

**Minutes of the meeting of the Town Council, held in Hodge Lea Meeting Place,
Hodge Lea, Hodge Lea Lane MK12 6JS at 7.30pm on Tuesday 24th August 2021**



Present: Councillors Moss (Chair), Hussain, Orimongunje, Robertson, Saunders and Webb.
Attendance: Andrea Vincent (Town Clerk) Mandy Shipp (Assistant Clerk) and two members of the public
Absent: Councillors Bamisilie, Khatoon, Khan,

The meeting opened at 7.43pm due to issues with councillors accessing teams meeting link. The Chair welcomed everyone to the meeting and asked that the housekeeping rules were observed. Councillors were reminded to bring their Council laptops to meetings to use to access and view paperwork especially as having and using mobile phones during meetings is not allowed.

TC21/073	<p>Mayor's diary: To note the events attended and upcoming events</p> <p>Past Events Mayor of MK Tour of Wolverton – 31st July Opening of Namji Xscape – 12th August</p> <p>Future Requests Wolverton Working Men's Club Carnival Afternoon – 25th August High Sherriff of Buckinghamshire's Justice Service – Aylesbury – 3rd October Dog Show – Postponed (to 2022)</p>
TC21/074	<p>To receive apologies for absence: Councillor Riaz (health) Councillor Forbes (leave) Councillor Aiyeola (health) An apology from Councillor Khan (due to work commitments) was submitted from Councillor Hussain on her behalf – it was NOTED that any apologies should come to the Clerk prior to the meeting.</p>
TC21/075	<p>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> None declared</p>
TC21/076	<p>To consider the request for the co-option of Mrs Karen Faulkes A short update was provided by Ms. Faulkes. Proposed by Cllr Moss and seconded by Cllr Robertson RESOLVED by a unanimous vote that Karen Faulkes be co-opted onto the council as a new councillor for Greenleys ward.</p>
TC21/077	<p>To approve the minutes of the following meetings: The ordinary minutes of the meeting of the Town Council held on Tuesday 22nd June 2021 and the Extra ordinary minutes of the meeting held 28th June 2021 as amended TC21/54. Proposed by Cllr Moss and seconded by Robertson RESOLVED minutes agreed</p>
TC21/078	<p>Finance: a) Bank Accounts: Proposed by Cllr Saunders and seconded by Hussain RESOLVED to agree to add the name of Andrea Vincent to the Town Council bank accounts</p>
TC21/079	<p>b) Accounts: Proposed by Cllr Moss and seconded Cllr Saunders To receive the accounts for the months of April, May and June 2021. RESOLVED accounts accepted save for a query about credit card payment of £46.47 for Bentley nursing</p>

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TC21/080	<p>c) Community Infrastructure Funding: The Town Clerk's report RESOLVED:NOTED</p>
TC21/081	<p>d) Internal Audit: To appoint Internal auditor for 2022/2023 Proposed by Cllr Saunders and seconded by Cllr Robertson to accept Haynes Watts to undertake the internal audit, 1 abstention</p>
TC21/082	<p>e) Library Agreement: It was NOTED that the Office has reviewed the agreement and are moving it's processes to be in line with this contract</p>
TC21/083	<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 Proposed by Cllr Moss for leasing and seconded by Cllr Webb RESOLVED by a unanimous to delegate to the Clerk to pursue a leasing option and to look at option of rechargeable vehicle in the future.</p>
TC21/084	<p>b) Office Equipment: To approve quotations for five fit for purpose VDU's (one) for each officer desk Proposed Cllr Webb and seconded by Cllr Faulkes RESOLVED to agree the quotation with the option to offer to schools Council meetings: Approve equipment to facilitate hybrid meetings. Proposed by Cllr Moss and seconded by Cllr Hussain RESOLVED to purchase the equipment</p>
TC21/085	<p>Governance: a) Field Lane Development: To agree and make any recommendations for the Terms of Reference received Proposed by Cllr Webb seconded by Cllr Faulkes, one 1 abstention RESOLVED to delegate to the clerk to appoint a solicitor</p>
TC21/086	<p>b) The Square - Wolverton : To agree to pursue the asset transfer as a civic amenity to the Town Council Proposed by Cllr Saunders and seconded Cllr Moss RESOLVED for the office to pursue the asset transfer</p>
TC21/087	<p>c) Finance Committee: To agree to set up a committee to meet on quarterly basis to oversee the financial matters of the council Proposed by Cllr Saunders and seconded by Cllr Hussain, agreed unanimously to set up the committee. RESOLVED to have finance committee and Cllr Moss to contact councillors for appointment to it.</p>
TC21/088	<p>d) Town Council forward plan/strategy: To agree to engage a 'Facilitator' for support in the creation of a strategic plan, RESOLVED to vary the order of the agenda and discuss item 8e before item 8d Proposed by Cllr Moss and seconded by Cllr Hussain to engage a facilitator to provide this service. NAC will facilitate this for a fee. It was NOTED that it requires councillor's to be present for the discussion going forwards RESOLVED for the Town Clerk to bring back options at September's meeting. Unanimous vote</p>
TC21/089	<p>e) National Association of Councillors (NAC): To consider individual membership</p>

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TC21/90	<p>RESOLVED to vary the order of the agenda and discuss this item before 8d Proposed by Cllr Moss to sign up and seconded by Cllr Hussain, unanimous RESOLVED for the council to become members of NAC at £16 per council seat. f) Members Agenda Matters: To receive the form and update in procedure A discussion took place on how to make the form easier for other Councillors to navigate Proposed by Cllr Webb and seconded by Cllr Saunders a unanimous vote</p>
TC21/91	<p>RESOLVED to accept the form subject to small form revision. g) To consider working with the Futures Working Group (West Bletchley Town Council): A request received to consider whether WGTC would be willing to participate in a Futures Working Group to present information about a particular service or area of the Council's work that is having a positive impact in the community. A discussion to ensure that there wasn't duplication with MKALC meetings Proposed Cllr Moss and Webb to consider the futures working group a unanimous vote taken RESOLVED to attend</p>
TC21/92	<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</p>
TC21/93	<p>RESOLVED: noted 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</p>
TC21/94	<p>RESOLVED: noted 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</p>
TC21/95	<p>RESOLVED: noted d) Enforcement Report: Update from Environmental Officer on issues in the Parish over past few months including issue of pigeons (report to follow) RESOLVED: to thank the enforcement officer for his work and to publicise to the community the Enforcement officers WhatsApp group via newsletter or social media</p>
TC21/96	<p>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 RESOLVED: noted</p>
TC21/97	<p>f) Hodge Lea Meeting Place hire: the following approved councillors were confirmed on a rota basis to be available to open and close for casual hire as well as acting as emergency contacts for casual and regular hirers. Appointed Councillors with responsibility for keyholding for casual hire are Cllrs Moss, Hussain, Khatoon and Orimongunje. Appointed Councillors as emergency contacts are Cllrs Saunders and Khan.</p>
TC21/98	<p>g) Moveable Vehicle Activated Signs (MVAS) Maintenance Contract: one year contract agreed. Data to be reported at a future meeting. RESOLVED: noted</p>
TC21/99	<p>Services – decision needed a) In Bloom update: Councillors to confirm that 'In Bloom' is a Town Council project, supported by valued volunteers Proposed by Cllr Moss that it was council project and seconded by Cllr Hussain</p>

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TC21/100	RESOLVED that In Bloom is a town council project b) Christmas Tree in the Square: Agree on tree supplier from quotations provided Proposed by Cllr Moss and seconded by Cllr Webb
TC21/101	RESOLVED to opt for Stagsden to provide, install and remove the Christmas tree unanimous vote given 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. Proposed Cllr Robertson and seconded by Cllr Faulkes RESOLVED to install the camera by the MUGA in Greenleys opposite the shops. Cllr Robertson to provide office with the exact location
TC21/102	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 RESOLVED: noted
TC21/103	Community Events and Projects: reports to note a) Flower display baskets: Winter pansies have been ordered RESOLVED: noted
TC21/104	b) MKPA: Advertised in July newsletter report to follow (Assistant Clerk to follow up) RESOLVED: noted
TC21/105	c) Bandstand Extension: Payment for the artist work will be organised via MKC RESOLVED: noted
TC21/106	d) Whiskey Barrel Train planters: Installed, planted and photoshoot on 16 th July. RESOLVED: noted
TC21/107	e) MKC Economic Recovery and Welcome Back Fund: RESOLVED: report noted
TC21/108	Forthcoming Committee Meetings: To confirm the locations of next four meetings at Hodge Lea Meeting Place. proposed by Cllr Moss and seconded by Cllr Webb RESOLVED that the next 4 meetings from HLMP
TC21/109	Staff – Non-Confidential a) SLCC Training Conference: Clerk and the Assistant are attending 13 th and 14 th October 2021 RESOLVED: noted
TC21/110	b) Recruitment update: Interviews have taken place and the Communication Administrator in post since the 16 th August RESOLVED: noted
TC21/111	c) Project and Community Engagement Officer: Interviews are scheduled for the week commencing 23 rd August RESOLVED: noted
TC21/112	d) Staff Training: Previously agreed training unable to book all provision, training to be booked in due course RESOLVED: noted
TC21/113	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. Proposed by Cllr Webb and seconded by Cllr Moss unanimous vote RESOLVED to agree to extension as above
TC21/114	f) Agree Christmas closure dates Proposed by Cllr Moss and seconded by Cllr Saunders

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TC21/115	<p>RESOLVED to agree the closure of the council services for the three days between Christmas and New Year. Cllr Saunders reminded the councillors that it was custom and practice to open for half day on Christmas eve in line with library openings</p> <p>RESOLVED for the office to provide emergency contact numbers to councillors as sent out in 2020 to be provided</p> <p>g) Enforcement Officer: Decision to agree to contacts extension due to expire September for a further six months,</p>
TC21/116	<p>Proposed by Cllr Saunders and seconded by Cllr Webb a unanimous vote was taken</p> <p>RESOLVED to extend the contract currently in place</p> <p>h) Old School work placements assistance update: Clerk to provide an update on the discussion</p> <p>A verbal update was provided by the Town Clerk on the discussion that had taken place, for a work placement which would potentially happen in April 2022.</p> <p>RESOLVED: noted</p>

There being no further business to discuss, the meeting closed at 9.16pm
The next scheduled meeting is 28th September 2021 at 7.30pm at Hodge Lea Meeting Place.

Signed as a true and accurate record.

A. C. Moss
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CHAIRMAN

28 Sept 2021
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DATE

