



**Central Milton Keynes Town Council  
Meeting held on 13<sup>th</sup> March 2014  
At Centrecom, 602 North Row, Central Milton Keynes**

**Present:** Rebecca Kurth (Chair)  
Charles Ashbury  
Ken Baker  
Andre Brady  
Hilarie Bowman  
Ramo Erdogan (to item 16)  
Linda Inoki  
Andrew Thomas  
Paul Cranfield (Clerk)

	<b>Minutes</b>	<b>Actions</b>
1	<p><b>Apologies &amp; Declarations of Interest</b> Councillor Kurth welcomed councillors and Hilarie Bowman, to the meeting, noting that the agenda has been shaped to enable more structured meetings going forward.</p> <p>The principle of declaring an interest in items was outlined by the Clerk, following which Councillor Thomas expressed an interest in Item 20.</p> <p>The Chair requested that councillors speak once on an issue (for a maximum of 3 minutes) and that each councillor will be given the chance to speak prior to an invitation being extended for additional contributions, each of which should not exceed 2 minutes in length.</p> <p>Nameplates were requested for future meetings, to enable members of the public and other observers to be aware of who is speaking.</p>	
2	<p><b>New Councillor induction</b> Hilarie Bowman was requested to sign the Declaration of Acceptance of Office of Councillor. The declaration was duly signed and witnessed by the Clerk.</p> <p>A Declaration of Interest form was handed to Councillor Bowman for completion and return. The Clerk took this opportunity to remind all councillors that their declarations need to be novated on an annual basis, and that any substantive changes to that declared need to be advised as soon as possible after the change occurs.</p>	
3	<p><b>Ratification of Minutes of the Town Council meeting</b> The minutes of the meeting of the Town Council on 6 February 2013 were agreed as a true record of the meeting and signed as such by the Chair.</p>	
4	<p><b>Ratification of Minutes of the Planning Committee</b> The minutes of the Planning Committee meeting of the Town Council on</p>	

	<p>6 February 2013 were agreed as a true record of the meeting and signed as such by the Chair of that committee.</p> <p>A discussion ensued regarding the lack of structured meetings for the Planning Committee. It was noted that as substantive applications do not arrive on a regular basis the current arrangement was to call a meeting to consider such applications as they occur. It was agreed that the Chair of the Committee would seek views from its members regarding the future structure for meetings.</p>	AT
5	<p><b>Approval of Draft Minutes</b> The paper, as previously circulated, was noted.</p> <p>The proposal was unanimously supported.</p>	
6	<p><b>Matters Arising &amp; Outstanding Items</b> The Chair proposed a new, more interactive model for monitoring matters outstanding. It was agreed that a spreadsheet on Google Drive will be updated by the Clerk following each meeting and that members will update this as actions are taken and issues closed.</p> <p>The Clerk to table the current spreadsheet at each meeting.</p> <p>Additional actions towards resolution of the outstanding items to be recorded in the minutes, as follows:- <b>Adelphi Street Parking-</b> a meeting to be convened between councillors Inoki, Ashbury, Bowman and Sara Bailey, Steve Lain and Neil Biggs.</p> <p><b>JCC Film Project-</b> Councillor Brady advised that the project is moving forward, with 11 young people involved. He invited councillors to attend the weekly sessions on Thursday from 5pm to 6pm. Noting that on the application JCC had confirmed that all members working with young people had been CRB checked, it was agreed that care should be taken to ensure this is the case in the event of future funding support for groups working with children and young people.</p> <p><b>Oak trees-</b> The Clerk to request of the Tree Officer at MKCouncil the guidance with regard to the replacement of felled trees.</p> <p>The Chair also advised of a tab on the spreadsheet which enables members to submit proposed agenda items.</p>	<p>PC</p> <p>PC</p>
7	<p><b>Finance Paper</b> The paper, as previously circulated, was noted.</p> <p>Clarity was sought with regard to access to the office. It was noted that key fobs are available from reception, but keys for the office will need to be cut if additional keys required.</p>	
8	<p><b>Chair's Actions</b> The Chair provided a report on her activities since the last meeting:-</p> <ul style="list-style-type: none"> <li>- Chair and Councillor Thomas attended a number of meetings with senior figures at MKCouncil to advance the MBE.</li> <li>- Chair and Councillor Brady interviewed a work experience applicant.</li> <li>- Chair and Councillors Inoki and Thomas attended a presentation at the Gallery presenting its plans for expansion.</li> <li>- Chair and Councillor Thomas met with MKDP officials. The view was formed that there was an overall lack of clarity in setting strategic objectives for completing the building of the city.</li> </ul>	

9	<p><b>Newsletter</b> The paper, as previously circulated, was noted.</p> <p>Additional suggestions for articles included MK Gallery, an update on parking in Adelphi Street and the Wyevale proposal.</p> <p>There followed a discussion on whether the newsletter was of interest to residents and concerns were expressed by some councillors that there were not enough 'good news' stories, or any features on local restaurants etc. Comparisons were drawn with other parish newsletters, which had a lighter tone to them. It was agreed that the current style of newsletter should be continued at present, but that a working party consisting of Councillors Brady, Inoki, Bowman and Erdogan should meet to consider how the publication should look going forward and report back to the Town Council in due course.</p> <p>The Clerk to begin development of current newsletter, with submissions from some councillors.</p> <p>The matter of distribution remained unresolved.</p>	
10	<p><b>Letter from resident</b> The papers, as previously circulated, were noted.</p>	
11	<p><b>Office Resource</b> The paper, as previously circulated, was noted.</p> <p>It was agreed that a booking policy should be instituted for the office. This would be in two forms. If the office is required for meetings this should be booked via the shared calendar. If used on an 'ad hoc' basis a signing in sheet to be used to record time spent in the office and the reason for the visit.</p> <p>It was also accepted that the office in its current location might not be fit for purpose and it was agreed that a working party consisting of Councillors Kurth, Baker and Brady together with the Clerk be formed to consider a draft specification for an office, to be brought back to the next meeting- following which a search would be begun to identify a more suitable location.</p> <p>The working party was also tasked with drawing up an office usage policy for consideration at the next Town Council meeting.</p>	RK/KB/AB/PC
12	<p><b>Strategic Plan</b> The paper, as previously circulated, was noted.</p> <p>It was agreed that the Chair organise two open meetings for councillors to attend to discuss whether a business plan is required, and, if so, to consider the high level aims of such a plan.</p>	RK
13	<p><b>Warden SLA</b> The paper, as previously circulated, was noted.</p> <p>The proposed SLA was agreed, subject to the following amendments:-</p> <p>Item 3 c) Insert 'per annum, payable' before 'quarterly in advance'. Also add 'First invoice to be payable upon appointment.'</p> <p>Move item 5 b) to the end of the second bullet point in the introduction.</p>	

	<p>It was agreed that the Town Council agendas would be amended to ensure that any issues relevant to the warden featured in the first half hour of the meeting in due course.</p>	
14	<p><b>Work Experience Placement Proposal</b> The paper, as previously circulated, was noted.</p> <p>The engagement of Nana Sagoe on a temporary work experience agreement was agreed.</p> <p>The Chair emphasised that any individual engaged to support the Town Council would be subject to management by the Clerk, who is to be the first point of contact. The Clerk should contact any such individual on a regular basis, at least monthly, and in some cases more regularly to assess the work undertaken and to be advised of forthcoming activity.</p>	
15	<p><b>Financial regulations</b> The paper, as previously circulated, was noted.</p> <p>Amendments to the regulations were agreed as follows:-</p> <p>Item 19- delete 'TSB.' Item 38 c &amp;d- references to '£1,000' to be replaced by '£5,000'.</p> <p>Subject to the above amendments a proposal to adopt the financial regulations was made by Councillor Thomas, seconded by Councillor Ashbury and unanimously agreed.</p> <p>Councillor Erdogan left the meeting at this juncture.</p>	
16	<p><b>Complaints Procedure</b> The paper, as previously circulated, was noted.</p> <p>It was noted that this procedure is a code of practice and relates to administrative and procedural issues, as opposed to the Code of Conduct, which has a different remit.</p> <p>An amendment to the procedure was agreed as follows:-</p> <p>Item 2 The following wording to be added to the end of this item 'and if not the Chair, then the Chair of the Planning Committee.'</p> <p>Subject to the above amendment a proposal to adopt the complaints procedure was made by Councillor Thomas, seconded by Councillor Ashbury and unanimously agreed.</p>	
17	<p><b>Press &amp; Media Policy</b> The paper, as previously circulated, was noted.</p> <p>An amendment to the procedure was agreed as follows:-</p> <p>Item 5.11 2<sup>nd</sup> sentence to read 'Where personal views expressed differ from the Town Council policy it must be made clear that the views expressed are not being made in your role as a councillor.'</p> <p>Subject to the above amendment a proposal to adopt the press &amp; media policy was made by Councillor Thomas, seconded by Councillor Ashbury and unanimously agreed.</p>	

18	<p><b>Website Policy</b> The paper, as previously circulated, was noted.</p> <p>Amendments to the policy were agreed as follows:-</p> <p>Local information page(s) bullet point 2- replace 'will' with 'may' in line 1.</p> <p>Delete para at top of Page 5 beginning 'The Web Co-ordinator'.</p> <p>Website Hosting Arrangements Delete 'by' in line 1.</p> <p>Website Working Party Delete final sentence in para 1.</p> <p>Page 8 Final two bullet points replace 'Parish' with 'Town'.</p> <p>Subject to the above amendments a proposal to adopt the website policy was made by Councillor Baker, seconded by Councillor Thomas and unanimously agreed.</p>	
19	<p><b>IT &amp; Website Maintenance</b> The paper, as previously circulated, was noted.</p> <p>The recommendations of the paper were amended, following discussion as follows:-</p> <p>Bullet 1- the Website Working Party to bring back to the May meeting a proposal in respect of the resource requirements anticipated.</p> <p>Bullet 2- to read- 'It approves the preparation of a work agreement for Matt Lake to provide ad hoc IT support to Officers and Councillors as needed on an on-going basis @£15/hr, for a maximum of 2 hours/week and 10 hours/month for pre-agreed training. The ad hoc support may be extended beyond that stated only by reference to the Chair prior to the work being undertaken. Payment will be subject to an invoice or invoices detailing the actual support provided. A confidentiality agreement must also be signed.'</p> <p>Subject to the above amendments a proposal to adopt the IT &amp; website maintenance outline was made by Councillor Baker, seconded by Councillor Ashbury and unanimously agreed.</p>	
20	<p><b>MBE Workshop</b></p> <ul style="list-style-type: none"> <li>- <b>Cabinet Report</b> The report, as previously circulated, was noted.</li> </ul> <p>The Town Council welcomed the Cabinet report and expressed its support for the contents.</p> <ul style="list-style-type: none"> <li>- <b>Next Steps</b> The paper, as previously circulated, was noted.</li> </ul> <p>The Chair noted that the commitment of the landowners to continue the process had yet to be secured, but that it was important that prior to entering into that dialogue the Town Council considered its position with regard to ongoing support of the process.</p> <p>Concerns were expressed that the project could cost more than estimated, with an outcome being unsure. In particular councillors were concerned to ensure that parishioners' funds were being well utilised.</p>	

	<p>It was stressed that there is a cost to 'be at the table' and to be able to exercise influence in the outcomes of the work, which was likely to go ahead through MKCouncil whether the Town Council was part of process or not.</p> <p>A vote was taken on the recommendations following a proposal by Councillor Kurth which was seconded by Councillor Baker. The recommendations were unanimously supported.</p> <p>Councillors Kurth and Thomas undertook to use reasonable endeavours to ensure that the Town Council's position was protected without further financial exposure following acceptance of the £3,000 commitment which formed part of the recommendations as approved.</p>	
21	<p><b>Grit Bins</b> It was agreed, due to the time, that response to this item would be determined by email.</p>	PC
22	<p><b>The meeting closed at 9.03pm</b></p> <p><b>The next scheduled meeting will be held on Thursday 10<sup>th</sup> April at Centrecom commencing at 6pm.</b></p>	