



**Annual Meeting of the
Central Milton Keynes Town Council
held on 13th May 2021**

at Centrecom, North Row, Central Milton Keynes

Present:

Rebecca Kurth (Chair)
Andre Brady
Amir Chahardehi
Gill Kirkup
Philip Murphy
Andrew Thomas
Paul Cranfield (Clerk)

Apologies:

Linda Inoki
David Stabler

In attendance: None

AM21/01 – Welcome

The Clerk welcomed returning councillors to the meeting, thanking Oya Discombe and Ramo Erdogan for their contributions whilst councillors.

Newly elected councillors Murphy and Stabler (in absentia) were welcomed to the Town Council.

AM21/02 – Election of Chair

Nominations were sought for the office of Chair. Councillor Kurth was nominated by Councillor Thomas and seconded by Councillor Kirkup.

There were no further nominations, and Councillor Kurth was duly elected as Chair.

Councillor Kurth resumed the Chair at this juncture.

AM21/03 – Declarations of Acceptance of Office

All councillors were requested to sign declarations of acceptance of office.

AM21/04 – Declarations of Interest

The Chair requested that the Clerk circulate to councillors their current register of interest for review and revision as required.

ACTION: Clerk to circulate the extant register of interest and monitor any amendments

AM21/05 – Apologies

Apologies for absence from councillors Inoki and Stabler were noted.

AM21/06 – Election of a vice Chair

The Chair sought nominations for the position of vice Chair.

Councillor Thomas nominated Councillor Stabler. The nomination was seconded by Councillor Kurth, who advised that she had spoken to Councillor Stabler, who was content, in absentia, to receive the nomination.

There being no further nominations, Councillor Stabler was duly elected as vice Chair.

AM21/07 – Noting of the Minutes of the Annual Meeting held on 2 May 2019

The paper, as previously circulated, was noted.

The Clerk noted that the minutes were approved at the June 2019 meeting, and that, in accordance with national guidance, an annual parish meeting was not held in 2020.

AM21/08 – Representations from the public

No members of the public were present.

AM21/09 – Ratify Existing Policies and Procedures

The papers, as previously circulated, were noted.

The following policies and procedures were ratified and adopted for use in the next year:

- Standing Orders
- Confidential Items Policy
- Planning Committee Terms of Reference
- Code of Conduct
- Financial Regulations
- Financial Reserves Policy

Press & Media Policy
Website Policy
Newsletter Policy
Licensing Policy
Complaints Procedure
Disciplinary Procedure
Grievance Procedure
Office Usage Policy
Training Policy
Lone Worker Policy
Equal Opportunities Policy
Freedom of Information Act Policy & Information Schedule 11
Employee Handbook
Absence Management Policy
Scheme of Delegation
Co-option Procedure
Website Privacy Procedure
Data Protection and the Use of Personal Data
Emergency Response Plan
SaferMK Protocol
Appointment of non-councillors to committee and working parties.

The Clerk noted that a full hard copy set of policies and procedures have been made available to the new councillors.

It was agreed that selected policies/procedures would be subject to review and any proposed revisions brought back to the Town Council for consideration.

ACTION: The Clerk to ensure that the novation date is recorded on all policies on the website.

AM21/10- Consultation Response Process

The paper, as previously circulated, was noted.

The proposed procedure was agreed, subject to the following additional processes:-

When the consultation has been considered by the Chair and Clerk, if deemed relevant to respond, social media is used to make residents aware via a link to the consultation document, enabling them to respond should they so wish.

All councillors should receive notification by email of all consultations and the Chair and Clerk's decision whether to respond to them. This would enable them to challenge the decision reached and also to indicate their interest in being involved in the drafting of a response where one is agreed to be required.

AM21/11 – Ratification of Membership of Bodies and Committees

The paper, as previously circulated, was noted.

1) External Bodies

The summary was approved, subject to the following amendments:-

- MKALC/BALC attendees to be Councillors Kurth and Stabler
- Parishes Forum- Lead attendee Councillor Stabler, with Councillor Kurth as reserve

2) Planning Committee

Membership of the Planning Committee was varied as follows:-

- New members- Councillors Murphy and Stabler
- Standing down from the committee- Councillor Brady
- Councillor Kurth to remain an 'ex-officio' member, but will attend exceptionally

3) Steering Group

Membership of the current inoperative CMK Alliance Steering Group was ratified.

4) Standing Working Parties

Membership of the following Standing Working Parties were ratified, subject to the following amendment:-

- Editorial Working Party to consist of Councillors Inoki and Kirkup.

5) 'Active Working Parties'

Membership of the Active Working Parties were varied as follows:-

- **Arts and Culture Working Party**- Councillors Inoki (lead), Kurth and Murphy, together with external support as required.
- **Community Facilities Working Party**- Councillors Kurth (lead), Brady, Kirkup, Stabler and Chahardehi, with the Clerk 'ex-officio'
- **Residents' Services Working Party**- Councillors Kirkup (lead), Brady, Kurth and Murphy with the Clerk 'ex-officio'

AM21/12 – Working More Effectively

The paper, as previously circulated, was noted.

The proposal was agreed, and Councillors Kurth, Stabler and Thomas agreed to work with the Clerk to develop new models of working

AM21/13- Review of Insurance Arrangements

The paper, as previously circulated, was noted.

AM21/14- Ratification of Ongoing Direct Payments

The paper, as previously circulated, was noted.

ACTION: The Clerk was requested to include details of amounts within this paper to the 2022 annual meeting.

AM21/15- Inventory of Assets

The paper, as previously circulated, was noted.

AM21/16- Re-affirmation of Banking Arrangements

The paper, as previously circulated, was noted.

The Chair noted that adding another councillor to the signatory list would, in due course, provide additional flexibility in respect of the signing of cheques.

AM21/17- Summary Receipts and Payments

The paper, as previously circulated, was noted.

The meeting closed at 7.00pm.