



Annual Meeting of the Central Milton Keynes Town Council



held on 5th May 2022

at Centrecom, North Row, Central Milton Keynes

Present:

David Stabler(Chair)
Andre Brady
Rebecca Kurth
Andrew Thomas
Paul Cranfield (Clerk)

Apologies:

Philip Murphy
Peter Lightfoot

In attendance: None

AM22/01 – Welcome

The Clerk welcomed councillors to the meeting.

AM22/02 – Election of Chair

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

Councillor Kurth indicated that, due to ongoing illness, she was unable to continue as chair.

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

Councillor Stabler assumed the Chair at this juncture.

AM22/03 – Declarations of Acceptance of Office

Councillor Stabler signed a Declaration of Acceptance of the office of Chair.

AM22/04 Declarations of Interest

None

AM22/05 – Apologies

Apologies for absence from councillors Murphy and Lightfoot were noted.

AM22/06 – Election of a vice Chair

The Chair proposed that this item be deferred until the June meeting, when more councillors should be in attendance. The proposal was agreed.

ACTION- Clerk to include in agenda for June meeting

AM22/07 – Noting of the Minutes of the Annual Meeting held on 12 May 2021

The paper, as previously circulated, was noted.

The Clerk noted that the minutes were approved at the June 2021 meeting.

AM22/08 – Representations from the public

No members of the public were present.

AM22/09 – 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.

A hard copy of the Consultation Response Procedure, as approved in July 2021, was included for insertion into councillors' 'hard copy' policies and procedures set.

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

AM22/10 – 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:-

- Councillor Kurth will stand down from the MKALC Executive Forum at its AGM.

2) Planning Committee

Membership of the Planning Committee was varied as follows:-

- Councillor Kurth, while ceasing to be an 'ex officio' member of the Planning Committee, did confirm that she would be available if required to ensure that a key meeting is quorate.

ACTION: Clerk to include membership at the June meeting to establish whether another councillor would wish to join the committee

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:-

- Councillor Stabler to replace Councillor Kurth on the Human Resources Working Party.

It was noted that the full Town Council would need to consider any proposals to 'activate' a working party from its standing members.

5) Portfolios

The Portfolio Leads, as previously circulated, were ratified.

AM22/11- Review of Insurance Arrangements

The paper, as previously circulated, was noted.

AM22/12- Ratification of Ongoing Direct Payments

The paper, as previously circulated, was noted.

AM22/13- Inventory of Assets

The paper, as previously circulated, was noted.

AM22/14- Risk Assessments

The papers, as previously circulated, were ratified, subject to the following amendment:-

Financial Risk Assessment

Council Electronic Records- A regular 'save' to external hard drive of the collaboration folder required to avoid accidental deletion of files/folders by councillors.

ACTION- Clerk to ensure a quarterly update to hard drive is completed.

AM22/15 Re-affirmation of Banking Arrangements

The paper, as previously circulated, was ratified.

The meeting closed at 6.50pm.