



You are hereby summoned to attend the Annual Meeting of the Central Milton Keynes Town Council to be held on

THURSDAY 11th MAY 2017

at Centrecom Meeting Place, 602 North Row, Central Milton Keynes at 6.00pm

Paul Cranfield

Paul Cranfield

Clerk

4/5/ 2017

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

- AM1/17 (6.00) To elect a Chair
- AM2/17 (6.05) To record receipt of Declaration of Acceptance of Office by Chair
- AM3/17 (6.06) To record declarations of interest from members in any item to be discussed.
- AM4/17 (6.07) To note apologies for absence
- AM5/17 (6.08) To elect a vice Chair
- AM6/17 (6.13) To note the minutes of the meeting held on 9 May 2016*
- AM7/17 (6.15) 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.
- AM8/17 (6.15) To review and ratify the following policies and procedures:-
- a. Standing Orders*
 - b. Confidential Items Policy*
 - c. Code of Conduct*
 - d. Financial Regulations*
 - e. Financial Reserves Policy*
 - f. Press & Media Policy*

- g. Website Policy*
- h. Newsletter Policy*
- i. Licensing Policy*
- j. Complaints Procedure*
- k. Disciplinary Procedure*
- l. Grievance Procedure
- m. Office Usage Policy*
- n. Training Policy*
- o. Lone Worker Policy*
- p. Equal Opportunities Policy*
- q. Freedom of Information Act Policy*
- r. Information Schedule 11*
- s. Employee Handbook*

AM9/17 (6.25) To ratify amendments to Planning Committee Terms of Reference*

AM10/17 (6.30) To adopt Scheme of Delegation*

AM11/17 (6.35) To adopt Absence Management Policy*

AM12/17 (6.40) To ratify membership of bodies and committees*

AM13/17 (6.45) To note insurance arrangements*

AM14/17 (6.50) To ratify ongoing direct payments*

AM15/17 (6.55) To note Inventory of Assets*

AM16/17 (7.00) To reaffirm banking arrangements and signatories*

AM17/17 (7.05) To note Risk Assessments*

AM18/17 (7.10) To accept the Summary Receipts and Payments report for the year ended 31 March 2017*

AM19/17 (7.15) Close

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