



Annual Meeting of the Central Milton Keynes Town Council



held on 9th May 2024

at Centrecom, North Row, Central Milton Keynes

Present:

David Stabler (Chair)
Anurag Jain
Rebecca Kurth
Andrew Thomas
Paul Cranfield (Clerk)

Apologies:

Peter Lightfoot
Philip Murphy

Absent:

Andre Brady

In attendance: One member of the public

AM24/01 – Welcome

The Clerk welcomed councillors to the meeting.

AM24/02 – Election of Chair

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

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

Councillor Stabler assumed the Chair at this juncture.

AM24/03 – Declarations of Acceptance of Office

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

AM24/04 Declarations of Interest

None

AM24/05 – Apologies

Apologies for absence from Councillors Lightfoot and Murphy were noted.

AM24/06 – Election of a vice Chair

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

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

AM24/07 – Noting of the Minutes of the Annual Meeting held on 4th May 2023

The paper, as previously circulated, was noted.

The Clerk noted that the minutes were approved at the June 2023 meeting.

AM24/08 – Representations from the public

The member of the public present declined to speak.

AM24/09 – 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

Biodiversity Policy

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 Biodiversity Policy listed now forms part of the documentation.

AM24/10 – Ratification of Membership of Bodies and Committees

The paper, as previously circulated, was noted.

1) External Bodies

The summary was ratified. Councillor Stabler noted that the Canalside Forum may be wound up. The Clerk to clarify.

2) Planning Committee

Membership of the Planning Committee was ratified.

3) Steering Group

After some discussion, it was agreed to wind up the CMK Alliance Steering Group. It was agreed that any substantive amendments or a new Neighbourhood Plan would be required to adhere to a different set of guidelines than those within which the Alliance Plan was developed and these would be addressed at the time.

4) Standing Working Parties

Membership of the Standing Working Parties were ratified.

Councillor Kurth suggested that Councillor Lightfoot might wish to join the Editorial 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.

Councillor Kurth proposed that she join the Resident's Services portfolio holders and that Councillor Murphy assumes her role on the Community and Cultural Infrastructure portfolio. Additionally, it was agreed that Councillor Jain joins the Community and Cultural Infrastructure portfolio holders.

The above changes were agreed, subject to the agreement of Councillors Lightfoot and Murphy to the changes.

ACTION:- Clerk to ensure the councillors not present agree to the changes at the next meeting.

AM24/11- Review of Insurance Arrangements

The paper, as previously circulated, was ratified.

Councillor Thomas noted that the Official's Indemnity may not protect against 'reckless behaviour'.

AM24/12- Ratification of Ongoing Direct Payments

The paper, as previously circulated, was ratified.

Following a query by Councillor Kurth the clerk later verified that the payment to GoDaddy is no longer made annually.

AM24/13- Inventory of Assets

The paper, as previously circulated, was ratified.

It was agreed that the old laptops should be disposed of securely.

AM24/14- Risk Assessments

The papers, as previously circulated, were ratified.

AM24/15 Re-affirmation of Banking Arrangements

The paper, as previously circulated, was ratified.

It was agreed that, given the level of deposits held with Lloyds Bank, the Clerk research possible deposit facilities for a further proportion of the funds.

ACTION: Clerk to research deposit options

The meeting closed at 6.45pm.

Chair's Signature.....

Dated.....