



# Annual Meeting of the Central Milton Keynes Town Council



held on 4<sup>th</sup> May 2023

at Centrecom, North Row, Central Milton Keynes

**Present:**

David Stabler (Chair)  
Andre Brady (from item AM23/09)  
Anurag Jain  
Peter Lightfoot  
Philip Murphy  
Paul Cranfield (Clerk)

**Apologies:**

Andrew Thomas  
Rebecca Kurth

**In attendance:** None

**AM23/01 – Welcome**

The Clerk welcomed councillors to the meeting.

**AM23/02 – Election of Chair**

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

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

Councillor Stabler assumed the Chair at this juncture.

**AM23/03 – Declarations of Acceptance of Office**

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

**AM23/04 Declarations of Interest**

None

**AM23/05 – Apologies**

Apologies for absence from Councillors Kurth and Thomas were noted.

**AM23/06 – Election of a vice Chair**

The Chair reported that, whilst being absent from the meeting, Councillor Kurth had emailed to indicate her willingness to stand for the role of vice Chair. She also added that, should another councillor wish to stand, she would support that nomination.

There being no further nominations within the meeting, Councillor Kurth was nominated by Councillor Stabler and seconded by Councillor Murphy.

Councillor Kurth was duly elected vice Chair in absentia.

**AM23/07 – Noting of the Minutes of the Annual Meeting held on 5<sup>th</sup> May 2022**

The paper, as previously circulated, was noted.

The Clerk noted that the minutes were approved at the June 2022 meeting.

**AM23/08 – Representations from the public**

No members of the public were present.

Councillor Brady arrived during the following item.

**AM23/09 – 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:

**SECTION 1- STANDING ORDERS & CONFIDENTIAL ITEMS**

Standing Orders  
Confidential Items Policy

**SECTION 2- CODE OF CONDUCT**

Code of Conduct

**SECTION 3- FINANCE**

Financial Regulations  
Financial Reserves Policy  
Accounting Procedure  
Investment Policy

#### **SECTION 4- EMPLOYEES**

Employee Handbook  
Disciplinary Procedure  
Grievance Procedure  
Lone Worker Policy  
Absence Management Policy

#### **SECTION 5- MEDIA/WEBSITE/INFORMATION REQUESTS**

Press & Media Policy  
Website Policy  
Newsletter Policy  
Information Policy  
Information Schedule 11  
Website Privacy Policy

#### **SECTION 6- EMERGENCY RESPONSE**

Emergency Response Plan  
CMK Evacuation Plan

#### **SECTION 7- OTHER POLICIES/PROCEDURES**

Appointment of non-councillors  
Complaints Procedure  
Consultation Response Procedure  
Co-option Procedure  
Equal Opportunities Policy  
Licensing Policy  
Office Usage Policy  
Planning Committee Terms of Reference  
Scheme of Delegation  
Training Policy  
Safeguarding Policy  
Volunteer Policy

#### **SECTION 8- DATA PROTECTION**

Data Protection & Use of Personal Data

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

The Investment Policy listed will form part of the documentation with effect from the June meeting.

#### **AM23/10 – 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 amendment:-  
Councillor Lightfoot to be 'substitute' for councillors attending MKDP Liaison Meetings.

**2) Planning Committee**

Membership of the Planning Committee was ratified.

**3) Steering Group**

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

Councillor Murphy requested that consideration be given to beginning to assess the way in which the current CMKAP can be used to reflect Town Council policy on aspects of the developing New City Plan.

**4) Standing Working Parties**

Membership of the following Standing Working Parties were ratified.

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. Additionally, it was agreed that Councillor Murphy provides support to the Clerk with regard to the Governance Portfolio.

**AM23/11- Review of Insurance Arrangements**

The paper, as previously circulated, was ratified.

**AM23/12- Ratification of Ongoing Direct Payments**

The paper, as previously circulated, was ratified.

**AM23/13- Inventory of Assets**

The paper, as previously circulated, was ratified.

**AM23/14- Risk Assessments**

The papers, as previously circulated, were ratified.

**AM23/15 Re-affirmation of Banking Arrangements**

The paper, as previously circulated, was ratified.

It was agreed that Councillor Murphy becomes a further signatory. When this process is complete, it was further agreed that the Clerk can begin to raise payments via the online system, with dual authorisation primarily by Councillor Murphy.

The meeting closed at 6.55pm.

Chair's Signature.....

Dated.....