



Central Milton Keynes Town Council
Meeting held on 14th July 2016
At Centrecom, 602 North Row, Central Milton Keynes

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

Apologies: None

In attendance: None

	Minutes	Actions
1	Apologies None	
2	Declarations of Interest There were no additional declarations of interest noted. In line with the terms of Schedule 12A Local Government Act 1972, it was noted that item 16 will be likely to disclose exempt information relating to establishment and contractual matters and the Town Council therefore resolved that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded from this item.	
3	Ratification of Minutes of the Town Council meeting The minutes of the meeting of the Town Council on 9 th June 2016 were agreed as a true record of the meeting and signed as such by the Chair. The Chair requested that headings be incorporated into the appendix to define cheques and direct payments.	PC
4	Clerks' Report on Outstanding Items The paper, as previously circulated, was noted. Updates to the action sheet were agreed, as follows:- Item 16/031- Closed Discussion ensued regarding the possibility of identifying alternative suitable locations for the siting of litter bins which could be adopted by	

	<p>MK Council. The Clerk informed councillors of the comments from the Waste Service Officer who noted that it was not policy to install waste bins in residential areas. Councillor Brady undertook to investigate possible locations by reference back to the survey undertaken last year.</p> <p>Item 16/032- Closed Item 16/033- Closed Item 16/035- Closed Item 16/036- Closed Item 16/037- Closed Item 16/038- Closed Item 16/039- Closed Item 16/040- Closed</p>	AB
5	<p>Representations from Public No members of the public were present.</p>	
6	<p>Forward Plan Monitoring Sheet The paper, as amended, was tabled.</p> <p>It was noted that the sale of land to YMCA had been approved. Concerns were expressed that the land appears to extend into the highway.</p>	
7	<p>Projects Update The paper, as previously circulated, was noted.</p>	
8	<p>Finance Paper The paper, as previously circulated, was noted.</p> <p>A list of debits noted is appended to the minutes.</p>	
9	<p>Confidential Items Policy The paper, as previously circulated, was noted.</p> <p>The policy was adopted, subject to the following amendments:-</p> <p style="padding-left: 40px;">Para 1) Replace 'is free to' with 'may'.</p> <p>Insert an additional section noting that confidential papers will be published on coloured (pink) paper and must be shredded by councillors after the meeting.</p>	PC PC
10	<p>Financial Reserves Policy The paper, as previously circulated, was noted.</p> <p>The policy was adopted.</p>	
11	<p>Budget/Actuals Q1 2016/17 The paper, as previously circulated, was noted.</p> <p>The report was accepted. The Clerk noted that Councillor Bowman was now overseeing the financial recording on a regular basis.</p> <p>An additional column was request in future quarterly updates, showing the variance for the quarter from the quarterly forecast.</p>	PC

12	<p>Financial & Risk management Assessment Model The paper, as previously circulated, was noted.</p> <p>Councillors welcomed the new model and endorsed the risk assessment as presented.</p> <p>The Clerk confirmed that in, in his opinion, the required files were suitably password protected.</p> <p>With regard to Business Continuity, it was confirmed that arrangements to continue to operate the Town Council externally from the office if necessary were in place.</p> <p>The Chair requested that, where possible, the Town Council emails are used for all communication from councillors.</p> <p>It was agreed that a small lockable cabinet be sourced to ensure that hard copy confidential files are retained in a secure location.</p>	PC
13	<p>Website Policy (Amended) The paper, as previously circulated, was noted.</p> <p>It was agreed the amended policy should be brought back to the next meeting with track changes for consideration.</p>	PC
14	<p>Alternative Options for Newsletter Delivery to Vizion The paper, as previously circulated, was noted.</p> <p>It was noted that the previously recommended strategy was not viable.</p> <p>Noting the two options proposed within the paper, the Chair proposed a third option:- that a letter is sent to residents once a year with the current and previous newsletter (subject to weight), explaining why the residents are not in regular receipt of the newsletter and offering email receipt subject to request.</p> <p>This proposal was seconded by Councillor Thomas and approved by a majority vote, noting the additional expenditure of £209 not currently budgeted for.</p> <p>Councillor Brady offered to canvas residents outside Vizion.</p>	TW
15	<p>Items for Information The papers, as previously circulated, were noted.</p> <ul style="list-style-type: none"> a) Planning Committee Meeting Minutes 25 May 2016 The paper, as previously circulated, was noted. b) Planning Committee Meeting Minutes 22 June 2016 The paper, as previously circulated, was noted. c) Street Warden Report July 2016 The paper, as previously circulated, was noted. d) Wayfinding Update The paper, as previously circulated, was noted. e) S106 Update The paper, as previously circulated, was noted. 	

	<p>f) Plane Trees The paper, as previously circulated, was noted.</p> <p>It was agreed that Councillors Inoki and Baker would meet with the Landscape & Operations Director, Parks Trust, to discuss further.</p> <p>Additionally, Councillor Inoki agreed to contact Brian Salter to seek alternative advice, and Councillor Thomas offered to circulate images of trees which supported an alternative view of the proposed actions.</p> <p>g) Newsletter Policy The paper, as previously circulated, was noted and adopted.</p> <p>h) Insurance Arrangements The paper, as previously circulated, was noted.</p> <p>i) Licensing The papers, as previously circulated, were noted:</p> <ul style="list-style-type: none"> i) Ask ii) Phoenix Gentlemen's Club iii) Picknic Kitchen 	<p>LI/KB</p> <p>LI AT</p>
16	<p>Confidential Item In line with the terms of Schedule 12A Local Government Act 1972, and pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press were excluded from item 16.</p> <p>Option 1 was approved unanimously.</p>	
17	<p>Items for Next Agenda None</p> <p>The meeting closed at 8.00pm</p> <p>The next scheduled meeting will be held on Thursday 11th August 2016</p>	

Appendix to Minutes of Meeting of CMK Town Council on 14 July 2016

Financial Items

A list of expenses incurred, authorised at the Town Council meeting, is provided below:-

Cheques

AH Contracts	£ 44.10
MK Community Properties Ltd	£506.94
MK Community Properties Ltd	£132.60
Centrecom	£355.00
MKALC	£115.00
MK Forum	£ 25.00
BALC	£ 30.00
MK Council	£500.00
Staples	£ 29.33

Direct Payments

Vonage	£ 8.38
Google	£ 42.36
Tsohost	£ 4.99
Postage	£ 10.16
Amazon	£ 77.34
Sainbury's	£ 28.40
Amazon	£ 85.33
Data Protection Regn	£ 35.00
Salaries	£2266.34

END