

Minutes of the Annual Town Council Meeting
held at 7pm on
Tuesday 19th May 2020 held by video conference call



Councillors present: Cllrs Moss (Mayor), Hussain (Vice-Chair), Saunders, Forbes, Aiyeola, Orimogunje, Bamisile, Riaz and Cook

Also present: Sally McLellan- Town Clerk and one member of the public

Absent: Cllrs Barby , Oladepo, Khan

TC20/1	Election of Chair- Cllr Moss was nominated as chair, by Cllr Saunders, which was seconded by Cllr Riaz. Cllr Moss was elected as Chair and Mayor of the Council for council year 2020/2021																																																						
TC20/2	Election of Vice-Chair- Cllr Saunders nominated Cllr Hussain for Vice-Chair, which was seconded by Cllr Moss. Cllr Hussain was elected as Vice- Chair of the Council for council year 2020/2021																																																						
TC20/3	Apologies for absence- Cllr Swanepoel-Leigh- illness																																																						
TC20/4	Declarations of interest in any matter on the agenda- No declarations were made.																																																						
TC20/5	Minutes: to approve the minutes of the Full Council Meeting on 28th April 2020 the Planning Committee Meeting on 5th April 2020 and the Personnel Committee Meeting on 7th May 2020. - It was RESOLVED to approve the minutes of the Full Council Meeting on the 28 th April 2020, with the correction to typo's and the removal of 'Any unused liners from The Square and Church Street to be sold on by the contractor and funds to be put back into budget' in TC19/307. It was RESOLVED to approve the minutes of the Personnel Committee Meeting 7 th May 2020 as a true and correct record. It was RESOLVED to approve the minutes of the Planning Committee Meeting on 5 th April as a true and correct record with the completion of the wording in PL19/225.																																																						
TC20/6	Calendar of Meetings: Approve the calendar of meetings for the council year. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Date</th> <th style="text-align: center;">Meeting</th> <th style="text-align: center;">Venue</th> </tr> </thead> <tbody> <tr><td>Tuesday 2nd June 2020</td><td>Planning Committee</td><td>Online</td></tr> <tr><td>Tuesday 23rd June 2020</td><td>Full Council</td><td>Online</td></tr> <tr><td>Tuesday 7th July 2020</td><td>Planning Committee</td><td>Online</td></tr> <tr><td>Tuesday 28th July 2020</td><td>Full Council</td><td>Online</td></tr> <tr><td>Tuesday 4th August 2020</td><td>Planning Committee</td><td>Online</td></tr> <tr><td>Tuesday 25th August 2020</td><td>Full Council</td><td>Online</td></tr> <tr><td>Tuesday 1st September 2020</td><td>Planning Committee</td><td>TBC</td></tr> <tr><td>Tuesday 22nd September 2020</td><td>Full Council</td><td>TBC</td></tr> <tr><td>Tuesday 6th October 2020</td><td>Planning Committee</td><td>TBC</td></tr> <tr><td>Tuesday 20th October 2020</td><td>Full Council</td><td>TBC</td></tr> <tr><td>Tuesday 3rd November 2020</td><td>Planning Committee</td><td>TBC</td></tr> <tr><td>Tuesday 24th November 2020</td><td>Full Council</td><td>TBC</td></tr> <tr><td>Tuesday 1st December 2020</td><td>Planning Committee</td><td>TBC</td></tr> <tr><td>Tuesday 15th December 2020</td><td>Full Council</td><td>TBC</td></tr> <tr><td>Tuesday 5th January 2021</td><td>Planning Committee</td><td>TBC</td></tr> <tr><td>Tuesday 26th January 2021</td><td>Full Council</td><td>TBC</td></tr> <tr><td>Tuesday 2nd February 2021</td><td>Planning Committee</td><td>TBC</td></tr> </tbody> </table>	Date	Meeting	Venue	Tuesday 2 nd June 2020	Planning Committee	Online	Tuesday 23 rd June 2020	Full Council	Online	Tuesday 7 th July 2020	Planning Committee	Online	Tuesday 28 th July 2020	Full Council	Online	Tuesday 4 th August 2020	Planning Committee	Online	Tuesday 25 th August 2020	Full Council	Online	Tuesday 1 st September 2020	Planning Committee	TBC	Tuesday 22 nd September 2020	Full Council	TBC	Tuesday 6 th October 2020	Planning Committee	TBC	Tuesday 20 th October 2020	Full Council	TBC	Tuesday 3 rd November 2020	Planning Committee	TBC	Tuesday 24 th November 2020	Full Council	TBC	Tuesday 1 st December 2020	Planning Committee	TBC	Tuesday 15 th December 2020	Full Council	TBC	Tuesday 5 th January 2021	Planning Committee	TBC	Tuesday 26 th January 2021	Full Council	TBC	Tuesday 2 nd February 2021	Planning Committee	TBC
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TC20/7	<p>Committees:</p> <p>Agree committee Terms of Reference:</p> <p>Planning Committee</p> <p>It was RESOLVED to adopt the Planning Committee Terms of Reference as follows:</p> <p>The Planning Committee meets according to the council's schedule of meetings. Full Council (and members of the public) are welcome to attend to pass comment on the application, but do not have a voting right. The committee responsibilities are:</p> <ol style="list-style-type: none"> 1. To consider all planning applications for the Town Council area and make comment to the Planning Authority. 2. To consider all licensing applications for the Town Council area and make comment to the Licensing Authority. 3. To recommend to Full Council to call any necessary Public Meetings relating to large (which are 10 or more dwellings or large scale retail units) and or contentious applications. 4. To consider and pass comment on all Milton Keynes Planning Policies. 5. Authorise a member when necessary, to attend Milton Keynes Development Control Meetings to represent the Council. This member will be confirmed to MKC Planning by staff at WGTC. <p>All matters relating to Neighbourhood Plans should be discussed by Full Council.</p> <p>Any large or contentious applications to be dealt with by the Full Council.</p> <p>The committee will have an item at the start of each agenda 'to receive an update on previously discussed planning and licensing applications'. This will enable members to keep up to date on any relevant developments on the applications and appoint a member to speak on the application at Milton Keynes Development Control Committee, or arrange a public meeting. Under this item the committee will not be able to alter their comments agreed on the application.</p>
TC20/8	<p>Personnel Committee</p> <p>It was RESOLVED to adopt the Personnel Committee Terms of Reference as follows:</p> <p>The committee shall be known as the Personnel Committee the role of the committee should be:</p> <ol style="list-style-type: none"> 1. To review the terms and conditions on which employees hold office and make recommendations to Full Council. 2. To monitor the effects of changes in employment law and alterations in National and provincial Agreements on the Council's policies and practices to matters arising there from, provided no significant policy or resource issues are involved. 3. To consider matters relating to employment issues which arise from consultation with the employees provided no significant policy or resource issues are involved. Any significant changes are to be referred to Full Council. 4. To annually review the Terms of Reference. 5. To review the Employee Handbook every five years or as the need arises. 6. To submit items of expenditure within the Personnel remit to the Full Council by December to be included in the budget for the following year.

<p>TC20/9</p> <p>TC20/10</p>	<p>7. Carry out Job Evaluations for employees every five years (due 2024), or as and when there is a change to the agreed Job Description.</p> <p>8. To seek professional advice when necessary.</p> <p>Agree and appoint Members to Committees:</p> <p>Planning Committee It was RESOLVED to appoint the following members to the Planning Committee: Cllr Cook, Saunders, Moss, Ayo and Riaz</p> <p>Personnel Committee It was RESOLVED to appoint the following members to the Personnel Committee: Cllrs Saunders, Riaz and Forbes</p>
<p>TC20/11</p> <p>TC20/12</p> <p>TC20/13</p> <p>TC20/14</p>	<p>Appoint Members to Outside Bodies:</p> <p>Milton Keynes Association of Local Councils It was RESOLVED to appoint Cllrs Hussain and Moss to the Milton Keynes Association of Local Councils</p> <p>Parishes Forum No appointment made. This item to be deferred and offered to the Cllrs not at the meeting. Cllrs Orimogunje and Bamisile joined the meeting.</p> <p>Future Wolverton No appointment made. This item to be deferred and offered to the Cllrs not at the meeting.</p> <p>Pools Trust It was RESOLVED to appoint Cllrs Cook with Cllr Hussain as a reserve to the Pools Trust.</p>
<p>TC20/15</p> <p>TC20/16</p> <p>TC20/17</p> <p>TC20/18</p> <p>TC20/19</p>	<p>Appoint members to existing working groups and agree their Terms of Reference:</p> <p>Agora Stakeholder group It was RESOLVED to appoint Cllr Saunders to the Agora Stakeholder group</p> <p>Twinning Working group It was RESOLVED to appoint Cllr Moss, Forbes, Bamisile, Saunders to the Twinning Working group.</p> <p>Engagement and Environment working group It was RESOLVED to appoint Cllr Cook, Saunders and Riaz to the Engagement and Environment working group</p> <p>Library Working Group It was RESOLVED to appoint Cllrs Bamisile and Saunders to the Library Working Group</p> <p>Traffic and Parking Working Group No appointment made to the Traffic and Parking Working Group. This item to be deferred and offered to the Cllrs not at the meeting.</p>
<p>TC20/20</p> <p>TC20/21</p> <p>TC20/22</p> <p>TC20/23</p> <p>TC20/24</p>	<p>Finance:</p> <p>Appoint an Internal Auditor for 2020/2021 It was RESOLVED to appoint Diane Malley as the Internal Auditor for 2020/2021.</p> <p>Appoint Members to conduct the Internal Systems Review for 2020/2021 It was RESOLVED to appoint Cllrs Moss and Bamisile to conduct the Internal Systems Review for 2020/2021.</p> <p>Approve subscriptions and licences for the year 2020/2021 It was RESOLVED to agree the subscriptions for 2020/2021 for Buckingham Association of Local Councils, Society of Local Council Clerks, Association of Local Council Clerks, Information Commissioners Office, Milton Keynes Association of Local Councils, National Association of Allotment Leisure and Garden, Living wage, MK Play Association. It was RESOLVED to approve the following licenses for 2020/2021 RBS-Omega, Hallmaster, EdgeIT.</p> <p>Approve Direct Debits and Standing Orders for 2020/2021 This item was deferred to the next Full Council Meeting.</p> <p>Approve the expenses and allowances for members for 2020/2021 It was RESOLVED to adopt the following the expenses and allowances for members for 2020/2021 after taking into account Milton Keynes Council's Remuneration Review, February 2014. Members may claim costs that are necessarily incurred, as a result of:</p> <ol style="list-style-type: none"> 1. The attendance at a meeting of the authority or of any committee or sub-committee of authority; or of any other body to which the authority make appointments or nominations, or of any committee or sub-committee of such a body;

2. The attendance at any other meeting, the holding of which is authorised by the authority, or a joint committee of the authority and at least one other local authority which the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee provide that it is a meeting to which at least two members of the authority have been invited.
3. The attendance at a meeting of any association of authorities of which the authority is a member.

In order for the member to be reimbursed a Members Expenses Form will be completed with receipts attached. Only on completion of this form with the supporting receipts, will electronic payment be issued for reimbursement. Legitimate expenses may include the use of transport by taxi if appropriate and employment of a substitute carer if the member has caring responsibilities.

All Members expenses are published annually to the public through the Town Council website and newsletter.

Printing claims

£50 per member

Millage rates

Members and Councillors are encouraged to share transport and use public transport wherever possible

Claims in excess of 50 miles (round trip) must be pre-approved by Council or at the Town Clerks discretion.

45p per mile

4p per mile for electric vehicles.

TC20/25

Training Plan: Approve the training plan for the council year 2020/2021

It was **RESOLVED** to approve the following training plan and delegate to the Clerk to identify courses for later in the year, once they become available for the council team and spend up to the budgeted amount.

Course	Provider	When	Who
Community Governance Level 5	SLCC, De-Monfort University	2020-2021	Town Clerk
Contracts Training			Administration Officer
Emergency Planning webinar	SLCC	2020	Town Clerk
Climate change webinar x2 (zero carbon and planning for climate change)	SLCC	2020	Town Clerk
Time Management	SLCC	June 2020	Community Officer and Assistant to the Clerk
Risk Assessments		2020	Community Officer
Councillor Induction	BALC	When required (5 new members budgeted)	New councillors

	Chairing Course	BALC	When required (3 chairs budgeted)	Chairs of Committees and Council
	Potentials and perils of digital engagement	BALC	When required (5 new members budgeted)	councillors
	Demystifying planning	BALC	When required (5 new members budgeted)	councillors
	Finance Training for councillors	BALC	When required (5 new members budgeted)	councillors

The Chair closed the meeting at 19.42

DocuSigned by
Signed *adrian* **Chair of Council**

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6/24/2020

Date.....