

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

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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).