



**Annual Meeting of Central Milton Keynes Town Council
held on 11th May 2017
At Centrecom, 602 North Row, Central Milton Keynes**

Present: Rebecca Kurth (Chair)
Hilarie Bowman
Andre Brady
Ramo Erdogan
Linda Inoki
Paul Cranfield (Clerk)
Thomas Walker (Communications Officer)

Apologies: Ken Baker, Andrew Thomas

In attendance: None

	Minutes	Actions
AM1/17	Election of Chair The Clerk took the Chair for this item. Nominations were sought for the office of Chair. Councillor Kurth was nominated by Councillor Inoki and seconded by Councillor Bowman. There were no further nominations, and Councillor Kurth was duly elected as Chair. Councillor Kurth resumed the Chair at this juncture.	
AM2/17	Declaration of Acceptance of Office The Clerk to ensure the Chair completes the Declaration of Acceptance of Office prior to the June meeting.	PC
AM3/17	Declarations of Interest on Items to be discussed. There were no additional declarations of interest noted.	
AM4/17	Apologies Councillors Baker and Thomas extended their apologies for the meeting.	
AM5/17	Election of vice/deputy Chair The Chair sought nominations for the position of vice Chair. She stated that she had spoken to the current vice Chair, Councillor Thomas, who indicated that he would be willing to stand for the position. Councillor Thomas was nominated by Councillor Bowman and seconded by Councillor Inoki. There were no further nominations, and Councillor Thomas was duly elected as vice Chair.	

AM6/17	Noting of the Minutes of the annual meeting of the Town Council The minutes of the annual meeting of the Town Council on 9 th May 2016 were noted. These had previously been ratified as a true record of the meeting at the June 2016 Town Council meeting.	
AM7/17	Representations from the public No members of the public were present.	
AM8/17	Review and Ratification of Policies & Procedures The papers, as previously circulated, were noted. The following policies and procedures were ratified and adopted for use in the next year:- Standing orders- Ratified. Confidential Items Policy- Ratified. Code of Conduct- Ratified. Financial Regulations- Ratified. Financial Reserves Policy- Ratified. Press & Media Policy- Ratified. Website Policy- Ratified. Newsletter Policy- Ratified. Licensing Policy- Ratified. Complaints Procedure- Ratified. Disciplinary Procedure- Ratified. Grievance Procedure- Ratified. Office Usage Policy – Ratified. Training Policy- Ratified. Lone Worker Policy- Ratified. Equal Opportunities Policy- Ratified. Freedom of Information Act Policy –Ratified. Information Schedule 11- Ratified. Employee Handbook –Ratified.	
AM9/17	Amended Planning Committee Terms of Reference The paper, as previously circulated, was noted. The amendments to the current Planning Committee Terms of Reference to reflect a more practical approach following an Inquorate meeting were approved by the Town Council. The amended Terms of Reference were adopted.	
AM10/17	Scheme of Delegation The paper, as previously circulated, was noted. The policy was approved by councillors, subject to clarification being provided on how responsibilities owned by the Clerk would be treated should the Deputy Clerk be required to take action. Confirmation of the position in this regard to be brought back to a future meeting.	PC
AM11/17	Absence Management Policy The paper, as previously circulated, was noted. The policy was approved by councillors and adopted.	
AM12/17	Review and Ratification of Membership of Bodies and Committees The paper, as previously circulated, were noted.	

	1) External groups The summary was approved, subject to the following amendments:- • MKCCM Green Group- Clerk to enquire whether this group is still in existence. • MK Transport Partnership- Remove (lapsed) • MK Cycling Group- Remove (lapsed) • MKALC/BALC- representation to be provided by Councillors Kurth, Bowman and Erdogan as required. • Parishes Forum- representation to continue to be Councillors Baker and Brady, with the Chair as 'substitute'. 2) Committee and Steering Groups Membership of the Planning Committee, Events Plateau Steering Group and the current inoperative CMK Alliance Steering Group were ratified. 3) Working Parties Membership of the Communications & Website Working Party, Resources Working Party and the Wayfinding Working Party were ratified. It was agreed that Councillor Inoki would step down from the Resident's Services Working Party, her place being taken by Councillor Erdogan. It was further agreed that the title of the Resources Working party be changed to 'Human Resources Working Party'.	PC PC
AM13/17	Review of Insurance Arrangements The paper, as previously circulated, was noted.	
AM14/17	Ratification of Ongoing Debit Commitments The paper, as previously circulated, was noted.	
AM15/17	Inventory of Assets The paper, as previously circulated, was noted.	
AM16/17	Reaffirmation of Banking Arrangements The paper, as previously circulated, was noted. At this juncture it was noted that the councillor allocated the role of oversight of the accounts process is subject to annual review. Councillor Bowman, having undertaken the role for the past year confirmed that she would step down following a final review to year end. Councillor Erdogan agreed to undertake the role for the current financial year, with Councillor Brady also expressing an interest in understanding the processes. The Clerk reminded all councillors that they were welcome to inspect the accounts at any time.	
AM17/17	Risk Assessments The papers, as previously circulated, were noted. A discussion ensued regarding the robustness of the Business Continuity arrangements. Councillors were satisfied that structures	

	are in place to address any foreseeable eventuality.	
AM18/18	Summary Receipts and Payments The paper, as previously circulated, was noted. The summary receipt and payments report to the year end 31 March 2017 was signed by the Chair.	
AM19/18	Items for Next Agenda None The meeting closed at 7.10 pm	

Chair's Signature.....

Date.....