Central Milton Keynes Town Council

Minutes of the Annual Meeting of the Town Council held on Thursday, May 14th 2015 at Centrecom Meeting Place, Central Milton Keynes

Present:- Councillors Hilarie Bowman, Andre Brady (from item 3), Linda Inoki, Andrew Thomas, Paul Cranfield (Clerk)

Apologies:- Rebecca Kurth, Ramazan Erdogan

Members of the public:- One

Also Present:- Thomas Walker, Communications Officer & Deputy Clerk

1. **Election of Chairs**

The Clerk welcomed the councillors to the Town Council's Annual Meeting.

The Clerk sought nominations for the position of Chair. Although absent, the Clerk noted that Rebecca Kurth had indicated her willingness to stand for the position of Chair. Her nomination was seconded by Councillor Thomas. There being no other nominations, Rebecca Kurth was duly appointed as Chair.

The Clerk noted that it had not previously been the policy of the CMK Town Council to have a vice Chair, this role being taken by the Chair of Planning.

The role of treasurer is not necessary under the current guidelines, with the Clerk accepting this responsibility.

Nominations were sought for Chair of the Planning Committee. Andrew Thomas was nominated by Councillor Inoki and seconded by Councillor Bowman. There being no further nominations, Councillor Thomas was confirmed as Chair of the Planning Committee.

At this juncture Councillor Thomas took the Chair in the absence of Councillor Kurth.

2. **Minutes of the Previous Meeting**

It was noted that the Minutes of the Meeting of 8 May 2014 had been agreed as a true record at the June 2014 Town Council meeting.

3. **Review and Ratification of Policies & Procedures**

The Chair requested councillors to ratify the policies and procedures which had been presented to them at various meetings during the last year for comment and adoption. He noted that any amendments to existing policies would need to be brought as papers to a forthcoming Town Council meeting for consideration.

Standing Orders	Ratified
Financial Regulations	Ratified
Code of Conduct	Ratified
Press & Media Protocol	Ratified

Councillor Brady arrived at this juncture.

Grievance Procedure	Ratified
Disciplinary Procedure	Ratified
Complaints Procedure	Ratified
Communications Protocol	Ratified

Office Usage Policy Ratified after a discussion and clarification on whether councillors should be encouraged to meet at the office, with the resultant potential for disturbance of Officers. It was agreed that the benefits of councillors meeting on an 'ad hoc' basis to consider matters should be weighed against the potential of office disruption, but flexibility is the key.
Planning Committee Terms of Reference Ratified

The Chair noted that all policies need to be kept under review and amended where appropriate, following advice from NALC and other such bodies.

4. Review of Membership of Bodies

The paper, as previously circulated, was noted.

The representatives to the bodies were confirmed, with the following suggested amendments:-
MKCCM Operations- Councillor Baker to be asked if he wished to continue to be one of two delegates. Councillor Bowman was confirmed as the second delegate, rather than Councillor Thomas as shown.
MKALC:- It was suggested that another councillor, in addition to Councillor Bowman might like to attend future meetings.
MKCCM Green Group:- Councillor Bowman is the delegate to this group, which is to be included in the schedule going forward.
Comms and Website Working Group:- It was agreed that the Communications Office replace the Clerk on this committee.
S106 Community Facilities Group:- Councillor Brady expressed an interest in this group going forward.

5. Review of Insurance Arrangements

The paper, as previously circulated, was noted.

The Clerk to pursue enquiries regarding contents insurance for the office.

6. Report of the Clerk to the Town Council

The paper, as previously circulated, was noted.

7. Accounts to the year ended 31 March 2015

The Income and Expenditure report and Balance Sheet for the year 1/4/2014 – 30/3/2015, previously circulated by the Clerk in his capacity as responsible financial officer for the Town Council, were noted.

The accounts were approved.

8. Chair's Report

The Chair's report was tabled, and the contents noted.

It was agreed that the Town Council is making a difference. The Chair of the meeting referred to the many smaller planning applications addressed in addition to those larger applications referenced in the Chair's Report. He added that there have also been a number of pre-application meetings undertaken. It was agreed that any such pre-application or similar meetings involving the Planning Committee should also be recorded on the internal drive alongside actions taken on planning applications.

The Chair expressed his gratitude to Councillor Kurth for all her hard work and commitment during another very busy year. These comments were endorsed by the rest of the councillors.

There was no other business and the Annual Meeting closed at 6.35 p.m.