



**You are hereby summoned to attend the Annual Meeting of the Central Milton Keynes Town Council to be held on MONDAY 9<sup>th</sup> May 2016 at 7.15pm in Centrecom Meeting Place, 602, North Row, Central Milton Keynes**

**Paul Cranfield** *Paul Cranfield* Clerk

**29<sup>th</sup> April 2016**

***Members of the public are welcome to attend Town Council meetings.***

***Only items listed on this agenda will be discussed.***

***Items indicated with an \* will have accompanying papers.***

#### **Agenda**

1. (7.15) To note apologies for absence
2. (7.17) To record declarations of interest from members in any item to be discussed.
3. (7.18) To elect a Chair
4. (7.22) To elect a Chair of the Planning Committee
5. (7.26) Declarations of Acceptance of Office
6. (7.30) To note the minutes of the meeting held on 14 May 2015\*
7. (7.30) To consider the appointment of vice Chairs\*
8. (7.35) To receive representations from the public in respect of agenda items  
*The meeting will be adjourned for an agreed time by the Chair for the public to ask questions about agenda items. Following timings to be adjusted as required.*
9. (7.35) To review and ratify the following policies and procedures:-
  - a. Standing Orders\*
  - b. Financial Regulations\*
  - c. Code of Conduct\*
  - d. Planning Committee Terms of Reference\*
  - e. Office Usage Policy\*
  - f. Website Policy\*
  - g. Press & Media Policy\*
  - h. Complaints Procedure\*
  - i. Disciplinary Procedure\*

- j. Grievance Procedure
  - k. Freedom of Information Act Policy\*
  - l. Employee Handbook\*
  - m. Training Policy\*
10. (7.45) To ratify new newsletter policy\*
11. (7.50) To review and ratify appointment of members to Planning Committee and external bodies\*
- (i) Draft Terms of Reference for the Events Plateau Project Steering Group\*
12. (7.55) To review and ratify insurance arrangements\*
13. (7.58) To note Inventory of Assets\*
14. (8.00) To accept the Summary Receipts and Payments report for the year ended 31 March 2016\*
15. (8.05) Close

**To be followed by the May meeting of Central Milton Keynes Town Council**