

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 25<sup>th</sup> January 2022



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 7.15pm for public question time and for the meeting to start at 7.30pm and will have their temperature checked upon entry

Andrea Vincent

Andrea Vincent  
Town Clerk

19<sup>th</sup> January 2022

**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 at all times by both Councillors and public attending – these may not be removed once seated.
- 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. The matter raised may not to be discussed unless on the agenda below. The Clerk must be informed by email [townclerk@wolvertonandgreenleystowncouncil.gov.uk](mailto:townclerk@wolvertonandgreenleystowncouncil.gov.uk) by 4pm two days before the meeting is due to take place to register any question in person at the meeting

## Agenda

1	<b>Mayor's diary:</b> To note the events attended and upcoming events.
2	<b>Apologies for absence:</b> To receive apologies for absence
3	<b>To receive Councillor declarations of interest on any matter on the agenda:</b> <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	<b>Minutes:</b> To approve the minutes of the meeting of the Town Council held on Tuesday 24 <sup>th</sup> November 2021
5	<b>Governance:</b> a. <b>Councillor attendance at council (committee) meetings:</b> To affirm duty as a councillor to attend meetings when summonsed (see attendance report and town clerks report)

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	<ul style="list-style-type: none"> <li><b>b. Future Virtual Meeting correspondence:</b> To note the letter sent to local MP (document enclosed)</li> <li><b>c. Future Virtual Meeting request proposal:</b> To receive Cllr Moss's proposal and agree (proposal enclosed)</li> <li><b>d. Committee and Working Groups updates:</b> To receive reports from councillors and officer staff on internal and external meetings attended             <ul style="list-style-type: none"> <li><b>I. MKALC AGM:</b> To receive and note Cllr Moss's attendance report to MKALC AGM (document enclosed)</li> <li><b>II. Finance:</b> To receive an update from the committee's chair (see also item 6)</li> <li><b>III. Planning:</b> To note the delegated decisions for planning application responses (document enclosed)</li> </ul> </li> <li><b>e. Town Council forward Plan:</b> <ul style="list-style-type: none"> <li><b>I. Strategy Day Update:</b> To receive the deferred update from NAC from the strategy day held in November 2021 and to note the report on the training held (report enclosed)</li> <li><b>II. OU Proposal:</b> To agree on the proposal from the OU for the next stage of the councils forward plan strategy (proposal enclosed)</li> <li><b>III. Council Forward Plan:</b> To receive and agree to a formal plan of action for public consultation (proposal dates enclosed)</li> </ul> </li> <li><b>f. Community Youth Council:</b> <ul style="list-style-type: none"> <li><b>I. Proposal for Community Youth Council (CYC):</b> To receive and approve the proposal for the setting up of Community Youth Council (documents enclosed)</li> <li><b>II. Draft Constitution of CYC:</b> To receive and approve draft constitution (documents enclosed)</li> </ul> </li> <li><b>g. Town Council Risk Register:</b> To receive and approve the amended town council Risk Register (draft document enclosed)</li> <li><b>h. White Ribbon:</b> To consider WGTC to become and accredited organisation (documents enclosed)</li> <li><b>i. Dementia Friendly:</b> To consider providing comments for the consultation and note the officer report (documents to follow - see also item 9a)</li> </ul>
6	<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li><b>a. Budget:</b> <ul style="list-style-type: none"> <li><b>I. Budget:</b> Agree the proposed 2<sup>nd</sup> draft budget for 2022/2023 (Document attached)</li> <li><b>II. Draft Budget -</b> To note the clerks update on queries raised under minute ref <b>TC21/153</b> (see town clerks report deferred from 14<sup>th</sup> December and January 4<sup>th</sup> Meetings)</li> </ul> </li> <li><b>b. Grants:</b> To consider the grant requests from WSAH (Wolverton Society of Arts and Heritage) (documents enclosed) for additional historical plaques at:             <ul style="list-style-type: none"> <li><b>I.</b> Moon Street for £348.20</li> <li><b>II.</b> Stratford Road Dental Practice for £348.20</li> </ul> </li> <li><b>c. Finance Committee:</b> <ul style="list-style-type: none"> <li><b>I.</b> Recruit additional councillors for this committee due to lack of attendance. (2 members)</li> <li><b>II.</b> Recruit additional members to become bank signatories (training to be provided)</li> </ul> </li> <li><b>d. Town Clerk CiLCA Qualification -</b> To receive and agree Cllr Moss's proposal to offer financial support for The Clerk to complete her CILCA qualification (proposal enclosed)</li> </ul>
7	<p><b>Town Hall Maintenance:</b> To note the proposed 5-year Maintenance plan for the town hall, draft to be provided to council (subject to receipt of quotes). (See Town Clerks report)</p>
8	<p><b>Community:</b></p> <ul style="list-style-type: none"> <li><b>a. Lantern Festival:</b> To receive Cllr Moss's proposal and agree criteria for funding support for the Lantern Festival event from data supplied. (Proposal and documents enclosed)</li> <li><b>b. Welcome Back Fund and Economic Recovery Funding:</b> Receive the latest update (See Town Clerks report)</li> </ul>

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	<p><b>c. Community Events and projects update:</b> To receive an update from CEPO on community events and projects (reports enclosed)</p> <p><b>d. Bandstand Proposal:</b> To approve the current proposal (document enclosed)</p> <p><b>e. Post office:</b> To note the current situation of Post Office for Wolverton (See town clerks report)</p> <p><b>f. CCTV:</b> To note the update provided (report enclosed)</p>
<b>9</b>	<p><b>Consultations:</b></p> <p><b>a.</b> Agree to provide comments on the draft SPD for Dementia Friendly community (documents enclosed)</p> <p><b>b.</b> Agree to provide comments on the competition for national railway HQ (draft response enclosed)</p>
<b>10</b>	<p><b>Staff Non- Confidential</b></p> <p><b>a. Clerks Probationary Period:</b> To note report from the Chair regarding the end of probation interview for the Clerk (report enclosed)</p>

**\*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?	