

**Ordinary meeting of the Town Council to be held at Hodge Lea Meeting Place,
Hodge Lea, Milton Keynes
MK12 6JS at 7.30pm on Tuesday 24th August 2021**



All councillors are summonsed to attend the 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 7.30pm at the latest and will have their temperature checked upon entry. Councillors may also attend at 7pm to review the Field Lane development plans with developer. The public are welcome to attend.

Andrea Vincent

Andrea Vincent
Town Clerk

19/08/2021

PUBLIC NOTICE: Due to COVID 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 attendee's safety and to comply with the venue's COVID policy. All attendees must use hand sanitiser before entering the meeting room. 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 7.15pm - 7.30pm when the doors will be closed.

Before the meeting commences the public are invited to raise any questions or make statements to the councillors from 7.15-7.30pm (4 minutes per appointed speaker)

The meeting will be streamed live – the link will be on our website for those who wish to attend remotely

Housekeeping:

- Councillors and the public are requested to put their mobile phones on silent and not to have access to them whilst the meeting is in progress.
- Facemasks must be worn by both Councillors and public attending.
- Hand sanitiser must be used prior to entering the meeting room
- 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.
- Public Question time: The public are invited to raise any questions on items to be discussed on the agenda below or to register any question they will lodge in person at the meeting by email through townclerk@wolvertonandgreenleystowncouncil.gov.uk by 4pm two days before the meeting is due to take place.

Agenda

1	Mayor's diary: To note the events attended and upcoming events
2	To receive apologies for absence:
3	To receive Councillor declarations of interest on any matter on the agenda: <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>
4	To consider the request for the co-option of Mrs Karen Faulkes
5	To approve the minutes of the following meetings: The ordinary minutes of the meeting of the Town Council held on Tuesday 22 nd June 2021 and the Extra ordinary minutes of the meeting held 28 th June 2021
6	Finance: <ul style="list-style-type: none"> a) Bank Accounts: To agree to add the name of Andrea Vincent to the Town Council bank accounts (paperwork enclosed for signature) b) Accounts: To receive the accounts for the months of April, May and June 2021 (reports enclosed)

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	<p>c) Community Infrastructure Funding: (see Town Clerk's report) d) Internal Audit: To appoint Internal auditor for 2022/2023 e) Library Agreement: To note. The Office has reviewed the agreement and we are moving our processes to be in line with this contract</p>
7	<p>Equipment a) Caretaker Van: Review quotations and agree purchase of replacement caretaker van, due to engine failure of current vehicle, NB cost to repair would outstrip current vehicle value (quotations to follow) b) Office Equipment: To approve quotations for five fit for purpose VDU's (one) for each officer desk Council meetings: Approve equipment to facilitate hybrid meetings</p>
8	<p>Governance: a) Field Lane Development: To agree and make any recommendations for the Terms of Reference received (document enclosed) b) The Square: To agree to pursue the asset transfer as a civic amenity to the Town Council (documents enclosed) c) Finance Committee: To agree to set up a committee to meet on quarterly basis to oversee the financial matters of the council d) Town Council forward plan/strategy: To agree to engage a 'Facilitator' for support in the creation a strategic plan e) National Association of Councillors (NAC): To consider individual membership f) Members Agenda Matters: To receive the form and update in procedure (document enclosed) g) To consider working with the Futures Working Group West Bletchley Town Council: (see Town Clerk's report)</p>
9	<p>Services: Report to note unless otherwise stated a) Allotments: Old Wolverton: Clean-up of site now complete, repairs required to gate post to be undertaken by caretaking team Stacey Hill: Issue of bonfires raised working closely with MKC on this and with the plot holders b) Dog Bins: Assessment of current infrastructure to be undertaken by the caretaking team. Costing sought for replacing single bins with double capacity bins to address to the need for repeat visits to reduce contract costs c) Newsletter: Issue 129 distributed and delivered across the parish. Training to be provided to the new Communications Administrator by the Assistant Clerk for the next issue. Deadline for all articles and adverts September 8th d) Enforcement Report: Update from Environmental Officer on issues in the Parish over past few months including issue of pigeons (report to follow) e) CAB: Will resume service provision face to face from September from the town Hall. The cost for this service is £2,925 for the remainder of the year weekly service f) Hodge Lea Meeting Place hire: (see Town Clerk's report) g) Moveable Vehicle Activated Signs (MVAS) Maintenance Contract: one year contract agreed. Data to be reported at a future meeting.</p>
10	<p>Services – decision needed a) In Bloom update: Councillors to confirm that 'In Bloom' is a Town Council project, supported by valued volunteers (see Town Clerk's report) b) Christmas Tree in the Square: Agree on tree supplier from quotations provided (quotes enclosed) c) Mobile CCTV: Agree siting location of the CCTV, currently sited at HLMP very little activity. Suggestion is to move to the Agora site to track activity there.</p>
11	<p>Community Events and Projects (to note) The Queens Platinum Jubilee celebrations: Contacted by Big Lunch and MKC re the trees at HLMP. The Jubilee Celebrations will be a project for the newly appointed officer to pursue once in post</p>
12	<p>Community Events and Projects: reports to note a) Flower display baskets: Winter pansies have been ordered b) MKPA: Advertised in July newsletter report to follow (Assistant Clerk to follow up) c) Bandstand Extension: Payment for the artist work will be organised via MKC d) Whiskey Barrel Train planters: Installed, planted and photoshoot on 16th July. e) MKC Economic Recovery and Welcome Back Fund: (see Town Clerk's report)</p>
13	<p>Forthcoming Committee Meetings: To confirm the locations of next four meetings at Hodge Lea Meeting Place.</p>

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14	<p>Staff – Non-Confidential</p> <p>a) SLCC Training Conference: Clerk and the Assistant are attending 13th and 14th October 2021</p> <p>b) Recruitment update: Interviews have taken place and the Communication Administrator in post since the 16th August</p> <p>c) Project and Community Engagement Officer: Interviews are scheduled for the week commencing 23rd August</p> <p>d) Staff Training: Previously agreed training unable to book all provision, training to be booked in due course</p> <p>e) Staffing Hours: Decision to agree to extension of staffing hours as agreed for June, July to be extended until end of October to cover training and induction of new staff. Agree Christmas closure dates</p> <p>f) Enforcement Officer: Decision to agree to contacts extension due to expire September for a further six months</p> <p>g) Old School work placements assistance update: Clerk to provide an update on the discussion</p>
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For next agenda

Solar panels: New plan with requirements to be submitted now clear requirements have been obtained from planning.

Electric vehicle point: planning approved. This can now be progressed when staff have been appointed to post.

***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?	