

**Annual Meeting of the Town Council to be held in Kings Community Centre,
Creed Street, Wolverton, MK12 5LY at 6pm on Tuesday 18th May 2021**



Dear Councillors

You are summonsed to attend the Annual Town Council meeting on the above day at the above time for purposes to be carried out below. Councillors are to be in attendance by 5.45pm at the latest and will have their temperature checked upon entry to the meeting room. The public are welcome to attend.

Karen Hill

Karen Hill
Interim Clerk

12/05/2021

PUBLIC NOTICE: Due to COVID regulations all members of the public attending the meeting must wear a nose and mouth face covering and will have a non-contact temperature check taken prior to entry. If a temperature above normal is recorded, the person will not be allowed to attend the meeting for the attendees safety and to comply with the venue's COVID policy. Entry to the meeting will be controlled to ensure social distancing is maintained and members of the public wishing to attend can gain access to the meeting from 5.45pm - 5.59pm when the doors will be closed.

Agenda

Councillors and public are requested to put their mobile phones on silent whilst the meeting is in progress.

Members of the public wishing to record this meeting should notify the Chairman of their intention to do so before the meeting commences. No photographs or images to be taken unless prior consent has been given.

1	<p>Election of Chair who will also fulfil the role of Mayor <i>(The meeting will be opened by the retiring Chair of the Council former Cllr Adrian Moss who will chair this item of business. Thereafter the newly elected chairman will take control of the meeting).</i></p> <p>Nominations for the chairmanship require a proposer and a seconder. Candidates may vote for themselves.</p>
2	To receive the declaration of acceptance of office from the newly elected Chair
3	<p>Election of Vice-Chair. Nominations for the Vice-chairmanship require a proposer and a seconder. Candidates may vote for themselves.</p>
4	To receive the declaration of acceptance of office from the newly elected Vice Chair
5	Apologies for absence
6	<p>To receive update declarations of interest from the councillors: <i>Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting</i></p>
7	To receive the declaration of acceptance of office by all newly elected Members
8	Elections: To note the vacancies in the Wolverton West ward within the parish
9	<p>To approve the minutes of the following meetings:</p> <p>Full Council on Tuesday 27 April 2021</p> <p>Personnel Committee on Tuesday 13 April 2021</p> <p>Planning Committee on Tuesday 4 May 2021</p>
10	To note actions and any matters arising from previous meetings.
11	Calendar of Meetings: Approve the calendar of meetings for the council year

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12	<p>To review and approve the scheme of delegations and committee arrangements including terms of reference for committees:</p> <ul style="list-style-type: none"> a. Planning Committee b. Personnel Committee c. To agree to a change in meeting time for planning committee.
13	<p>To elect Members to Committees: (Proposer and seconder required for all nominations)</p> <p>Planning Committee (6 members) Personnel Committee (5 members)</p>
14	<p>To review and adopt standing orders and financial regulations (Minor changes proposed to remove regulations for virtual meetings)</p>
15	<p>To review and adopt the financial risk assessment (No changes proposed)</p>
16	<p>To review the inventory of land and council assets.</p>
17	<p>To review and adopt the Council's Code of Conduct for Members (No changes proposed at this time) <i>Current code of conduct is based on MK Council Code which is under review.</i></p>
18	<p>To resolve that the council meets the conditions required to be able to exercise the general power of competence with immediate effect.</p> <p>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 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (S.I. 2012 No. 965).</p> <p><i>Condition 1 – two thirds or more of the councillors have been elected rather than co-opted or appointed</i> <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>
19	<p>To review and adopt the Council's complaints procedure: (No changes proposed.)</p>
20	<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: (No changes proposed.)</p>
21	<p>To review the Council's policy for dealing with the press and media: (No changes proposed)</p>
22	<p>Appoint Members to Outside Bodies:</p> <ul style="list-style-type: none"> a) Milton Keynes Association of Local Councils b) Parishes Forum c) Future Wolverton d) Pools Trust
23	<p>Working Groups: To decide on which working groups are to be continued. To note: once decision has been made the Terms of Reference and attendance at these groups will be decided in full council.</p> <ul style="list-style-type: none"> a) Twinning Working group b) Agora Re-development Group c) Community Environment and Engagement working group d) Library Working Group e) Traffic and Parking Working Group f) Neighbourhood Plan Update steering group g) The Gables Working Group
24	<p>Finance: For new finance year 2021/2022</p> <ul style="list-style-type: none"> a. Appoint an Internal Auditor b. Confirm the date for the members to conduct the Internal Systems Review c. Approve subscriptions and licences for the year d. Approve Direct Debits and Standing Orders e. To approve the members expense policy for 2021/2022 f. To agree to appoint Cloudy IT Group for IT service and support provision. g. To agree to consider the cost to upgrade the current DocuSign facility. h. To note payments over £500

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	i. To note March accounts will be finalised for audit in June 2021.
25	Training Plan: Approve the training plan for the council year 2021/2022
26	<p>Allotments: to approve of additional clauses within the tenancy agreements.</p> <p>SECURITY</p> <p>The tenant shall be issued with a key to access the Allotment Garden. The tenant shall not make duplicate keys to access the Allotment gardens. The tenant shall not give their key to anyone so as to allow uncontrolled access to the site. Access gates shall be closed and if a lock is provided shall be kept locked at all times after access and exit.</p> <p>and</p> <p>If the tenant requires an outside contractor to come onto the site they must inform the office staff so that the site reps can be made aware and the plot holder must supervise the contractor for the duration they are on the site.</p>
27	Insurance cover: To note that the review for the Town Council's arrangements for insurance cover in respect of all insurable risks will take place in the July meeting as the renewal date is 28 September 2021.

***Please be aware that under the Public Bodies (Admission to Meetings) Act 1960 the public and representatives of the press and broadcast media may be excluded from the meeting during the consideration of this item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

Checklist

This “checklist” appears on council and committee agendas as a reminder of implications to be considered when decisions are made:

What powers will the council be using when making this decision?	
Crime and Disorder?	
The promotion of equality and elimination of discrimination?	
Risk to the council?	
Health and safety – will a risk assessment be needed?	
Employment legislation?	
Data Protection?	
Is planning permission needed?	

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