

Annual Meeting of the Town Council to be held in The Chamber at the Town Hall, Creed Street, Wolverton, MK12 5LY at 6pm on Tuesday 17th May 2022



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.

Andrea Vincent

Andrea Vincent MBE
Town Clerk

11/05/2022

PUBLIC NOTICE: Due to COVID regulations all members of the public attending the meeting must wear a nose and mouth face covering. The face covering may be removed once seated in a suitably spaced manner. members of the public wishing to attend can gain access to the meeting from 5.45pm - 5.59pm
The meeting will be streamed live – the link will be on our website for those 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.

1	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 chair {convene the meeting}).</i> Nominations for the chairmanship require a proposer and a seconder. Candidates may vote for themselves.
2	To receive the declaration of acceptance of office from the newly elected Chair (papers enclosed)
3	Election of Vice-Chair. Nominations for the Vice-chairmanship require a proposer and a seconder. Candidates may vote for themselves.
4	To receive the declaration of acceptance of office from the newly elected Vice Chair (papers enclosed)
5	Apologies for absence
6	To receive any 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 (See town clerks note)</i>
7	To note the current ward vacancies (see town clerks note)
8	To approve the minutes of the following committee meetings: Full Council on Tuesday 26 April 2022 Personnel Committee held on 19 th October 2021 Finance Committee in Tuesday 12 th April 2022 Planning Committee on Tuesday 3 rd May 2022
9	To note actions and any matters arising from previous meetings (see town clerks note)
10	Committees: Review and approve the committee arrangements including Terms of Reference (ToR) for committees: a. Planning Committee b. Personnel Committee

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	<p>c. Finance Committee To elect Members to Committees: (Proposer and seconder required for all nominations) a. Planning Committee (6 members) b. Personnel Committee (5 members) c. Finance Committee (6 Members)</p>
11	<p>To review and approve the following: a. Scheme of Delegation (document to follow) b. Standing Orders (document to follow) c. Council Code of Conduct <i>current code of conduct is based on MK Council Code which is under review by NALC).</i> d. Financial Regulations (document to follow) e. Inventory of land and council assets (document to follow) f. To review and adopt the Council's complaints procedure: (No changes proposed) g. 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.) h. To review the Council's policy for dealing with the press and media: (No changes proposed)</p>
12	<p>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). Condition 1 – two thirds or more of the councillors have been elected rather than co-opted or appointed Condition 2 – the clerk holds a relevant qualification and has completed relevant training in the use of the general power of competence</i></p>
13	<p>Appoint Members to Outside Bodies: a) Milton Keynes Association of Local Councils b) Parishes Forum c) Future Wolverton d) Pools Trust e) MK Canalside Forum</p>
14	<p>Working Groups: To decide on which working groups are to be continued. a) Twinning Working group b) Agora Re-development Group c) Traffic and Parking Working Group d) Neighbourhood Plan Update steering group e) The Gables Working Group</p>
15	<p>Finance: For new finance year 2022/2023 (decisions to be made) a. Appoint an Internal Auditor 2022/23 (see town clerks note) b. Confirm members and the date to conduct the Internal Systems Review (see town clerks note) c. Approve subscriptions and licences for the year (document to follow) d. Approve Direct Debits and Standing Orders for the year (document to follow) e. To note payments over £500 (document enclosed) f. To note March accounts have been finalised and sent to the internal auditor for presentation at Full Council Meeting May 2022. (Document to follow)</p>
16	<p>Training Plan: Approve the training plan for the council year 2022/2023 (Schedule to follow)</p>
17	<p>Calendar of Meetings: Approve the calendar of meetings for the council year (document 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.**

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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?	