

Friday 26th April 2024

To: All members of Woughton Community Council

Cllrs Sue Smith (Chair), Eamonn Bobey, Janette Bobey, Tony Coughlan, Margaret Ferguson, Michael Ferguson, Donna Fuller, Penny Glasgow, Michael Holland, Luke Louis, Charmain Marsh, Ruth McMillan, D'Anne Mordecai, Deanna Mordecai, April Rennie, Nick Scott, Liz Simpkins, Lorna Webb, Alan Williamson

NOTICE OF ANNUAL MEETING

You are hereby summoned to attend the Annual Meeting of Council to be held on Monday 7th **May 2024** commencing at **6:30pm** at the **Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG**, when the business set out in the following agenda will be transacted.

Members of the public can attend in person, submit questions in advance and or watch live via www.facebook.com/woughtoncc.

Steve McNay
Council Manager

Please ensure that your mobile phone and other electronic equipment is switched to silent or is switched off completely during the meeting

The Calendar of Meetings can be accessed at:

<https://www.woughtoncommunitycouncil.gov.uk/council-meeting-calendar/>

AGENDA

FC 74/24 Election of Chair for the Council year 2024/2025.

FC 75/24 To receive the Chair's Declaration of Acceptance of Office.

FC 76/24 Election of Vice Chair for the Council year 2024/2025.

FC 77/24 To receive the Vice-Chair's Declaration of Acceptance of Office.

FC 78/24 Apologies for Absence:

To receive and record apologies from members.

FC 79/24 Declaration of interests:

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

FC 80/24 Minutes of previous meeting:

To receive and approve as a correct record the minutes of the meeting held on

- Monday 29th April 2024.

(Attached)

FC 81/24 Questions from the public:

To allow questions and comments from the public (maximum of 10 minutes in total).

FC 82/24 To agree the roles for the following posts:

- a) Leader / Deputy of the Council
- b) Chairs / Vice Chairs
- c) Lead Members

(Paper attached)

FC 83/24 Election of Leader for the Council year 2024/2025.

FC 84/24 Election of Deputy Leader for the Council year 2024/2025.

FC 85/24 To approve the 2024/2025 Calendar of Meetings:

(Attached)

FC 86/24 To approve the following committee structure:

- a) Operations & Resources Committee
- b) Planning, Licencing & Development Committee
- c) Services & Communities Committee

FC 87/24 To approve Terms of Reference for the following Committees:

- a) Operations & Resources Committee
- b) Planning, Licencing & Development Committee
- c) Services & Communities Committee

(Attached)

FC 88/24 Election of Members to the Committees:

- a) Election of up to twelve (12) members to the Operations & Resources Committee
- b) Election of up to nine (9) members to the Planning, Licencing & Development Committee (one (1) representative per estate).
- c) Election of one (1) deputy with full voting and speaking rights covering each of the following Wards: Coffee Hall, Eaglestone, Netherfield and Peartree Bridge, to attend in the absence of a Planning, Licencing & Development Committee Member (up to four (4) Ward Members in total).
- d) Election of up to twelve (12) members to the Services & Communities Committee.

(Proposed Committee membership list to follow)

FC 89/24 To adjourn the Annual Meeting of Council to hold the following special Committee Meetings:

FC 90/24 Special Meeting of the Operations & Resources Committee:

- a) To elect a Chair
- b) To elect a Vice Chair

FC 91/24 Special Meeting of the Planning, Licencing & Development Committee:

- a) To elect a Chair
- b) To elect a Vice Chair

FC 92/24 Special Meeting of the Services & Communities Committee:

- a) To elect a Chair
- b) To elect a Vice Chair

FC 93/24 To reconvene the Annual Meeting of the Council:

FC 94/24 To appoint members to the following outside bodies and organisations:

Members are reminded that, should they be appointed to serve as a representative on these bodies they will be expected to report to Council, either verbally or in writing, following their attendance at meetings.

- a) Woughton Welfare Trust (1 Member)
- b) Milton Keynes Association of Local Councils (3 Members)
- c) Milton Keynes Parish Forum (2 Members)

(Proposed Outside Body Membership List to follow)

FC 95/24 Member Allowances:

It is recommended that allowances are provided in line with the agreements previously discussed, in line with the recommendations of the Independent Remuneration Panel.

(Report by the Council Manager attached)

FC 96/24 To approve the following constitutional documents and policies for 2023/2024:

- a) Standing Orders

- b) Scheme of Delegation
- c) Financial Regulations
- d) Asset register
- e) Insurance cover
- f) Risk Register and Contingency Planning
- g) Councillor Allowances and Expenses
- h) Comments, Compliments & Complaints
- i) Councillor and Officer Protocol
- j) Information
- k) Data and GDPR
- l) General Privacy Statement
- m) Freedom of Information Publication Scheme
- n) Code of Conduct
- o) Guidelines for Broadcast

(Attached)

FC 97/24 To refer the following policies to the appropriate committee and to agree that the committees have delegated powers to review, amend and approve such policies:

Operations & Resources Committee

1. Social Media
2. Health & Safety
3. Lone Working
4. Driving at Work
5. Capability and Sickness Management
6. Incident Plan
7. 1to1 Supervision and Support
8. Employment
9. Maternity, Paternity, Parental and adoption
10. Redundancy
11. Training and Development
12. Absence and leave.
13. Equal Opportunities and diversity
14. Officers Allowances and Expenses
15. Security IT
16. Volunteer Policy and Process
17. Appraisal and Review
18. Recruitment and Retention
19. Sickness
20. Disciplinary Procedures & Background
21. Banking Procedures
22. Procurement
23. Investment strategy
24. Write off and Disposal.
25. Retention and Disposal
26. Safeguarding
27. Whistleblowing
28. Grievance
29. Officer Code of Conduct

- 30. Dignity at Work Policy
- 31. Employee Handbook
- 32. Asset Register
- 33. Internal Audit Terms of Reference
- 34. Menopause

Planning, Licencing & Regeneration Committee

- 1.) Regeneration

Services & Communities Committee

- 1.) Early Years & Child Provision

FC 98/24 To approve continuing affiliation to the following bodies:

- a) National Association of Local Councils and the Buckinghamshire and Milton Keynes Association of Local Councils
- b) Milton Keynes Association of Local Council's
- c) Society of Local Council Clerks
- d) The Cooperative Councils Innovation Network

Date of next meeting:

Tuesday 28th May 2024 at 6:30pm, at the Woughton Community Council Hub, The Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

(Subject to the agreement of the 2023/2024 Calendar of Meetings).

Lead Member Roles

2024/2025

<p>Chair of the Council</p> <p>Constitutional Matters, Member and Officer Relationships, Standards. Neighbourhood Plan (in conjunction with Chair of PLaD), Regeneration (in conjunction with Chair of PLaD), Events (jointly with the Ambassador and where appropriate the Chair of the Services & Communities Committee), Full Council Agenda (jointly with the Leader of the Council), B&MKALC and MKALC Liaison.</p>
<p>Leader of the Council</p> <p>Budget, External Communications, Corporate Strategy, Income Generation, External Relations (MK Council and other organisations), Policy Development, Medium Term Financial Strategy, Full Council Agendas (jointly with the Chair of the Council).</p>
<p>Chair of the Services and Communities Committee</p> <p>Youth Services, Environmental Services, Community Services, Landscaping, Advice Service, Communities and Environment Fund. Carnival and events, Community Development, Liaison with Residents Associations and Community Groups. Community Centres.</p>
<p>Chair of the Operations and Resources Committee</p> <p>HR Policies, Appraisals, Member and Officer Training and Development, Internal Communications, Grievance, and Disciplinary Procedures, Information Technology, Capital programme, investments, financial systems and oversight, banking / payments, insurance, risk management and register, asset register.</p>
<p>Chair of the Planning, Licensing and Development Committee (PLaD)</p> <p>Neighbourhood Planning (in conjunction with Chair of Council), Regeneration and Renewal (in conjunction with Chair of Council), planning and licensing applications, public realm issues, consultation responses where related to associated issues.</p>
<p>Ambassador</p> <p>Civic Matters, Formal Representation of the Council at Civic Events and Functions. First Citizen, Events (Jointly with the Chair and where appropriate Chair of the Services Committee).</p>
<p>The Deputy Leader and Vice Chairs</p> <p>Shall deputise for the above as appropriate except for the Ambassador where the Chair of the Council shall deputise.</p>

It is recommended that these roles should be seen as guidance and, where appropriate, shared and collective responsibility for all aspects of the council rest with the councillors as a corporate body.



Woughton Community Council

Calendar of Meetings 2024/25

May-24

Tues 7th *	Annual Meeting
Mon 13th	Operations and Resources
Tues 14th *	Planning (if necessary)
Mon 20th	Services and Communities
Tues 28th *	Full Council

Dec-24

Mon 2nd	Planning, Licensing and Development
Mon 9th	Operations and Resources
Mon 16th	Services and Communities
Mon 23rd	Full Council

Jun-24

Mon 3rd	Planning, Licensing and Development
Mon 10th	Operations and Resources
Mon 17th	Services and Communities
Mon 24th	Full Council

Jan-25

Mon 6th	Planning, Licensing and Development
Mon 13th	Operations and Resources
Mon 20th	Services and Communities
Mon 27th	Full Council

Jul-24

Mon 1st	Planning, Licensing and Development
Mon 8th	Operations and Resources
Mon 15th	Services and Communities
Mon 22nd	Full Council

Feb-25

Mon 3rd	Planning, Licensing and Development
Mon 10th	Operations and Resources
Mon 17th	Services and Communities
Mon 24th	Full Council

Aug-24

NOTHING

Mar-25

Mon 3rd	Planning, Licensing and Development
Mon 10th	Operations and Resources
Mon 17th	Services and Communities
Mon 24th	Full Council

Sep-24

Mon 2nd	Planning, Licensing and Development
Mon 9th	Operations and Resources
Mon 16th	Services and Communities
Mon 23rd	Full Council

Apr-25

Mon 7th	Planning, Licensing and Development
Mon 14th	Operations and Resources
Tues 22nd *	Services and Communities
Mon 28th	Full Council

Oct-24

Mon 7th	Planning, Licensing and Development
Mon 14th	Operations and Resources
Mon 21st	Services and Communities
Mon 28th	Full Council

May-25

Tus 6th *	Annual Meeting (s)
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Nov-24

Mon 4th	Planning, Licensing and Development
Mon 11th	Operations and Resources
Mon 18th	Services and Communities
Mon 25th	Full Council

All meetings start at 6.30pm and will last no longer than 2 hours

* denotes a Tuesday meeting, due to Bank / f

Woughton Community Council

Operations and Resources Committee

Terms of Reference and Delegated Powers

1. The Operations and Resources Committee is a committee of the Full Council and shall operate within the terms of reference set by Woughton Community Council.
2. Full Council to determine the appointment of members from time to time, **with a maximum of 12 (twelve) members.**
3. The quorum shall consist of 3 (three) members.
4. The Committee may co-opt any person who is not a member or officer of Woughton Community Council **and who** shall have no voting rights. Each appointment will be reviewed at the annual meeting of Council in May.
5. That every member must attend any training session(s) that have been arranged that relates to the functions and or duties of the committee, up to six (6) months after appointment. *This includes undertaking the BMKALC Finance Training as a minimum.*
6. The Committee shall determine appropriate budget headings for the Community Council and all matters appertaining to budget consultations and will coordinate budget preparations generally, bringing final proposals to the Council at its January meeting.
7. The Committee shall monitor income and expenditure against the budget on a regular basis, shall approve virements as allowed under the financial regulations. It may recommend any review of the budget deemed necessary, and a half yearly review of the budget shall be undertaken each October.
8. The Committee shall ensure that the Council's financial procedures and systems are reviewed from ~~time to time~~ **annually (as a minimum)** and that the Council abides by all statutory requirements in relation to its accounts and finances.
9. The Committee shall recommend to the Council all financial matters it feels are appropriate including an annual review of Financial Regulations.
10. The Committee shall review the Council's relevant procedures and priorities from time to time, **including an annual review of those required in legislation or best practice**, and shall make appropriate recommendations to the Council. *This shall include, but not be limited to, Annual Risk Register, Asset Register and policies relating to Financial Regulations and oversight.*

Commented [TC1]: viewed 29 Apr 2024

11. The Committee shall undertake all issues relating to premises and equipment owned leased or rented and also any annual hire charges relating thereto.

12. Working within the Financial Regulations of the Council, the Committee shall have powers to:

- To approve and determine expenditure within budgets controlled by the committee.
- To approve training expenditure up to a maximum of £2,000 to any one body at any one time (any amounts larger than this may be recommended to Council for approval).

13. The Committee shall be empowered to take any decision not prescribed by legislation or standing orders or the financial regulations of the Council that is not within the terms of reference of any other committee.

Last review date:	May 2024
Next review date:	May 2025
Lead:	Council Manager
Overseeing Committee:	Full Council
Approved:	
Review cycle:	Annually (as part of the Annual Meeting)

Woughton Community Council

Planning Licencing and Development Committee

Terms of Reference and Delegated Powers

1. The Committee is a committee of the Full Council and shall operate within the terms of reference set by Woughton Community Council.
2. The Committee shall also be known by its shorter title of 'Planning Committee'
3. The quorum shall consist of 3 (three) members.
4. The membership will include a member from each of the residential estates of the parish, with a deputy where applicable.
5. Each estate will have one (1) vote within this committee.
6. The Committee may co-opt any person who is not a member or officer of Woughton Community Council and shall have no voting rights. Each appointment will be reviewed at the annual meeting of Council in May.
7. That every member should attend any training session(s) that have been arranged that relates to the functions and or duties of the committee, up to six (6) months after appointment. *This shall include attendance at a relevant planning training session as a minimum.*
8. The committee shall oversee all relevant planning applications, providing a response to the principle authority in line with legislation.
9. The committee shall also oversee all relevant licencing applications, providing a response to the principle authority in line with legislation.
10. The committee shall be responsible for the creation and review of a Regeneration and / or Estate Renewal Policy that determines the council's response to any proposals for regeneration and / or Estate Renewal of each grid square/residential communities.
11. The committee shall provide oversight of the Neighbourhood Plan, reviewing where appropriate, and coordinating and bringing proposals to Council where appropriate.
12. Working within the Financial Regulations of the Council, the Committee shall have powers to:
 - a. Approve and determine expenditure within budgets controlled by the committee.

Last review date:	May 2024
Next review date:	May 2025
Lead:	Council Manager
Overseeing Committee:	Full Council
Approved:	
Review cycle:	Annually (as part of the Annual Meeting)

Woughton Community Council

Services and Communities Committee

Terms of Reference and Delegated Powers

1. The Services and Communities Committee (also known as 'Services Committee') is a committee of the full council and shall operate within the terms of reference set by Woughton Community Council.
2. Full Council to determine the appointment of members from time to time.
3. The quorum shall consist of 3 (three) members.
4. **There shall be a maximum of 12 (twelve) members of the committee and should represent the 7 (seven) residential estates of the parish, with a maximum of 2 (two) voting members from any one estate.**
5. The Committee may co-opt any person who is not a member or officer of Woughton Community Council and shall have no voting rights. Each appointment shall be reviewed at the annual meeting of Council in May.
6. That every member should attend any training session(s) when necessary that have been arranged that relates to the functions and or duties of the committee, up to six (6) months after appointment.
7. The Committee shall promote, oversee, and agree policy and direction for Community Development and Engagement, Environment and Landscape, Wellbeing and Advice and Youth services, and other services that may be developed within the council.
8. The committee will liaise with all relevant external agencies (both statutory and voluntary), work with agencies and other organisations to obtain funding and / or to work in partnership on specific projects and activities that will benefit all, or part of, the community in Woughton Parish.
9. The Committee shall oversee all aspects of the councils grants programme, reviewing the application pack and policies on an annual basis and assessing and awarding grants in line with said policies.
10. The Committee shall consider all aspects relating to matters concerning the Environment, transport, highways, crime and community safety, play areas, street lighting and antisocial behaviour as it relates to the Parish, and may approve projects within this remit.

11. The Committee shall review, monitor and develop services provided by the Council that impact on the social, environmental and wellbeing of the Community.

12. The Committee may recommend budgets for its activities on an annual basis and may agree virements in accordance with Financial Regulations.

13. Working within the Financial Regulations of the Council, the Committee shall have powers to:

- To approve and determine expenditure within budgets controlled by the committee.
- To approve grant aid up to a maximum of £2,000 to any one body at any one time (any grants larger than this may be recommended to Council for approval).

Last review date:	May 2023
Next review date:	May 2025
Lead:	Council Manager
Overseeing Committee:	Full Council
Approved:	
Review cycle:	Annually (as part of the Annual Meeting)

WOUGHTON COMMUNITY COUNCIL

Full Council – Annual Meeting – 7th May 2024

Agenda Item FC 95/24

PURPOSE OF REPORT: To provide update on Members Allowances

RECOMMENDATION:

1. That the meeting note the ratified decision from Operations Committee from 12th February 2024

MAIN ISSUES AND CONSIDERATIONS:

Council is asked to note the following ratified decision from the Operations Committee from 12th February 2024, as an update for the Annual Meeting. The following is taken from the ratified minutes from the above meeting:

OC 96/24 Updated councillor allowance recommendations from the Independent Remuneration Panel:

The paper provided within the agenda pack explained that the Independent Remuneration Panel had recommended a 4.48% rise in allowances for the 2024/25 council year. Whilst the paper did not specify the amounts for Parish councils, the following was stated:

At our full Council meeting on 18 January 2023, the Council agreed an increase to the MKCC basic allowance by 4.69%. The IRP recommended that Parish / Town Councils who pay allowances should track the MKCC basic allowance, as follows:

- *Basic: Up to 10% of the MKC Basic Allowance for Quality Parish / Town Councils = £1,169 or Up to 7.5% of the MKC Basic Allowance for Non Quality Parish / Town Councils= £877*
- *Chairs: Up to 20% of the MKC Basic Allowance for Quality Parish / Town Councils= £2,338 or Up to 15% of the MKC Basic Allowance for Non Quality Parish / Town Councils= £1,753*

We are not currently registered as a ‘quality council’ (but may well become one over the coming year), so allowances for WCC elected members are £877 (with extra for Chair / Leader). Based upon the updated figures (basic MKCC allowance has increased to £12,213), 7.5% of this means a WCC basic allowance of £916.

Proposal from Cllr Sue Smith:

“That WCC agrees to the recommendations made by the Independent Remuneration Panel and increases allowances in line with these”

Seconded by Cllr April Rennie

RESOLVED BY WAY OF UNANIMOUS VOTE

AUTHOR

Steve McNay – Council Manager