

**Minutes of the Annual Meeting of the Town Council, held at the Town Hall,
Creed Street, Wolverton, MK12 5LY at 6pm on Tuesday 17th May 2022**



Present: Cllrs (late arrival), Forbes, Hussain, Moss, (late arrival), Riaz, Robertson and Saunders

Attending: Andrea Vincent (Town Clerk) Mandy Shipp (Assistant Clerk) and two members of the public.

The meeting was opened at 6.03pm by the retiring Chair of the Council, Cllr Adrian Moss, who welcomed all elected to the Annual Town Council meeting as well as the Clerk, Assistant Clerk and 2 members of the public.

TC22/001	1.Election of Chair who will also fulfil the role of Mayor Cllr Moss was proposed for Mayor and Chair by Cllr Saunders and seconded by Cllr Hussain. There were no other candidates. Vote to elect by show of hands unanimous from all Cllrs present.
TC22/002	2.To receive the declaration of acceptance of office from the newly elected Chair Cllr Moss duly elected to the role of Chair and Mayor of Wolverton and Greenleys Town Council and signed his Declaration of Acceptance of Office in the presence of the Clerk, the Proper Officer.
TC22/003	3.Election of Vice Chair Cllr Riaz was proposed by Cllr Hussain and seconded by Cllr Robertson. There were no other nominations. Vote to elect by show of hands unanimous from all Cllrs present.
TC22/004	4.To receive the declaration of acceptance of office from the newly elected Vice Chair Cllr Riaz duly elected to the role of Vice Chair of Wolverton and Greenleys Town Council and signed her Declaration of Acceptance of Office in the presence of the Clerk, the Proper Officer.
TC22/005	5.Apologies for absence: The following apologies were received: Cllr Rollason – family matters Cllr Aiyeola – illness Cllr Khan – MKC commitment (Ward Councillor for Stantonbury) No apologies received from the following who were absent: Cllr Bamisilie Cllr Orimogunje Cllr Faulkes
TC22/006	6.Declarations of interest in agenda items from the councillors: None
TC22/007	7.To note the current ward vacancies The clerk provided the following update: There are currently 3 vacancies in the Wolverton West ward. In addition to the existing vacancies, we have a further vacancy in Wolverton East as a councillor ceased to be a member of the council because of persistent non-attendance. This vacancy has been advertised and if no election is requested by May 31 st the council may co-opt.
TC22/008	8.To approve the minutes of the following committee meeting: Full Council Proposed by Cllr Saunders and seconded by Cllr Moss to accept the minutes of the Full Council meeting held on Tuesday 26 April 2022 as a true and accurate record save for some minor amendments to be rectified. Vote by show of hands by Cllrs present. unanimous
TC22/009	Personnel Committee A query on the staff handbook was raised by Cllr Riaz and when they make expect them be available, the Town Clerk advised this will be expected around August. Proposed by Cllr Saunders and seconded by Cllr Riaz to accept the minutes of the Personnel Committee on 19 th October 2021 as a true and accurate record. Vote by show of hands by Cllrs present at that meeting (Cllrs Forbes, Riaz and Saunders) unanimous.
TC22/010	Finance Committee Query raised and amended by the finance chair. Proposed by Cllr Moss and seconded by Cllr Hussain to accept the minutes as a true and accurate record, save for some small amendments. Vote by show of hands by Cllrs present at that meeting (Cllrs Hussain, Moss, and Saunders)
TC22/011	Planning Committee

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	<p>Proposed by Cllr Saunders and seconded by Cllr Robertson to accept the minutes of the planning committee on Tuesday 3rd May 2022 as a true and accurate record. Vote by show of hands by Cllrs present at the meeting (Cllrs Moss, Robertson and Saunders) unanimous</p>
TC22/012	<p>9. Note actions and any matters arising from previous meetings: The following report from the Clerk was noted.</p> <ul style="list-style-type: none"> • Town Council insurance was difficult to obtain in the last year, we anticipate it will be no easier this year and expect another significant rise in the premium and no room for quotes. • The utility bills have as for others gone through the roof, we have passed on only a small amount of this extra cost to our tenants (65% increase for gas and 35% electric). Thus, the precept payer is subsidising them significantly more than in previous years
TC22/013	<p>Items 10,13,14 It was proposed by Cllr Moss and seconded by Hussain to vary the order of the agenda for the following agenda items 10, 13 and 14 and move them to the Full Council meeting following the Annual Town Meeting to allow the potential new co-opted Cllrs a chance to join the groups Vote by show of hands by Cllrs present. Unanimous</p> <div style="border: 1px solid black; padding: 5px;"> <p>10. Committees: Review and approve the committee arrangements including Terms of Reference (ToR) for committees:</p> <ol style="list-style-type: none"> Planning Committee Personnel Committee Finance Committee <p>To elect Members to Committees: (Proposer and seconder required for all nominations)</p> <ol style="list-style-type: none"> Planning Committee (6 members) Personnel Committee (5 members) Finance Committee (6 Members) </div> <div style="border: 1px solid black; padding: 5px;"> <p>13. Appoint Members to Outside Bodies:</p> <ol style="list-style-type: none"> Milton Keynes Association of Local Councils Parishes Forum Future Wolverton Pools Trust <p>MK Canalside Forum</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>14. Working Groups: To decide on which working groups are to be continued.</p> <ol style="list-style-type: none"> Twinning Working group Agora Re-development Group Traffic and Parking Working Group Neighbourhood Plan Update steering group <p>The Gables Working Group</p> </div>
TC22/014	<p>11. To review and approve the following: Scheme of Delegation - it was proposed by Cllr Moss and seconded by Cllr Saunders the vote was unanimous it was RESOLVED to defer approving this policy as it was still work in progress until July's Full Council meeting. Vote by show of hands. Unanimous</p>
TC22/015	<p>Standing Orders - it was proposed by Cllr Moss and seconded by Cllr Hussain to accept the revised version of the Standing Orders, which included a caveat for Cllr training and the Town Clerk's appraisal. Vote by show of hands. unanimous</p>
TC22/016	<p>Council Code of Conduct - it was proposed by Cllr Moss and seconded by Cllr Hussain to accept the revised version of the NALC model Code of Conduct. Vote by show of hands. unanimous</p>
TC22/017	<p>Financial Regulations - it was proposed by Cllr Moss and seconded by Cllr Hussain to approve the revised Financial Regulations, the revision see an increase in the credit card limit and gave the clerks delegated authority to spend in an emergency Vote by show of hands. unanimous</p>
TC22/018	<p>Inventory of land and council assets – It was noted by the Town Clerk that there had been some work undertaken to get the schedule up to date and it still required some adjustment. It was</p>

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TC22/019	<p>Proposed by Cllr Moss and seconded by Cllr Saunders to review the Fixed Asset and inventory schedule at later meeting. Vote by show of hands unanimous.</p> <p>To review and adopt the Council's complaints procedure:</p>
TC22/020	<p>It was proposed by Cllr Saunders and seconded by Cllr Hussain to note and agree that there were no changes proposed to this document. Vote by show of hands unanimous</p> <p>To review and adopt the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation</p>
TC22/021	<p>It was proposed by Cllr Hussain and seconded by Cllr Moss to note and agree that there were no changes proposed to this document. Vote by show of hands unanimous</p> <p>To review the Council's policy for dealing with the press and media:</p> <p>It was proposed by Cllr Hussain and seconded by Cllr Riaz to note and agree that there were no changes proposed to this document. Vote by show of hands unanimous</p>
TC22/022	<p>12. To note that the council met the conditions required to be able to exercise the General Power of Competence at the last relevant Annual Meeting per minute reference TC21/21 <i>The General Power of Competence in sections 1 to 8 of the Localism Act 2011 is available only to "eligible" parish councils in England. The eligibility criteria are set out in Order 2012 (S.I. 2012 No. 965).</i></p> <p><i>Condition 1 – two thirds or more of the councillors have been elected rather than co-opted or appointed</i></p> <p><i>Condition 2 – the clerk holds a relevant qualification and has completed relevant training in the use of the general power of competence</i></p> <p>The conditions of the council to meet the GPC were noted</p>
TC22/023	<p>15.Finance: For new finance year 2022/2023 (decisions to be made)</p>
TC22/024	<p>a. Appoint an Internal Auditor 2022/23 It was proposed by Cllr Moss and seconded by Cllr Hussain to take the clerks recommendation to use Haines Watts "as they have been good this year. It will not be the same accountant as it's a big firm but that is good practice"</p>
TC22/025	<p>b. Confirm members and the date to conduct the Internal Systems Review It was proposed by Cllr Moss and seconded by Cllr Hussain to defer to the June meeting as insufficient Cllrs. (Cllr Moss has agreed to undertake the review as an experienced Cllr)</p>
TC22/026	<p>c. Approve subscriptions and licences for the year It was proposed by Cllr Hussain and seconded by Cllr Moss, Vote by show of hands unanimous</p>
TC22/027	<p>d. Approve Direct Debits and Standing Orders for the year It was proposed by Cllr Moss and seconded by Cllr Hussain, Vote by show of hands unanimous</p>
TC22/028	<p>e. To note payments over £500 It was proposed by Cllr Moss and seconded by Cllr Hussain to note the payment over £500, Vote by show of hands unanimous</p>
TC22/029	<p>f. To note March accounts have been finalised and sent to the internal auditor for presentation at Full Council Meeting May 2022. It was proposed by Cllr Moss and seconded by Cllr Hussain to note that the accounts will be approved at the Full Council. Vote by show of hands unanimous</p>
TC22/029	<p>16.Training Plan: Approve the training plan for the council year 2022/2023 It was proposed by Cllr Moss and seconded by Cllr Riaz to note that the accounts will be approved at the Full Council. Vote by show of hands unanimous</p>
TC22/030	<p>17. Calendar of Meetings: Approve the calendar of meetings for the council year. The Town Councils annual meeting calendar was received a discussion took place on the schedule of personnel meetings.</p> <p>It was proposed by Cllr Saunders and seconded by Cllr Riaz to request to have at least 3 personnel meetings scheduled into the calendar per year. A vote was taken, one against, motion carried</p>
TC22/031	<p>Annual Town Council meeting and Full Council meeting It was proposed by Cllr Robertson and seconded by Cllr Moss to agree that the Annual Town Meeting and the Full Council meeting should be held on separate dates rather than immediately followed. Vote by show of hands unanimous</p>

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There being no further business to discuss, the meeting closed at 19.10pm. Next meeting is to be held on Tuesday 22 May 2022 **directly following this meeting at the Town Hall**

Accepted as a true and accurate copy

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CHAIR

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DATE

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