



**Annual Meeting of Central Milton Keynes Town Council
held on 9th May 2016
At Centrecom, 602 North Row, Central Milton Keynes**

Present: Rebecca Kurth (Chair)
Ken Baker
Andre Brady
Ramo Erdogan
Linda Inoki
Jim McGowan
Andrew Thomas
Paul Cranfield (Clerk)
Thomas Walker (Communications Officer)

Apologies: Hilarie Bowman

In attendance: None

	Minutes	Actions
1	<p>Apologies Councillor Bowman extended her apologies for the meeting.</p> <p>There were no additional declarations of interest noted.</p>	
2	<p>Ratification of Minutes of the annual meeting of the Town Council The minutes of the annual meeting of the Town Council on 14th May 2015 were ratified as a true record of the meeting.</p>	
3	<p>Election of Chair The Clerk extended his congratulations to all present for being returned to office for a further term.</p> <p>Nominations were sought for the office of Chair. Councillor Kurth was nominated by Councillor Inoki and seconded by Councillor Thomas.</p> <p>There were no further nominations, and Councillor Kurth was duly elected as Chair.</p>	
4	<p>Election of Chair of Planning Nominations were sought for the office of Chair of the Planning Committee. Councillor Thomas was nominated by Councillor Inoki and seconded by Councillor McGowan.</p> <p>There were no further nominations, and Councillor Thomas was duly elected as Chair of the Planning Committee.</p>	
5	<p>Declarations of Acceptance of Office</p>	

	<p>Declarations of Acceptance of Office were signed by all councillors present and witnessed by the Clerk.</p> <p>Register of Interests forms were handed out for completion and return.</p>	
6	<p>Appointment of vice Chairs The paper, as previously circulated, was noted.</p> <p>It was unanimously agreed that the principle of the appointment of vice Chairs be accepted.</p> <p>Nominations were sought for the office of vice Chair of the Town Council. Councillor Thomas was nominated by Councillor Baker and seconded by Councillor Inoki.</p> <p>There were no further nominations, and Councillor Thomas was duly elected as vice Chair of the Town Council.</p>	
7	<p>Review and Ratification of Policies & Procedures The papers, as previously circulated, were noted.</p> <p>The following policies and procedures were ratified and adopted for use in the next year, subject to any amendments being brought forward.</p> <p>Standing orders- Ratified, subject to a change to Section 25, which should now refer to General Power of Competence. Financial Regulations- Ratified Code of Conduct- Ratified Planning Committee Terms of Reference- Ratified Office Usage Policy - Ratified Website Policy- Ratified Press & Media Policy- Ratified Complaints Procedure- Ratified Disciplinary Procedure- Ratified Grievance Procedure- Ratified Freedom of Information Act Policy -Ratified Employee Handbook -Ratified Training Policy -Ratified</p> <p>A councillor enquired how the Town Council is addressing confidential items. The Clerk to provide a report back.</p>	PC
8	<p>Newsletter Policy The paper, as previously circulated, was noted.</p> <p>The policy was broadly welcomed, but some points of clarification were required. The policy will be brought back to a future meeting in amended form for adoption.</p>	PC/TW
9	<p>Review and Ratification of Membership of Bodies and Committees The papers, as previously circulated, were noted.</p> <p>The paper was approved, subject to the following amendments:-</p> <p>MKCCM Operations Group delegate to be Councillor Bowman MKALC delegates to be councillors Baker, Brady and Bowman MK Forum- Councillor Thomas attends in a personal capacity.</p> <p>It was agreed that 'working groups' should henceforth be known as 'working parties'.</p>	

	<p>It was agreed that the S106 Community Facilities Working Party should be disbanded, noting that their work had been completed.</p> <p>It was agreed that an Events Plateau Project Steering Group being established and that Councillors Bowman, Baker and Kurth join the Steering group, with the Clerk in an ex officio role.</p> <p>It was agreed that whilst liaison in respect of future S106 funds rests with the Planning Committee a six monthly update on current S106 funds be brought to the Town Council. The first such update to be brought forward in July.</p>	PC
10	<p>Review of Insurance Arrangements The paper, as previously circulated, was noted.</p> <p>The current levels of insurance cover were ratified, subject to the amount of contents cover being increased to £4000 upon renewal.</p>	PC
11	<p>Inventory of Assets The paper, as previously circulated, was noted.</p>	
12	<p>Summary Receipts and Payments The paper, as previously circulated, was noted.</p> <p>The summary receipt and payments report to the year end 31 March 2016 was signed by the Chair.</p>	
13	<p>Items for Next Agenda None</p> <p>The meeting closed at 8.10 pm</p>	