

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



Present: Cllrs Bamisile (late arrival), Forbes, Hussain, Moss, Orimogunje (late arrival), Riaz, Robertson, Saunders and Webb.  
 Attending: Karen Hill, Interim Clerk and Mandy Shipp, Assistant Clerk.  
 2 members of the public.

The meeting was opened at 6.03pm by the retiring Chair of the Council, Cllr Adrian Moss, who welcomed all newly elected councillors to the Annual Town Council meeting as well as the Clerk, Assistant Clerk and 2 members of the public.

<p><b>TC21/1</b></p>	<p><b>Election of Chair who will also fulfil the role of Mayor</b></p> <p>Cllr Moss was proposed by Cllr Hussain and seconded by Cllr Riaz. There were no other nominations. Vote to elect by show of hands unanimous from all Cllrs present.</p> <p>Cllr Moss duly elected to the role of Chair and Mayor of Wolverton and Greenleys Town Council and signed his Declaration of Acceptance of Office in the presence of the Clerk, the Proper Officer.</p>
<p><b>TC21/2</b></p>	<p><b>Election of Vice Chair</b></p> <p>Cllr Riaz was proposed by Cllr Saunders and seconded by Cllr Forbes. There were no other nominations. Vote to elect by show of hands unanimous from all Cllrs present.</p> <p>Cllr Riaz duly elected to the role of Vice Chair of Wolverton and Greenleys Town Council and signed her Declaration of Acceptance of Office in the presence of the Clerk, the Proper Officer.</p>
<p><b>TC21/3</b></p>	<p><b>Apologies for absence:</b></p> <p>Cllrs Oladepo (college) and Aiyeloa (personal). Apologies accepted.</p> <p>Cllrs Bamisile and Orimogunje had sent in prior notice that they would be late.</p> <p>No apologies received from Cllrs Khan and Khatoon</p>
<p><b>TC21/4</b></p>	<p><b>Declarations of interest in agenda items from the councillors:</b></p> <p>None</p>
<p><b>TC21/5</b></p>	<p><b>Receipt of Declaration of acceptance of office by all newly elected Members:</b></p> <p>Each member was handed a form which was completed, signed and dated by all members present and counter signed by the Clerk as Proper Officer of Wolverton and Greenleys Town Council.</p>
<p><b>TC21/6</b></p>	<p><b>Elections:</b></p> <p>There are 3 vacancies in the Wolverton West ward within the parish. It was unanimously agreed for the Clerk to action the election process with Milton Keynes Council.</p>
<p><b>TC21/7</b></p>	<p><b>To approve the minutes of the following meeting:</b></p> <p>Full Council 27/4/2021</p> <p>Proposed by Cllr Webb seconded by Cllr Moss to accept the minutes of the Full Council held on Tuesday 27 April 2021 as a true and accurate record. Cllr Forbes abstained as she was not present at that meeting. Vote by show of hands unanimous.</p>
<p><b>TC21/8</b></p>	<p><b>To approve the minutes of the following meeting:</b></p> <p>Personnel Committee 13/04/2021</p> <p>Proposed by Cllr Saunders seconded by Cllr Hussain to accept the minutes of the Personnel Committee on Tuesday 13 April 2021 as a true and accurate record with minor typographical error rectified. Vote by show of hands from Cllrs who were present at that meeting (Cllrs Riaz, Forbes, Saunders and Hussain) Unanimous.</p>
<p><b>TC21/9</b></p>	<p><b>To approve the minutes of the following meeting:</b></p> <p>Planning Committee 4/5/2021</p>

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	As there were insufficient Councillors present who had been at that meeting, approval of the minutes is deferred to the next Full Council meeting on 22 July 2021.
<b>TC21/10</b>	<p><b>Note actions and any matters arising from previous meetings:</b> Report from the Clerk.</p> <ul style="list-style-type: none"> <li>• Solar panels at Town Hall – planning refused due to lack of technical information. Clerk to take forward.</li> <li>• Grant to provide signposts for pedestrians and cyclists Wolverton town centre: Train station – permission refused. Clerk negotiating to try and salvage this project.</li> </ul>
<b>TC21/11</b>	<p><b>Calendar of Meetings for Council and committees for 2021/2022:</b></p> <ol style="list-style-type: none"> <li>Confirmation that Full council is 4<sup>th</sup> Tuesday of every month.</li> <li>Confirmation that Annual Town Council meeting will be on Tuesday 17<sup>th</sup> May 2022 at 6pm with the Full council meeting to run concurrently.</li> <li>Confirmation that the Annual Town meeting will be held on Tuesday 24<sup>th</sup> May 2022 at 6pm</li> <li>Confirmation that Planning Committee 1<sup>st</sup> Tuesday of every month</li> <li>Confirmation that Personnel Committee will meet Tuesday 16<sup>th</sup> October 2022</li> </ol>
<b>TC21/12</b>	<p><b>Review and approve the scheme of delegations and committee arrangements including terms of reference for committees:</b></p> <p><b>Planning Committee:</b> Proposal that the Terms of Reference with addition to include enforcement monitoring be adopted. Proposed by Cllr Moss seconded by Cllr Hussain. Vote by show of hands unanimous.</p>
<b>TC21/13</b>	<p><b>Personnel Committee:</b> Proposal that the Terms of Reference updated with change of emphasis on annual meeting and scope of committee be adopted. Proposed to accept the new Terms of Reference Cllr Moss seconded by Cllr Webb. Vote by show of hands 4 for: 2 against: 1 abstention. Motion carried by majority vote.</p>
<b>TC21/14</b>	<p><b>To agree to a change in meeting time for Council and committee meetings:</b> Proposal that all meetings begin at 7.30pm Proposed by Cllr Saunders and seconded by Cllr Webb. Vote by show of hands unanimous</p>
<b>TC21/15</b>	<p><b>Nomination of Members to Committees:</b> Planning Committee (6 members) Cllr Saunders, Webb, Robertson and Moss.</p> <p>18.58 Councillor Orimogunje arrived for the meeting.</p>
<b>TC21/16</b>	<p><b>Nomination of Members to Committees:</b> Personnel Committee (5 members) Cllrs Forbes, Saunders, Riaz</p> <p><b>(As not all members of the Council were present, it was decided to ratify and fill the remaining posts at the next Full council meeting in June 2021.</b></p> <p>19.00 Councillor Bamisile arrived for the meeting</p>
<b>TC21/17</b>	<p><b>Review and adopt standing orders and financial regulations:</b> Minor changes to remove regulations for virtual meetings, gendered pronouns, minor typographical errors and to change the S/O for recorded votes. Proposed by Cllr Saunders and seconded by Cllr Moss to adopt the standing orders with the above minor changes. Vote by show of hands unanimous. Resolution passed.</p>
<b>TC21/18</b>	<p><b>Review and adopt the financial risk assessment:</b> Proposed by Cllr Moss and seconded by Cllr Robinson to adopt the financial risk assessment. Vote by show of hands unanimous. Resolution passed.</p>

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TC21/19	<p><b>Review of inventory of land and council assets:</b></p> <p>Proposed by Cllr Webb and seconded by Cllr Hussain to adopt the Fixed asset and inventory schedule. Vote by show of hands unanimous.</p>
TC21/20	<p><b>Review and adopt the Council's Code of Conduct for Members:</b> <i>Councillors were asked to note that the current code of conduct is based on MK Council Code which is under review.</i></p> <p>Proposed by Cllr Hussain and seconded by Cllr Moss to adopt the Code of Conduct. Vote by show of hands unanimous.</p>
TC21/21	<p><b>Power of Competence:</b></p> <p>Proposal to resolve that the council meets conditions 1 and 2 required to be able to exercise the general power of competence with immediate effect.</p> <p>Proposed Cllr Moss seconded Cllr Webb. Vote by show of hands unanimous. Resolution passed.</p>
TC21/22	<p><b>Review and adopt the Council's compliments and complaints procedure: (No changes proposed)</b></p> <p>Proposed by Cllr Saunders and seconded by Cllr Moss to adopt the compliments and complaints procedure. Vote by show of hands unanimous.</p>
TC21/23	<p><b>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)</b></p> <p>Proposed by Cllr Hussain and seconded by Cllr Webb to adopt the FOI, DP policy/procedures. Vote by show of hands unanimous</p>
TC21/24	<p><b>Review the Council's policy for dealing with the press and media: (No changes proposed)</b></p> <p>Proposed by Cllr Webb and seconded by Cllr Robertson to adopt the Councils Media and Press policies. Vote by show of hands unanimous</p>
TC21/25	<p><b>Appoint Members to Outside Bodies:</b></p> <ul style="list-style-type: none"> <li>a) Milton Keynes Association of Local Councils: Cllrs Moss and Webb</li> <li>b) Parishes Forum: Cllrs Saunders and Bamisile</li> <li>c) Future Wolverton : Cllr Bamisile</li> <li>d) Pools Trust : Cllr Hussain</li> </ul>
TC21/26A	<p><b>Working Groups: To note: once decision has been made the Terms of Reference and attendance at these groups will be decided in full council.</b></p> <p>It was unanimously agreed by show of hands to continue with the following groups Twinning Working group; Agora Re-development Group and Traffic and Parking Working Group</p> <p>It was unanimously agreed by show of hands to scrap the following groups: Community Environment and Engagement working group and Library Working Group</p> <p>It was unanimously agreed by show of hands to form the following groups: Neighbourhood Plan Update steering group and The Gables Working Group</p>
TC21/26B	
TC21/26C	
TC21/27A	<p><b>Finances:</b></p> <p><b>Confirm the date for the members to conduct the Internal Systems Review</b> Cllr Moss and Webb set the date for 25 June at 10am</p>
TC21/27B	<p><b>Appoint an Internal Auditor for 2021/2022:</b> Proposed by Cllr Moss Seconded by Cllr Webb to appoint Diane Malley of DM Payroll Services Ltd to handle internal audit for 21/2022. Vote by show of hands unanimous.</p>
TC21/27C	<p><b>Approve subscriptions and licences schedule for 2021/2022:</b> Proposed by Cllr Saunders Seconded by Cllr Moss. Vote by show of hands unanimous.</p>
TC21/27D	<p><b>Approve Direct Debits and Standing Orders schedule for 2021/2022:</b> Proposed by Cllr Webb Seconded by Cllr Bamisile. Vote by show of hands unanimous.</p>

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TC21/27E	<p><b>Approve the members expenses policy for 2021/2022:</b> Proposed by Cllr Webb Seconded by Cllr Hussain. Vote by show of hands unanimous.</p>
TC21/27F	<p><b>Resolve to appoint Cloudy IT Group for IT service and support provision.</b> Proposed by Cllr Moss Seconded by Cllr Hussain to accept the quote for full provision of IT services and support, Teams contact system and back up of emails. Vote by show of hands unanimous. Resolution passed.</p>
<p><b>19.58pm Cllr Riaz left the meeting</b></p>	
TC21/28	<p><b>Resolve to approve an upgrade to the current Docusign facility to standard commercial account on a 3 year contract for best value.</b> Proposed by Cllr Moss Seconded by Cllr Webb to accept the quote for provision of electronic management of documentation. Vote by show of hands unanimous. Resolution passed.</p>
TC21/29	<p>Payments over £500 were noted.</p>
TC21/30	<p>Councillors were asked to note that the March accounts will be finalised for audit in June 2021</p>
<p><b>20.03pm Cllr Riaz returned to the meeting</b></p>	
TC21/31	<p><b>Training Plan:</b> Proposed by Cllr Moss and seconded by Cllr Riaz to approve the training plan for the council year 2021/2022 with delegation to the Clerk to source courses as appropriate. Vote by show of hands unanimous.</p>
TC21/32	<p><b>Approval of additional clauses on security within the Tenancy agreements giving a required 6 months notice:</b> Proposed by Cllr Moss seconded by Cllr Hussain to adopt the clauses below for inclusion in the tenancy agreements. Vote by show of hands unanimous.</p> <p>SECURITY</p> <p>a) 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>b) 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>
TC21/33	<p><b>Insurance cover:</b> Councillors asked 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.</p>

There being no further business to discuss, the meeting closed at 20.08pm. Next meeting is to be held on Tuesday 22 June 2021 at 7.30pm in Kings Community Centre, Creed Street, Wolverton.

Accepted as a true and accurate copy

*Adrian Moss*

22/06/2021

CHAIR

DATE