



Annual Meeting of the Central Milton Keynes Town Council

held on 8th May 2025

at Centrecom, North Row, Central Milton Keynes

Present:

David Stabler (Chair)
Andre Brady (from Item AM25/12)
Minhi Chun
Anurag Jain
Rebecca Kurth
Peter Lightfoot
Andrew Thomas
Paul Cranfield (Clerk)

Apologies:

Philip Murphy

In attendance: One member of the public

AM25/01 – Welcome

The Clerk welcomed councillors to the meeting.

AM25/02 – Election of Chair

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

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

Councillor Stabler assumed the Chair at this juncture.

AM25/03 – Declarations of Acceptance of Office

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

AM25/04 Declarations of Interest

None

AM25/05 – Apologies

Councillor Murphy extended his apologies for the meeting.

AM25/06 – 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 Lightfoot.

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

AM25/07 – Noting of the Minutes of the Annual Meeting held on 9th May 2024

The paper, as previously circulated, was noted.

The Clerk noted that the minutes were approved at the June 2024 meeting.

AM25/08 – Representations from the public

The member of the public present declined to speak.

AM25/09 – 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, subject to consideration of a new version to follow.
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.

Councillor Thomas noted that the rules of debate were not being adhered to within the town council meetings. The Chair responded that these particular rules were for guidance and did not form part of the legislative requirements within the standing orders and were applied fluidly to enable debate to be allowed to flow.

The Clerk reminded councillors that those parts of the standing orders which are not in 'bold' are there to be invoked as required by the chair or other councillors as felt necessary for the effective operation of the council, and may be amended should councillors feel it necessary to do so.

AM25/10- Adoption of Revised Standing Orders

The papers, as previously circulated, were noted.

The revised standing orders were unanimously adopted.

AM25/11 – Ratification of Membership of Bodies and Committees

The paper, as previously circulated, was noted.

1) External Bodies

The summary was ratified.

2) Planning Committee

Membership of the Planning Committee was ratified.

In addition, it was agreed that Councillor Chun should be appointed to the Planning Committee.

A discussion ensued regarding the role of this committee. It was agreed that a function, secondary to that of determining a position on planning applications, should be to undertake reviews of the facilities which are proposed within the development and to adopt a broader position relating to s106 funding, which should be considered to enable a broader CMK-wide approach to play areas.

3) Standing Working Parties

Membership of the 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.

4) Portfolios

The Portfolio Leads, as previously circulated, were ratified.

It was agreed that Councillor Chun becomes a Communications portfolio holder, with Councillor Lightfoot.

Additionally, it was agreed that Councillor Chun becomes a Community and Cultural Infrastructure portfolio holder, together with Councillors Murphy and Jain.

AM25/12- Review of Insurance Arrangements

The paper, as previously circulated, was ratified.

Councillor Brady arrived during this item.

AM25/13- Ratification of Ongoing Direct Payments

The paper, as previously circulated, was ratified.

The Clerk was requested to provide Councillor Lightfoot with a list of those annual renewal fees relating to aspects of the website operation.

ACTION: Clerk to provide details of website renewal fees to Councillor Lightfoot

AM25/14- Inventory of Assets

The paper, as previously circulated, was ratified.

It was agreed that the old laptops should be recycled via Volts of Bletchley.

The Clerk was requested to provide details of the cost of renewal of the three dog bins.

ACTION- Clerk to recycle old computers and provide details of replacement dog bins on a like for like basis.

AM25/15- Risk Assessments

The papers, as previously circulated, were ratified.

AM25/16 Re-affirmation of Banking Arrangements

The paper, as previously circulated, was ratified.

The meeting closed at 6.55pm.

Chair's Signature.....

Dated.....