

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



Present: Cllrs Forbes, Hussain, Moss, Kanwar, Lewis, Robertson and Saunders  
 Attending: Andrea Vincent (Town Clerk) and one member of public

The meeting was opened at 7.30pm by the retiring Chair of the Council, Cllr Adrian Moss, who welcomed all elected councillors to the Annual Town Council meeting as well as the Town Clerk.

TC23/001	<p><b>1.Election of Chair who will also fulfil the role of Mayor</b>                  Cllr Lewis was <b>proposed</b> for the role of Mayor and Chair by Cllr Moss this was <b>seconded</b> by Cllr Saunders                  There were no other candidates.                  Vote to elect by show of hands unanimous from all Cllrs present.                  19:33 Cllr Khumbula joined the meeting</p>
TC23/002	<p><b>2.To receive the declaration of acceptance of office from the newly elected Chair</b>                  Cllr Lewis duly elected to the role of Chair and Mayor of Wolverton and Greenleys Town Council and signed her Declaration of Acceptance of Office in the presence of the Clerk, the Proper Officer.</p>
TC23/003	<p><b>3.Election of Vice Chair</b>                  Cllr Moss was <b>proposed</b> by Cllr Lewis and <b>seconded</b> by Cllr Robertson for the role of vice chair.                  Cllr Saunders was <b>proposed</b> by Cllr Hussain and <b>seconded</b> by Cllr Forbes.                  Vote to elect by show of hands 3 for Cllr Moss and 4 for Cllr Saunders with 1 abstention.                  Cllr Saunders was duly elected as vice chair</p>
TC23/004	<p><b>4.To receive the declaration of acceptance of office from the newly elected Vice Chair</b>                  Cllr Saunders 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>
TC23/005	<p><b>5.Apologies for absence: The following apologies were received:</b>                  Cllr Riaz - Health                  Cllr Bamisilie - Family matters                  Cllr Campbell - Family matters  <b>No apologies received from the following who were absent:</b>                  Cllr T Rollason                  Cllr Orimogunje</p>
TC23/006	<p><b>6.Declarations of interest in agenda items from the councillors:</b>                  None declared</p>
TC23/007	<p><b>7.To note the current ward vacancies</b> The clerk provided the following update:                  Cllrs noted that there are currently 2 vacancies in the Greenleys ward and 1 in Stacey Bushes ward</p>
TC23/008	<p><b>8.To approve the minutes of the following committee meetings:</b>  <b>Full Council Minutes</b>                  It was <b>proposed</b> by Cllr Lewis and <b>seconded</b> by Cllr Robertson to accept the minutes of the Full Council meeting held on Tuesday 25 April 2023 as a true and accurate record save for some minor amendments to be rectified.                  Vote by show of hands by Cllrs present. Unanimous. Vote carried</p>
TC23/009	<p><b>Personnel Committee Minutes</b>                  It was <b>RESOLVED</b> to present these minutes for sign off at the next Full Council meeting.</p>
TC23/010	<p><b>Finance Committee Minutes</b>                  It was <b>proposed</b> by Cllr Saunders and <b>seconded</b> by Cllr Hussain to accept the minutes of the finance committee on 17<sup>th</sup> January 2023 as a true and accurate record.                  A vote by show of hands by Cllrs present at the meeting. Unanimous. Vote carried .</p>
TC23/011	<p><b>Planning Committee Minutes</b>                  It was <b>proposed</b> by Cllr Lewis and <b>seconded</b> by Cllr Moss to accept the minutes of the planning committee on Tuesday 7<sup>th</sup> March and Tuesday 2nd May 2023 as true and accurate records.</p>

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	A vote by show of hands by Cllrs present at the meetings. Unanimous. Vote carried
TC23/012	<p><b>9. Governance Co-option:</b> <i>To consider Matthew Bennett for co-option to Greenleys Ward</i> It was <b>proposed</b> by Cllr Lewis and <b>seconded</b> by Cllr Moss A vote was taken. For 8, Abstain 0, Against 0. Vote carried It was <b>RESOLVED</b> to co-opt Matthew Bennett to Greenleys Ward <i>Cllr Bennet joined the meeting</i></p>
TC23/013	<p><b>10. Note actions and any matters arising from previous meetings:</b> The following report from the Clerk was <b>received</b> and <b>noted</b> by Cllrs.</p> <ul style="list-style-type: none"> <li>• <i>Town Council insurance was difficult to obtain in the last year, we anticipate it will be no easier this year and expect another significant rise in the premium and no room for quotes.</i></li> <li>• <i>The utility bills have, as for others, gone through the roof, we have passed on only a small amount of this extra cost to our tenants (65% increase for gas and 35% electric). Thus, the precept payer is subsidising them significantly more than in previous years.</i></li> </ul>
TC23/014	<p><b>11. Committees: Review and approve the committee arrangements including Terms of Reference (ToR) for committees:</b> <b>a. Planning Committee:</b> It was <b>RESOLVED</b> to approve and adopt the ToR for the Planning Committee.</p>
TC23/015	<p><b>b. Personnel Committee:</b> It was <b>RESOLVED</b> to approve and adopt the ToR for the Personnel Committee.</p>
TC23/016	<p><b>c. Finance Committee:</b> It was <b>RESOLVED</b> to approve and adopt the ToR for the Finance Committee.</p>
TC23/017	<p><b>To elect Members to Committees:</b> (Proposer and seconder required for all nominations) <b>a. Planning Committee</b> (6 members) It was <b>proposed</b> by Cllr Moss, and <b>seconded</b> by Cllr Lewis, A vote by show of hands by Cllrs present at the meeting. 1 abstention. Vote carried It was <b>RESOLVED</b> to elect the following members to the planning committee: Cllrs Moss, Lewis, Robertson and Saunders</p>
TC23/018	<p><b>b. Personnel Committee</b> (5 members) It was <b>proposed</b> by Cllr Lewis, and <b>seconded</b> by Cllr Robertson, A vote by show of hands by Cllrs present at the meeting. 1 abstention. Vote carried It was <b>RESOLVED</b> to elect the following members to the Personnel Committee: Cllrs Khumbula, Saunders, Kanwar, Robertson and Forbes</p>
TC23/019	<p><b>c. Finance Committee</b> (6 Members) It was <b>proposed</b> by Cllr Hussain, and <b>seconded</b> by Cllr Saunders, A vote by show of hands by Cllrs present at the meeting. 1 abstention. Vote carried It was <b>RESOLVED</b> to elect the following members to the Finance Committee: Cllrs Saunders, Hussain, Kanwar, Lewis and Moss</p>
TC23/020	<p><b>12. Policies: To review and approve the following:</b> <b>a. Scheme of Delegation:</b> It was <b>proposed</b> by Cllr Moss <b>seconded</b> by Cllr Lewis. A vote by show of hands by Cllrs present at the meeting. 1 abstention. Vote carried</p>
TC23/021	<p><b>b. Standing Orders: Proposed:</b> Cllr Moss <b>seconded</b> by Cllr Forbes. A vote by show of hands by Cllrs present at the meeting. 5 in favour, one against and 2 abstentions. Vote carried</p>
TC23/022	<p><b>c. Council Code of Conduct:</b> It was <b>proposed:</b> Cllr Moss and <b>seconded</b> by Cllr Lewis. A vote by show of hands by Cllrs present at the meeting. 7 in favour, 1 abstention. Vote carried</p>
TC23/023	<p><b>d. Financial Regulations:</b> it was <b>proposed</b> by Cllr Saunders and <b>seconded</b> by Cllr Hussain. A vote by show of hands by Cllrs present at the meeting. 7 in favour, 1 abstention. Vote carried</p>
TC23/024	<p><b>e. To Review and Adopt the Risk Register for 22/23</b> It was <b>proposed</b> by Cllr Lewis and <b>seconded</b> by Cllr Robertson. A vote by show of hands by Cllrs present at the meeting. 7 in favour, 1 abstention. Vote carried</p>
TC23/025	<p><b>f. Inventory of land and council assets.</b> It was <b>RESOLVED</b> to defer to a later meeting</p>

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TC23/026	<p><b>g. To review and adopt the Council's complaints procedure:</b> It was <b>RESOLVED</b> to accept with no changes proposed</p> <p><b>h. 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> It was <b>RESOLVED</b> to accept with no changes proposed</p> <p><b>i. To review the Council's policy for dealing with the press and media:</b> It was <b>RESOLVED</b> to accept with no changes proposed</p>
TC23/027	
TC23/028	
TC23/029	<p><b>13. Appoint Members to Outside Bodies:</b></p> <p>a) <b>Milton Keynes Association of Local Councils</b> It was <b>RESOLVED</b> to appoint the following members: Cllr Moss</p>
TC23/030	<p>b) <b>Parishes Forum</b> It was <b>RESOLVED</b> to appoint the following members: Cllrs Saunders and Lewis</p>
TC23/031	<p>c) <b>Future Wolverton</b> It was <b>RESOLVED</b> to appoint the following member: Cllr Kanwar</p>
TC23/032	<p>d) <b>Pools Trust</b> It was <b>RESOLVED</b> to appoint the following members: Cllr Hussain</p>
TC23/033	<p>e) <b>MK Canalside Forum</b> It was <b>RESOLVED</b> to appoint the following members: Cllrs Saunders and Moss</p>
TC23/034	<p><b>14. Appoint to Working Groups: To appoint members for the following Working Groups</b></p> <p>a) <b>Twinning Working Group.</b> It was <b>RESOLVED</b> to appoint the following members: Cllr Saunders and Moss</p>
TC23/035	<p>b) <b>Agora Re-development Group</b> It was <b>RESOLVED</b> to appoint the following members: Cllrs Saunders and Moss</p>
TC23/036	<p>c) <b>Traffic and Parking Working Group</b> It was <b>RESOLVED</b> to appoint the following members: Cllr Robertson</p>
TC23/037	<p>d) <b>The Gables Working Group</b> It was <b>RESOLVED</b> to appoint the following members: Cllr Saunders</p>
TC23/038	<p><b>15. Finance: For new finance year 2023/2024 (decisions to be made)</b></p> <p>a. <b>Appoint an Internal Auditor 2023/2024</b> It was <b>proposed</b> by Cllr Lewis and <b>seconded</b> by Cllr Moss to follow the clerk's recommendation and to use Haines Watts</p>
TC23/039	<p>b. <b>Confirm members and the date to conduct the Internal Systems Review</b> It was <b>proposed</b> by Cllr Lewis and <b>seconded</b> by Cllr Moss. A vote by show of hands by Cllrs present at the meeting. 1 abstention. Vote carried It was <b>RESOLVED</b> to agree to attend the office to undertake a systems review date to be confirmed.</p>
TC23/040	<p>c. <b>Approve subscriptions and licences for the year</b> It was <b>proposed</b> by Cllr Lewis and <b>seconded</b> by Cllr Robertson to approve subscriptions and license for the year. A vote by show of hands by Cllrs present at the meeting. 1 abstention. Vote carried</p>
TC23/041	<p>d. <b>Approve Direct Debits and Standing Orders for the year</b> It was <b>proposed</b> by Cllr Lewis and <b>seconded</b> by Cllr Robertson A vote by show of hands by Cllrs present at the meeting. 1 abstention. Vote carried</p>
TC23/042	<p>e. <b>To note payments over £500</b> It was <b>RESOLVED</b> to <b>note</b> the payment over £500,</p>
TC23/043	<p>f. <b>Cllrs noted</b> that the March accounts had been finalised and sent to the Internal Auditor for presentation at Full Council Meeting on 30th May 2023</p>
TC23/044	<p><b>16. Council Meetings: (decisions to be made)</b></p> <p>a. <b>To agree to amend the timing for all future council meetings from 7.30pm to 7pm</b> <b>DEFERRED</b> It was <b>proposed</b> by Cllr Moss and <b>seconded</b> by Cllr Saunders A vote by show of hands by Cllrs present at the meeting. 1 abstention. Vote carried</p>

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**TC23/045** It was **RESOLVED** to defer this item until further clarification was provided to the clerk from MKCC

There being no further business to discuss, the meeting closed at ???pm.

Next meeting is to be held on Tuesday ?? May 2024

Accepted as a true and accurate copy

A handwritten signature in cursive script, appearing to read 'B. ...', written over a dotted line.

CHAIR

A handwritten date '27/6/23' written in cursive script, positioned above a dotted line.

DATE