

**Annual Meeting of the Town Council to be held in The Chamber at the Town Hall, Creed Street, Wolverton, MK12 5LY at 7.30pm on Tuesday 23rd May 2023**



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 7.15pm at the latest. The public are welcome to attend.

*Andrea Vincent*

Andrea Vincent MBE  
Town Clerk

17/05/2023

**PUBLIC NOTICE:**

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

## Agenda

***Housekeeping: 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.***

<b>1</b>	<b>Election of Chair who will also fulfil the role of Mayor</b> <i>(The meeting will be opened by the retiring Chair of the Council, Cllr Adrian Moss who will chair this item of business. Thereafter the newly elected chairman will chair {convene the meeting}).</i> Nominations for the chairmanship require a proposer and a seconder. Candidates may vote for themselves.
<b>2</b>	<b>To receive the declaration of acceptance of office from the newly elected Chair</b> (papers enclosed)
<b>3</b>	<b>Election of Vice-Chair.</b> Nominations for the Vice-chairmanship require a proposer and a seconder. Candidates may vote for themselves.
<b>4</b>	<b>To receive the declaration of acceptance of office from the newly elected Vice Chair</b> (papers enclosed)
<b>5</b>	<b>Apologies for absence</b>
<b>6</b>	<b>To receive any declarations of interest from the councillors:</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 (See town clerks note)</i>
<b>7</b>	<b>To note the current ward vacancies</b> (see town clerks note)
<b>8</b>	<b>To approve the minutes of the following committee meetings:</b> Full Council on Tuesday 25 April 2023 Personnel Committee held on 18 <sup>th</sup> April 2023 Finance Committee on Tuesday 17 <sup>th</sup> January 2023 Planning Committee on Tuesday 7 <sup>th</sup> March and 2 <sup>nd</sup> May 2023
<b>9</b>	<b>Governance Co-option:</b> To consider Matthew Bennet for co-option to Greenleys West Ward (document enclosed)
<b>10</b>	<b>To note actions and any matters arising from previous meetings</b> (see town clerks note)
<b>11</b>	<b>Committees:</b> Review and approve the committee arrangements including Terms of Reference (ToR) for committees: <b>a.</b> Planning Committee

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	<ul style="list-style-type: none"> <li>b. Personnel Committee</li> <li>c. Finance Committee</li> </ul> <p><b>To elect Members to Committees:</b> (Proposer and seconder required for all nominations)</p> <ul style="list-style-type: none"> <li>a. Planning Committee (6 members)</li> <li>b. Personnel Committee (5 members)</li> <li>c. Finance Committee (6 Members)</li> </ul>
<b>12</b>	<p><b>Policies:</b> To review and approve the following:</p> <ul style="list-style-type: none"> <li>a. <b>Scheme of Delegation</b> (document enclosed)</li> <li>b. <b>Standing Orders</b> (document to follow)</li> <li>c. <b>Council Code of Conduct</b> based on NALCs guidance. (Document enclosed)</li> <li>d. <b>Financial Regulations</b> (document enclosed)</li> <li>e. <b>To Review and Adopt the Risk Register for 22/23</b></li> <li>f. <b>Inventory of land and council assets</b> (document to follow)</li> <li>g. <b>To review and adopt the Council's complaints procedure:</b> (No changes proposed)</li> <li>h. <b>To review and adopt the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation</b> (No changes proposed.)</li> <li>i. <b>To review the Council's policy for dealing with the press and media:</b> (No changes proposed)</li> </ul>
<b>13</b>	<p><b>Appoint Members to Outside Bodies:</b></p> <ul style="list-style-type: none"> <li>a) Milton Keynes Association of Local Councils</li> <li>b) Parishes Forum</li> <li>c) Future Wolverton</li> <li>d) Pools Trust</li> <li>e) MK Canalside Forum</li> </ul>
<b>14</b>	<p><b>Appoint to Working Groups:</b> To appoint members.</p> <ul style="list-style-type: none"> <li>a) Twinning Working Group</li> <li>b) Agora Re-development Group</li> <li>c) Traffic and Parking Working Group</li> <li>d) The Gables Working Group</li> </ul>
<b>15</b>	<p><b>Finance: For new finance year 2023/2024</b> (decisions to be made)</p> <ul style="list-style-type: none"> <li>a. Appoint an Internal Auditor 2023/24 (see town clerks note)</li> <li>b. Confirm members and the date to conduct the Internal Systems Review (see town clerks note)</li> <li>c. Approve subscriptions and licences for the year (document to follow)</li> <li>d. Approve Direct Debits and Standing Orders for the year (document to follow)</li> <li>e. To note payments over £500 (document enclosed)</li> <li>f. To note March accounts have been finalised and sent to the internal auditor for presentation at Full Council Meeting 30th May 2023. (Document to follow)</li> </ul>
<b>16</b>	<p><b>Council Meetings:</b> (decisions to be made)</p> <ul style="list-style-type: none"> <li>a. To agree to amend the timing for all future council meetings from 7.30pm to 7pm</li> <li>b. To approve dates and venues for the council year annual calendar (document enclosed)</li> </ul>

**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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