committee to deputise in the absence of Cllr John Orr the Tinkers Bridge Ward representative, on the committee only if there is a planning/licencing application on the agenda that is in the ward.**
- 6. To elect the following members to the Services & Communities Committee - Cllrs Jeanette Bobey, Jordan Coventry, Maggie Ferguson, Donna Fuller, Brian Hepburn, Phil Hopcraft, Ruth McMillan, Amber McQuillan, John Orr, Nick Scott, Liz Simpkins, Sue Smith, Pam Wilson.**
- 7. That the Chair of the Council is appointed on to all the committees with full speaking and voting rights.**
- 8. That the Leader of the Council is appointed onto all the committees with full speaking rights and no voting rights.**

**FC 17/22 To adjourn the Annual Meeting of Council to hold the following special Committee Meetings:**

**FC 18/22 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 2022/2023.

Cllr Elina Apse nominated Cllr Jordan Coventry and Cllr Sue Smith seconded the nomination.

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

**RESOLVED**

**That Cllr Jordan Coventry is elected Chair of the Operations Committee for the Council year 2022/2023.**

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 2022/2023.

Cllr Sue Smith nominated Cllr Elina Apse and Cllr Jordan Coventry seconded the nomination.

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

**RESOLVED**

**That Cllr Elina Apse is elected Vice-Chair of the Operations & Resources Committee for the Council year 2022/2023.**

**FC 19/22 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 2022/2023.

Cllr Alan Williamson nominated Cllr Sue Smith and Cllr Nick Scott 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 2022/2023.**

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 2022/2023.

Cllr Nick Scott nominated Cllr Jeanette Bobey and Cllr John Orr 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 Planning, Licencing & Development Committee for the Council year 2022/2023.**

**FC 20/22 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 2022/2023.

Cllr John Orr nominated Cllr Nick Scott and Cllr Sue Smith 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 2022/2023.**

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 2022/2023.

Cllr Brian Hepburn nominated Cllr Maggie Ferguson and Cllr John Orr seconded the nomination.

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

**RESOLVED**

**That Cllr Maggie Ferguson is elected Vice-Chair of the Services & Communities Committee for the Council year 2022/2023.**

**FC 21/22 To reconvene the Annual Meeting of the Council:**

**FC 22/22 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)

Cllr Elina Apse and Cllr Pam Wilson both self-nominated themselves, to be considered, as the Woughton Community Council's representative, to be appointed onto the Woughton Welfare Trust.

On being put to the vote Cllr Elina Apse was elected.

**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 Sue Smith, Liz Simpkins, Pam Wilson.**
3. **Milton Keynes Parish Forum - Cllrs Liz Simpkins, Sue Smith.**

### **FC 23/22 Member Allowances:**

The council was informed of the recommendations of the Independent Remuneration Panel set up by Milton Keynes Council and to propose alignment with these within the Woughton Community Council Member Allowances.

#### **RESOLVED**

1. That Council notes the report and the attached '*Report of the independent Remuneration Panel for Milton Keynes Parish and Town Councils' from December 2021.*
2. That the Council agrees to align the Woughton Community Council member allowance scheme with the recommendations made in the above report, as discussed within '*New Council Constitutions: Guidance of Regulations for Local Authority Allowances – DCLG, 2003*' and '*The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No 1021 plus the amendment Statutory Instrument 2003 No 1692 ('The Regulations).*
3. That the Council therefore agrees to a basic allowance of £837 per annum for 2022/2023, with enhanced allowances of £1,675.
4. That the Council agrees to enhanced allowances for Chair and Leader of the Council.
5. That the Council agrees to publicise these allowances, in line with legislation (namely *Section 5, Paragraph 30* of '*The Regulations*').
6. That the Council agrees to 'indexing' of the allowances.
7. That the Council agrees to a further review, with an intention to increase to the higher level in the 2023/2024 council year.
8. That in addition to these allowances, that Council also agrees that any ceremonial position, such as a Mayor, Ambassador or similar, should receive an allowance of £100 toward expenses relating to the role. This should be in addition to a basic allowance.

### **FC 24/22 To approve the following constitutional documents and policies for 2022/2023:**

- 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) Code of Conduct
- h) Councillor Allowances and Expenses
- i) Information Technology for Councillors
- j) Risk Register

#### **RESOLVED**

### **To approve the following constitutional documents and policies for 2022/2023:**

- 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) Code of Conduct

- h) Councillor Allowances and Expenses**
- i) Information Technology for Councillors**
- j) Risk Register**

**FC 25/22 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.) Tendering Procedures
- 25.) Investment strategy
- 26.) Safeguarding
- 27.) Whistleblowing
- 28.) Grievance
- 29.) Officer Code of Conduct
- 30.) Anti Bullying & Harassment
- 31.) Employee Handbook
- 32.) Asset Register
- 33.) Internal Audit Terms of Reference

**Planning, Licencing & Development 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 26/22 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:
  - 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
2. That the Leader of the Council to ensure a better relationship is developed between Woughton Community Council, NALC and B&MKALC.
3. That a report is tabled at the next Annual Meeting highlighting the level of support, training, communications and membership benefits that NALC and B&MKALC has provided to Woughton Community Council.
4. That a representative of B&MKALC is invited to attend a future Council meeting to make a presentation on the benefits of membership.
5. That an invitation is extended to all Woughton Community Council Members to attend the next MKALC meeting, so that can see the type of business that is transacted.

The Leader of the Council wanted to thank Cllr Yvonne Tomlinson for all her years of service as the ward member for Leadenhall, who will be leaving the Council to move to Wales.

It was suggested, that providing Cllr Tomlinson met the criteria, to ensure that her name is put on the Honory Citizen board in the Council Chamber.

The Leader of the Council also paid tribute to Woughton & Fishermead Ward Councillor on Milton Keynes Council Carole Baume who recently passed away, and had made a massive contribution to the Woughton Community Council area.

**Date of next meeting:**

Monday 9<sup>th</sup> May 2022 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 7:50PM**

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