



**Annual Meeting of Central Milton Keynes Town Council
held on 2nd May 2019
At Centrecom, 602 North Row, Central Milton Keynes**

Present: Rebecca Kurth (Chair)
Hilarie Bowman
Andre Brady
Amir Chahardehi
Oya Discombe
Linda Inoki
Andrew Thomas
Paul Cranfield (Clerk)

Apologies: Andrew Thomas for late arrival

Absent: Ramo Erdogan

In attendance: None

	Minutes	Actions
AM19/01	Election of Chair The Clerk took the Chair for this item. The Clerk welcomed Councillor Chahardehi to his first meeting. Nominations were sought for the office of Chair. Councillor Kurth was nominated by Councillor Discombe 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.	
AM19/02	Declaration of Acceptance of Office The Chair signed the Declaration of Acceptance of Office as Chair and also welcomed Councillor Chahardehi to his first meeting.	
AM19/03	Declaration of Acceptance of Office Councillor Chahardehi signed the Declaration of Acceptance of Office as a newly co-opted councillor.	
AM19/04	Declarations of Interest on Items to be discussed. There were no additional declarations of interest noted.	
AM19/05	Apologies Councillor Thomas' apology for a late arrival to the meeting was noted.	

AM19/06	Election of vice/deputy Chair The Chair sought nominations for the position of vice Chair. Councillor Thomas was nominated in absentia by Councillor Inoki and seconded by Councillor Discombe. There were no further nominations, and Councillor Thomas was duly elected in absentia as vice Chair.	
AM19/07	Noting of the Minutes of the annual meeting of the Town Council The minutes of the annual meeting of the Town Council on 10th May 2018 were noted. These had previously been ratified as a true record of the meeting at the June 2018 Town Council meeting.	
AM19/08	Representations from the public No members of the public were present.	
AM19/09	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-Novated Confidential Items Policy-Novated Planning Committee Terms of Reference- Councillor Inoki proposed that the wording of this policy be changed to enable the membership to be a minimum of 4 members plus the Chair in an ex-officio capacity, reflecting the challenges of ensuring a quorum at present. The proposal was unanimously supported. The Clerk to amend the policy. Code of Conduct- Novated Financial Regulations- Novated Financial Reserves Policy- Novated Press & Media Policy- Novated Website Policy- Novated Newsletter Policy- Novated Licensing Policy- Novated Complaints Procedure- Novated Disciplinary Procedure-Novated Grievance Procedure- Novated Office Usage Policy – Novated Training Policy- Novated Lone Worker Policy- Novated Equal Opportunities Policy- Novated Freedom of Information Act Policy – Novated Information Schedule 11- Novated Employee Handbook – Novated Absence Management- Novated Scheme of Delegation- Novated Co-option Procedure- Novated Website Privacy Procedure- Novated Data Protection and the Use of Personal Data- Novated The following procedures, agreed during the past year, were ratified:- Emergency Response Plan SaferMk Protocol Appointment of non-councillors to committees and working parties	PC

AM19/10	Information policy The paper, as previously circulated, was noted. The policy was ratified. The Clerk was requested to seek to merge the current FOI and Data Protection policies into the new Information policy. The outcome of the exercise to be reported to the June meeting.	PC
AM19/11	Community Facility Committee Terms of Reference The paper, as previously circulated, was noted. The track changes to the existing Events Plateau Committee terms of reference to enable the guidance to be utilised should it prove necessary to activate a Community Facility Committee were ratified.	
AM19/12	Availability of Town Council papers to non-councillors The paper, as previously circulated, was noted. After some discussion it was agreed that: - Town Council papers would not be published on the website, but individual papers would continue to be made available upon request. - An additional sentence will be inserted within the preamble to agendas noting that members of the public can request copies of papers to be considered by contacting the Clerk. - Whilst it would not be cost effective to produce additional sets of papers for use by members of the public attending meetings it was agreed that councillors would share papers to enable those attending to have access to more than just the agenda. Papers would need to be returned to the councillor prior to the member of the public leaving the meeting.	PC
AM19/13	Review and Ratification of Membership of Bodies and Committees The paper, as previously circulated, were noted. 1) External bodies The summary was approved, subject to the following amendments:- • MyMK Operations attendees to be Councillors Thomas or the Clerk. • MyMK CMK Development Stakeholder's Group- Clerk to clarify with Councillor Thomas whether the group still meets. • MKALC/BALC- representation to be provided by Councillors Kurth and Discombe as required. • Parishes Forum- representation to be Councillors Discombe and Kurth. • Parishes Advisory Group- councillor Kurth is currently a member • Fred Roche Gardens- Clerk to check whether the Fred Roche Foundation still has a separate group overseeing the gardens. If so, to ensure that Councillor Brady is on the mailing list. 2) Committee Membership of the Planning Committee was increased, pursuant to the agreed change in Terms of Reference as noted in item AM19/09. Councillors Chahardehi and Discombe were confirmed as additional members of the committee.	PC PC

	3) Steering Group Membership of the current inoperative CMK Alliance Steering Group was ratified. 4) Working Parties Membership of the following standing committees were ratified:- • Human Resources • Website • Editorial • Resident's Services Councillor Thomas arrived at this juncture. Membership of the following Task and Finish working parties' membership were ratified:- • CMK Alliance Review • Community Facilities	
AM19/14	Review of Insurance Arrangements The paper, as previously circulated, was noted.	
AM19/15	Ratification of Ongoing Debit Commitments The paper, as previously circulated, was noted.	
AM19/16	Inventory of Assets The paper, as previously circulated, was noted.	
AM19/17	Reaffirmation of Banking Arrangements The paper, as previously circulated, was noted.	
AM19/18	Summary Receipts and Payments The paper, as previously circulated, was noted.	
AM19/19	Items for Next Agenda None The meeting closed at 7.30 pm	

Chair's Signature.....

Date.....