

Minutes of the Full Council Meeting 28th November 2023

Councillors Present: Campbell, Hussain, Kanwar, Lewis (chair) Moss, Qureshi, Riaz, Roberston, Orimongunje and Saunders (vice-chair)
Andrea Vincent (Town Clerk), Mandy Shipp (Assistant Clerk)

1. a. Public Question time

Email from member of the public regarding speed limits within Old Wolverton **TC23/240a** It was **RESOLVED** to write to Highways & Ward Councillors concerning the issues raised.

The Chair provided a brief introduction and welcomed everyone to the meeting requesting that the housekeeping rules were observed.

1. Apologies for absence:

It was **proposed** by Cllr Moss and **seconded** by Cllr Lewis
A vote by show of hands was taken by those in attendance. Unanimous. Vote carried.
It was **RESOLVED** to approve the apologies for absence from the following:
Cllr Bennett
Cllr Forbes
Cllr Khumbula
TC23/240

2. Declarations of Interest:

To receive Councillor declarations of interest on any matter on the agenda: 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.
None declared.**TC23/241**

3. Approval of the Minutes of the following meeting Full Council meeting held on 24th October 2023

A vote by show of hands was taken by those in attendance. 1 abstention. Vote carried.
It was **RESOLVED** to accept the minutes of the meeting held on 24th October 2023, save for adding Cllr Campbell as an attendee. **TC23/242**

4. Governance (Decision) Risk Register: To approve the amended policy.

It was **proposed** by Cllr Moss and **seconded** by Cllr Campbell.
A vote by show of hands was taken by those in attendance. 1 abstention. Vote carried.
It was **RESOLVED** to approve this policy with adjustments made to the columns width to make it easier to read. **TC23/243**

5. Governance (note)

- a. **Civility and Respect Pledge:** To inform council of any training attended by councillors as part of the agreed pledge.
It was **noted** that Cllr Moss had attended the white ribbon training online **TC23/244**

- b. **Committee and Working Groups updates:** To receive and note any reports from councillors and officer staff on internal and external meetings attended. It was **noted** that Cllr Moss and the Assistant clerk had attended the planning conference held in MK. **TC23/245**

2. Finance (to note)

- a. **Budget Consultation 2024/25:** It was **noted** that there have been four responses received so far in response to the newsletter, WGTC expect more once the newsletter is distributed. **TC23/246**
- b. **Online Banking:** To receive an update from Cllr Bamisilie, Campbell and Lewis to arrange a time to receive training on accessing the system. It was **RESOLVED** that Cllrs Campbell and Lewis would attend training on the system at the same time and would arrange directly with the Finance officer. **TC23/247**

6. Town Council Assets:

- a. **Town Hall:** To note that officer staff have sought quotations for the reroof of the Town Hall and as delegated have chosen option A and opted for Spanish rather than Welsh slate. We are assured that the longevity of the Spanish slate is on a par with the Welsh slate but significantly cheaper. It was **RESOLVED** for the Assistant Clerk to follow up quotation A's details which were less detailed than quotes b and c for the detail of the works to be undertaken and any differences. **TC23/248**
- b. **Stacey Bushes Meeting Place:** It was **noted** that officers have engaged the appropriate contractors to look at the internal works as a community space and have a second draft, *"which feels better and more practical. The garden area immediately outside the current office will be fenced off and have the two large green container sheds placed where currently the nursery summer house is. This will provide storage for the public area of the building, chairs tables and religious groups paraphernalia. The nursery will have a larger space, allowing for the growing demographic in Stacey Bushes also allowing the nursery furniture to remain in place during term time weeks"*. It was **RESOLVED** to liaise with the contractor to see if more storage space could be made available so that the space allocated to the nursery was better utilised during school holidays. **TC23/249**
- c. **HLMP:** It was **noted** that WGTC have successfully been awarded a defibrillator by the British Heart Foundation and this will be installed in due course. The Town Council to provide CPR training as part of this award. Cllrs provided their thanks **TC23/250**.
- d. **Field Lane, Greenleys:** the following update was **received** and **noted**. *"The specifications with sound proofing for the caretaker's room and the lighting etc has been checked over by our Quantity Surveyor and it is now all going into the sec 106 agreement and planning so work can hopefully start early next year. Bellway have been most helpful"* **TC23/251**.
- e. **Millmead Hall, Wolverton:** the following update was **received** and **noted**. *"The surveyor's report has come back with a number of urgent matters which will be addressed by Milton Keynes City Council. Once they have been addressed, we can look at it again. It would be a good asset to have for Wolverton with parking"* **TC23/252**

7. Community (decision)

- a. **Fireworks:** An update was **received**, and it was **noted**, that all the costs have been recovered from the contractors engaged for the event 2023. All stall holder pitch fees had also been reimbursed **TC23/253**.
- b. **Silent Fireworks:** To consider a proposal from Cllr Moss on behalf of a local resident for future silent fireworks
A discussion took place on the proposal and the event going forwards.
It was **proposed** by Cllr Lewis and **seconded** by Cllr Campbell
A vote by show of hands was taken by those in attendance. 1 against. Vote carried.
It was **RESOLVED** not to pursue the proposal of the silent fireworks, but for officers to explore different locations and to carry on with the traditional annual community event.
TC23/254

8. **Community (note)**

- a. **Mayor:** Cllrs **noted** the forthcoming and past events attended by the mayor.
Cllrs were encouraged to attend town council events. Cllr Campbell and Orimogunje agreed to be in attendance at the civic service. **TC23/255**
- b. **Bus Routes:** To note the update from MKCC that is exulting us all to use the buses more and have quite openly said if we don't use them, we will lose them. It was **noted** that Cllr Hussain had asked for clarification on this situation, but nothing was forthcoming. **TC23/256**
- c. **Community Events and Projects update:** The following update from the CEPO. was **received** and **noted**.

"Youth Provision

Gymnastics – LEAP feedback forms have been completed by attendees and CEPO has submitted these along with evaluation form back to the funders

WGTC Youth Council – Houses of Parliament Visit went ahead on 15th November, with 7 members of the Youth Council attending. CEPO has gone through to find out the number of active members which currently stands at 7 members (plus 1 applicant to follow up). Youth Council have agreed to provide a write up of the visit for the next magazine and write a "Thank You" letter to Ben Everitt MP.

Afternoon Tea/Lunch Club at Stacey Bushes

The volunteers who run the lunch club at Hodge Lea are available to start a similar session at Stacey Bushes from January. This would run from 3:30pm and the agreed day of the week currently is a Monday. CEPO, Town Clerk and Finance Officer are working out the budget for this. CEPO is in contact with Places for People and "Multiply" (courses which are supported by the levelling up fund), which could run at Stacey Bushes during the time when the lunch club is on

Christmas events: "Switch On" 1st December 2023

This has now been extended to a 5:00pm – 8:00pm (with the switch on at 6:00pm) event and advertisement has been updated to reflect this

There will be two food stalls, two craft stalls and "The Shop" will also have a stall on The Square as well. Youth Council will have a stall serving drinks and promoting what they do
Two schools will be singing, as well as Sing Space Choir. The Bossa Boyz (Jazz) will be performing. Santa will be visiting, and Tesco have provided a small donation towards gifts which Santa can give to the children £20.

Christmas Bauble Competition

12 business are kindly taking part in the Christmas Bauble Competition, and some have donated prizes. Anyone can pick up a competition form from the Town Hall or download one. Find the numbers on the baubles displayed in each of the businesses.

This runs from 24/11/23 until 11/12/23.

Civic Carol Service 7th December 2023

Background: One hour of Christmas carols, readings & prayers. All welcome.

Three schools have selected their songs and readings for the evening and Youth Council will do two readings.

Each School has agreed to produce artwork which will be on display at the church for two weeks (including this event) CEPO will collect the artwork on 30th November and begin installing at the beginning of December.

The CEPO would like to invite all councillors to attend our civic carol service on Thursday 7th December at St George the Martyr. This event will start from 5pm until 6pm”.

TC23/257

9. Services: CCTV update: The latest update was **received** and **noted**,

It was **RESOLVED** for Cllrs to email the Assistant Clerk with proposals for new location of camera 2

Cllrs were also reminded of the Police Community Forum meeting being held on the 11th December at KCC from 6pm and to encourage residents to attend. **TC23/258**

10. Christmas Closure (decision): To note that the

It was **proposed** by Cllr Lewis and **seconded** by Cllr Hussain

It was **RESOLVED** that the council office would close at midday on Friday 22nd December and then reopen on Tuesday 2nd January 2024 and the Assistant Clerk to provide to the Cllrs with a list of emergency contacts during this period. **TC23/259**

There being no further business to discuss the Chair closed the meeting at 20:17

The next scheduled meeting is due to be held on 19th December 2023 at the Town Hall Wolverton.

Signed as a true and accurate record.

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Chair

Minutes of the Full Council Meeting 19th December 2023

Councillors Present: Bennett, Forbes, Lewis (chair) Moss, and Saunders (vice-chair)
Mandy Shipp (Assistant Clerk)

The Chair opened the meeting at 19:30 and noted the following:

3. Apologies for absence:

The following apologies were received prior to the meeting

Cllr Robertson - Work commitment

Cllr Hussain - Work commitment

Cllr Campbell – illness

Cllr Riaz – illness

Cllr Kanwar - illness

Cllr Qureshi – Family illness

The following were absent no apologies received:

Cllr Bamisilie

Cllr Khumbula

Cllr Orimongunje

TC23/260

Due to there being insufficient Cllrs in attendance no further business could be discussed as the meeting was not quorate the Chair closed the meeting at 19:31

The next scheduled meeting is due to be held on 23rd January 2024 at Stacey Bushes Meeting Place.

Signed as a true and accurate record.

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Chair

GENERAL PRIVACY NOTICE

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Wolverton & Greenleys Town Council which is the data controller for your data.

Other data controllers the council works with:

- e.g. other data controllers, such as local authorities
- Community groups
- Charities
- Other not-for-profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller. A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status,

nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;

- Where you pay for activities such as use of a council venue, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data and data concerning sexual life or orientation.

How we use sensitive personal data

We may process sensitive personal data including, as appropriate:

- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.

- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook or Twitter);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing also includes the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the

council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with hiring of venues, or the acceptance of an allotment tenancy. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, the commercial provider of our website and accounting software;
- On occasion, other local authorities or not-for-profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC (HM Revenue and Customs) audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example three years for personal injury claims or six years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data. When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- The right to access personal data we hold on you
 - At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- The right to correct and update the personal data we hold on you
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- The right to have your personal data erased
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request we will confirm whether the personal data has been deleted or the reason it cannot be deleted (for example because we need it to comply with a legal obligation).
- The right to object to processing of your personal data or to restrict it to certain purposes only
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- The right to data portability
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- The right to lodge a complaint with the Information Commissioner's Office
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in the community magazine) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on the Town Council website: www.wolvertonandgreenleystowncouncil.gov.uk This Notice was last updated in December 2023.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Town Clerk, Wolverton and Greenleys Town Council, Town Hall, Creed Street, Wolverton, Buckinghamshire, MK12 5LY.

Tel: 01908 326800

Email: office@wolvertonandgreenleystowncouncil.gov.uk

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- **Strictly necessary cookies:** These are cookies that are required for the operation of the website. They include, for example, cookies that enable you to log into parts of the website.
- **Analytical/performance cookies:** These cookies allow us to recognise and count the number of visitors to the website and to see how they move around within the website when they are using it. This helps us to improve the way the website works, for example, by ensuring that users are finding what they are looking for easily.
- **Functionality cookies:** These are used to recognise you when you return to the website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).
- **Targeting cookies:** These cookies record your visit to the website, the pages you have visited and the links you have followed. We may share this information with third parties (see our Privacy Policy for more information on how we use information we collect from you).

Category	Cookie Name	Purpose
Necessary Cookies	PHPSESSID	Necessary cookies enable core functionality. The website cannot function properly without these cookies and can only be disabled by changing your browser preferences.
Necessary Cookies	cookiesAccepted	Necessary cookies enable core functionality. The website cannot function properly without these cookies and can only be disabled by changing your browser preferences.
Necessary Cookies	close_site_notice	Necessary cookies enable core functionality. The website cannot function properly without these cookies and can only be disabled by changing your browser preferences.
Necessary Cookies	cookiesAcceptedGoogle	Necessary cookies enable core functionality. The website cannot function properly without these cookies and can only be disabled by changing your browser preferences.
Analytical cookies	'_ga'	Used to see how our website users navigate the
'_gat_UA-59974213-1'	site	
	'_gid'	
	'_ga_FLG9RCJ4M2'	
Google	'NID'	Used by Google for delivering Google Maps on the website

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- Google Chrome: <https://support.google.com/chrome/answer/95647?hl=en>
- Firefox <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>
- Internet Explorer: [http://windows.microsoft.com/en-GB/windows-vista/Block or-allow-cookies](http://windows.microsoft.com/en-GB/windows-vista/Block-or-allow-cookies) –
- Safari: <http://help.apple.com/safari/mac/8.0/#/sfri11471>

Wolverton and Greenleys Town Council Accessibility Statement

Accessibility statement for www.wolvertonandgreenleystowncouncil.gov.uk

This website is run by Wolverton and Greenleys Town Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts using browser or device settings
- zoom in up to 400% without the text spilling off the screen
- navigate most of the website using a keyboard or speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

AbilityNet has advice on making your device easier to use if you have a disability.

How accessible this website is

We know some content uploaded to this website is not fully accessible:

- you cannot modify the line height or spacing of text
- most older PDF documents are not fully accessible to screen reader software
- you cannot skip to the main content when using a screen reader
- there's a limit to how far you can magnify the map on our 'Contact Us' page, which is provided by a third party (Google)

What to do if you cannot access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- Email: office@wolvertonandgreenleystowncouncil.gov.uk
- Telephone: 01908 326800
- Write to us or visit us at: Wolverton and Greenleys Town Council, Town Hall, Creed Street, Wolverton, Buckinghamshire, MK12 5LY

We'll consider your request and get back to you in 10 working days.

If you cannot view the map on our 'Contact Us' page, call or email us on:

office@wolvertonandgreenleystowncouncil.gov.uk for directions.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact:

Town Clerk
Wolverton and Greenleys Town Council
Town Hall
Creed Street

Wolverton
Buckinghamshire
M1K2 5LY
Email: office@wolvertonandgreenleystowncouncil.gov.uk
Telephone: 01908 326800

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

Contacting us by phone or visiting us in person

Find out how to contact us at www.wolvertonandgreenleystowncouncil.gov.uk

Technical information about this website's accessibility

Wolverton and Greenleys Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Compliance Status

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.2](#) AA standard, due to the non-compliances and exemptions listed below.

Non-accessible and non-compliant content

The content listed below is non-accessible and non-compliant.

- Older PDF files such as Meeting Minutes and Agendas published before 23 September 2018.
- Maps displayed by Google Maps - we don't control how Google Maps displays information, but where possible we provide addresses within the web page's text (via HTML). When Google makes their map output accessible, we will update our technology accordingly.

Disproportionate burden

Navigation and accessing information

It's not always possible to change the device orientation from horizontal to vertical without making it more difficult to view the content.

It's not possible for users to change text size without some of the content overlapping.

[Interactive Maps](#)

Maps displayed by Google Maps - we don't control how Google Maps displays information, but where possible we provide addresses within the web page's text (via HTML). When Google makes their map output accessible, we will update our technology accordingly.

[Content that's not within the scope of the accessibility regulations](#)

[PDFs and other documents](#)

Not all documents on this website are created by us. Some documents and content may be created by third parties or using third party software. Where this is the case we will endeavour, on request, to obtain an accessible copy from the original source or to convey the information contained in the document in an accessible way.

Many of our older PDFs and Word documents do not meet accessibility standards – for example, they may not be structured so they're accessible to a screen reader. The accessibility regulations do not require us to fix PDFs or other documents published before 23 September 2018 if they're not essential to providing our services.

Any new PDFs or Word documents created by us will meet accessibility standards.

[How we tested this website](#)

This website was last tested in January 2024. Tests were carried out by both internal systems and our website provider, Aubergine 262. The most viewed pages were tested using automated testing tools by our website team. A further audit of the website was carried out to the WCAG 2.2 AA standard.

[What we're doing to improve accessibility](#)

We will provide staff training to ensure that all new content added meets accessibility criteria.

We also run reports to identify and address accessibility issues.

This statement was prepared on 12 December 2023. It was last reviewed on 16 January 2024.

Wolverton and Greenleys Town Council Accessible Documents Policy

This policy explains how accessible the documents Wolverton and Greenleys Town Council published on www.wolvertonandgreenleystowncouncil.gov.uk are. It covers PDFs, spreadsheets, presentations and other types of documents.

Using our documents

Wolverton and Greenleys Town Council publishes documents in a range of formats, including Word documents, Excel spreadsheets and PDF documents.

We want as many people as possible to be able to use those documents. For example, when we produce a document, we make sure to:

- provide an HTML option where possible
- tag headings and other parts of the document properly, so screen readers can understand the page structure
- make sure we include alt text alongside non-decorative images, so people who cannot see them understand what they're there for
- avoid using tables, except when we're presenting data
- write in plain English

How accessible our documents are

New documents we publish and documents you need to download or fill in to access one of the services we provide should be fully accessible.

However, we know that some of our older documents (published before 23 September 2018) are not accessible. For example, some of them:

- are just photocopies and are not marked up in a way that allows screen reader users to understand them
- are not tagged up properly – for example, they do not contain proper headings
- are not written in plain English

This mostly applies to our transparency documents, financial reports, meeting agendas, reports and minutes, annual reports, policies and publications. These types of documents are exempt from the regulations, so we do not currently have any plans to make them accessible. But if you need to access information in one of these document types, you can contact us and ask for an alternative format.

What to do if you cannot use one of our documents

If you need a document we've published in a different format:

- Email: office@wolvertonandgreenleystowncouncil.gov.uk
- Telephone: 01908 326800
- Visit or write to us: Wolverton and Greenleys Town Council, Town Hall, Wolverton, Buckinghamshire, MK12 5LY.

We'll consider the request and get back to you in 10 days.

Reporting accessibility problems with one of our documents

We're always looking to improve the accessibility of our documents. If you find any problems not listed on this page or you think we're not meeting accessibility requirements, contact:

Town Clerk
Wolverton and Greenleys Town Council
Town Hall
Creed Street
Wolverton
Buckinghamshire
MK12 5LY

Telephone: 01908 326800

Email: office@wolvertonandgreenleystowncouncil.gov.uk

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

Technical information about the accessibility of our documents

Wolverton and Greenleys Town Council is committed to making our documents accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.2](#) AA standard, due to the non-compliances and exemptions listed below.

Non-accessible content

The content listed below is non-accessible

- Older PDF files such as Meeting Minutes and Agendas published before 23 September 2018.
- Content produced by third parties or using third party software.

Content that's not within the scope of the accessibility regulations

Not all documents on this website are created by us. Some documents and content may be created by third parties or using third party software. Where this is the case we will endeavour, on request, to obtain an accessible copy from the original source or to convey the information contained in the document in an accessible way.

Many of our older PDFs and Word documents do not meet accessibility standards – for example, they may not be structured so they're accessible to a screen reader. The accessibility regulations do not require us to fix PDFs or other documents published before

23 September 2018 if they're not essential to providing our services. For example, we do not plan to fix meeting agendas or minutes for meetings which were published prior to 23 September 2018.

Some of our PDFs and Word documents are essential to providing our services. For example, we have PDFs with information on how users can access our services, and forms published as Word documents. Any new PDFs or Word documents created by us will meet accessibility standards.

[How we tested our documents](#)

We last tested a sample of our documents in January 2024. The test was carried out by Wolverton and Greenleys Town Council.

We tested:

- a meeting agenda
- a financial report

[What we're doing to improve accessibility](#)

All new staff undergo training to ensure that new documents we produce and publish meet accessibility guidelines.

We will also run reports to identify and address any accessibility issues.

This statement was prepared on 12 December 2023. It was last reviewed on 16 January 2024.

SLCC Practitioners' Conference 2024

NB. note that the Clerk and Assistant Clerk will be attending this event

This item was deferred from 19th December and permission sought from the chair due to time constraints - approved

Background

The Clerk and the Assistant Clerk were unable to attend the annual SLCC conference in October 2023 due to work pressure and new staff members.

Proposal

The request is for up to two officers and a councillor if they so wish to attend. The costs are set out below and would be taken from the training budget

The details

The 2024 conference will take place over two days, **Wednesday 31 January and Thursday 1 February 2024** and will feature a blend of workshops with direct practical relevance to parish, town and community councils. The practitioners conference is designed by clerks for **clerks and their councillors**;

- Identify key characteristics of generation Z to recruit, retain and motivate in the workplace
- Respond swiftly and effectively to unforeseen incidents, crucial for every council
- Utilise AI to make your working day a whole lot easier!
- Discover top tips to engaging and retaining your volunteers
- Make easy steps towards environmental action planning
- Gain hints and tips for successful procurement projects
- Explore the tools to reprogramme your neuropathways to avoid burnout
- Learn how to deliver on your climate change targets
- How to effectively investigate disciplinary and grievance issues
- Make a compelling business case to secure funding for your council
- Explore the intricate landscape of employment, from pay rates to understanding holiday entitlement
- And more!

Item 5 g WGTC New Website

Our Comms admin officer Hannah has been working hard building and updating the brand new website supplied by Aubergine, this has been a lengthy process as we have tried to get it to be right and accessible for all!

We anticipate that brand new website will launch on the 26th January following any feedback that you may have.

Item 6 c

Allotment Ridings cutting

Three quotes have been sought, two have been provided thus far, contractor A is current and have provided service the town council with a good level of service

Contractor A	Contractor B	Contractor C
6 cuts per annum £831.60 per annum £138.60 per cut Current	6 cuts per annum £780 per annum monthly cuts of £130 Additional mows £130	Not quoted
Proposed to increase to £150 per cut 8.2% increase		

Item 6d Finance Decision - Dog Bin Proposal Wolverton Mill

Current

We have had complaints of increased dog litter which has been reported on balancing lakes at Wolverton Mill specifically Warren park Industrial estate.

There has been a development of 100 homes alongside those on Wolverton Mill development which means that there is increase of people using the nearby fields to walk their dogs.

A member of public had initially reported and having checked the dog bin stats, contractually we are in a position to reduce one of the empties within the parish and install a bin there, but as advised this was reliant on the following:

- Whose land ownership it falls under i.e. Parks Trust or MKCC
- If the landowners will allow us to site
- Where we can site it
- What the costs of siting it is (MKCC won't allow us to install on a lamppost they are currently charging us £600.00 for posts!)
- Whether our contractor can access the area to retrieve the bin via transport

To date I have heard nothing back about the location to be sited at, but I was contacted by the Parks trust to look at a situation that they say they are facing, they are disposing of around 50 bags each week, they are requesting the bin be placed near the gate (see attached pic), as they believe much of the waste is coming from Galley Hill.

I have contacted SSTC to check whether Galley hill come under SSTC and if so would they consider putting a dog bin there, as the issues that we had been notified off by public are more towards wolverton house side,

We have a contract in place for 71 bin empties per week £14,768 per annum

I have also spoken to the site and their preference is to collect from the north side of the balancing lake (nearest to Stratford road)

Proposal

As the site further develops we need to consider if we wish to increase contractual costs for a further 2 bins around the parish specifically at Wolverton Mill

If we were to increase to an additional two empties per week the costs would increase to £15184. An additional £416 this would have minimal impact on the precept

Decisions for Councillors

Item 6e Twinning update

The trip to Ploegsteert Belgium will take place from 14 – 16th June 2024

The first working group meeting is scheduled for January 2024.

Proposal

The cost of the coach travel and two nights stay is working out as approximately £210 for those staying in a single room and £160 for those staying in a double/twin, per person. This includes breakfast. Please note that this does not include excursions and other costs.

There is a £3000 budget for twinning and an additional £500 EMR for “Youth Twinning” in our budget.

1. The CEPO suggests using the £500 EMR to subsidise the cadets travel (of which there are 15 plus 4 adults who have expressed an interest so far).

In addition,

2. the CEPO suggests using £500 of the £3000 twinning budget to subsidise other members of the trip. If councillors agree to this, please could councillors decide who this subsidises i.e. other youth members, members of the Youth Council, the Wolverton Town Band and/or members of the public wishing to join.

Item 10A

To note:

Youth Provision

- It has been agreed with Bar Bar, that the Lounge provision will move to the Wolverton Working Men's Social Club and the first session will take place on Thursday 29th February. CEPO submitted a funding application with Lottery Fund to keep the provision going beyond April 2024 and to also fund a six month trial at Hodge Lea. Awaiting outcome of the application.
- Boxing Clever contacted CEPO to cancel the senior boxing session as their funding did not materialise to keep this session running. CEPO has confirmed with Boxing Clever that there is enough funding from the council to keep both junior and senior sessions running for 12 months (utilising the £10K TVP grant). Boxing Clever will work with us to provide a discounted cost for us for the senior session though as the instructor is staying on in the same venue anyway, after the junior one. Ben Everitt MP is scheduled to visit the junior boxing session on Thursday 29th February.
- U Do It Dance are interested in starting street dance sessions with us at Stacey Bushes. This is in replacement of the gymnastics sessions which finished.
- The Youth Council will be supporting a "pancake day" on 23rd February at Christian Foundation from 11:30 – 2:00pm. Pancakes for sale (plus we are hoping the café will be open). Youth Council agreed that 50% of profit will go to a charity of their choosing and the other 50% will go into their pot. Please come along if you are interested.

Church Street Open Reach Art Project

Open Reach has granted permission for us to apply art/paint three green boxes along Church Street. The Youth Council would like to support this project with an artist and schools. CEPO will source funding for this.

Afternoon Tea/Lunch Club at Stacey Bushes

- The first afternoon tea club (warm hub) took place on Monday 15th January and approximately 15 people attended.

Clerks Report

Report to Full Council 23rd January 2024

Please note that this meeting is at Stacey Bushes Meeting Place!!!

Item 4a Local Award Scheme

This is an opportunity to showcase what you do.

Committees and working Groups

ASB follow up??

Governance 5f

Cllrs to get pictures taken plus group photo for elections. Website address to remain confidential until go live.

Item 7d. Field Lane Greenleys

Our solicitor has been working on our behalf to ensure that the agreement for the handover was fit for purpose. The initial agreement sent through had a deadline for the 1st of December to be signed, however we were unhappy with this as it effectively meant that WGTC would accept the building in the condition and state that they constructed it and will have no control or input in the process. We were under pressure to sign this but, and due to these concerns I have worked with our solicitor to add in extra provisions to ensure that WGTC have the right to inspect the workmanship and give a list of any snagging items and any works of rectification required and the agreement is fit for purpose along with NHBC guarantees.

9 Millmead Hall

Cllrs are advised to take on this asset as part of the CAT, this will be approved subject to all paperwork being received/provided as set out in the surveyor's report. To ensure that all remedials have been undertaken.

Officer to look at the COF funding in 2024 to work on internals

10c Agora Re-Generation Update

Latest update is that the developer working with MKC is still working with Wilmott Dixon on the finer details of the build and pricing these should be sent to MKCC for formal approval next year and it is anticipated that the works (first footing) will begin in autumn. Works will begin initially on St George's car park and the current boarded area where the Agora was. There will be phased development so once complete this side, the works will then begin on the car park.

I have asked about access routes down to Church Street and the need for this to be accessible and this is under discussion.

I have also asked about adopting Radcliffe Street as am concerned about public access rights on this, I am advised that this will not be impacted and that MKCC have declined to adopt the highway. I will ask for a further report from MKCC highways to explain this further and if we are able to do anything from this side.