



Annual Meeting of the Central Milton Keynes Town Council

held on 7th May 2026



at Centrecom, North Row, Central Milton Keynes

Present:

Peter Lightfoot (Chair from item AM26/03)
Andre Brady (from Item AM26/07)
Minhi Chun
Rebecca Kurth
Andrew Thomas
Paul Cranfield (Clerk)

In attendance: One member of the public

AM26/01 – Welcome

The Clerk welcomed councillors to the meeting.

AM26/02- Resignation

The Clerk referenced the resignation of Councillor David Stabler, with effect from 4th May 2026, as both Chair and councillor.

Councillors thanked David Stabler, as both councillor and chair, for addressing the challenges confronting the Town Council in its mission to support a thriving city centre and the need to secure facilities incumbent upon a city centre.

It was agreed that the Clerk approach David to propose that a lunch is arranged to recognise his years of service.

Additionally, Councillors Kurth and Lightfoot offered to explore possible 'thank you' gifts and the possibility of submitting his name for an honour.

AM26/03 – Election of Chair

The Clerk sought nominations for the office of Chair. Councillor Lightfoot was nominated by Councillor Kurth and seconded by Councillor Thomas.

There were no further nominations, and Councillor Lightfoot was duly elected as Chair.

Councillor Lightfoot took the Chair at this juncture.

AM26/04 – Declarations of Acceptance of Office

Councillor Lightfoot signed a Declaration of Acceptance of the Office of Chair.

AM26/05 Declarations of Interest

None

AM26/06 – Apologies

Councillor Murphy extended his apologies for the meeting. Councillor Jain notified the Clerk that he would be late in attending the evening's meetings.

Councillor Brady arrived at this juncture.

AM26/07 – Election of a vice Chair

Nominations were sought for the office of vice Chair. Councillor Kurth was nominated by Councillor Lightfoot and seconded by Councillor Thomas.

There were no further nominations, and Councillor Kurth was duly elected as vice Chair for a further year.

AM26/08 – Noting of the Minutes of the Annual Meeting held on 8th May 2025

The paper, as previously circulated, was noted.

The Clerk noted that the minutes were approved at the June 2025 meeting.

AM26/09 – Representations from the public

The member of the public present declined to speak.

AM26/10 – Ratify Existing Policies and Procedures

The papers, as previously circulated, were noted.

The following policies and procedures were ratified and adopted for use in the next year:

SECTION 1- STANDING ORDERS & CONFIDENTIAL ITEMS

Standing orders

Confidential items policy

SECTION 2- CODE OF CONDUCT

Code of Conduct

SECTION 3- FINANCE

Financial Regulations
Financial Reserves Policy
Accounting Procedure
Investment Policy

SECTION 4- EMPLOYEES

Employee Handbook
Disciplinary Procedure
Grievance Procedure
Lone Worker Policy
Absence Management Policy

SECTION 5- MEDIA/WEBSITE/INFORMATION REQUESTS

IT policy
Press & Media Policy
Website Policy
Newsletter Policy
Information Policy
Information Schedule 11
Website Privacy Policy

SECTION 6- EMERGENCY RESPONSE

Emergency Response Plan
CMK Evacuation Plan

SECTION 7- OTHER POLICIES/PROCEDURES

Appointment of non-councillors
Biodiversity Policy
Complaints Procedure
Consultation Response Procedure
Co-option Procedure
Equal Opportunities Policy
Licensing Policy
Office Usage Policy
Planning Committee Terms of Reference
Scheme of Delegation
Training Policy
Safeguarding Policy
Volunteer Policy

SECTION 8- DATA PROTECTION

Data Protection & Use of Personal Data

The Clerk noted that a full hard copy set of policies and procedures have been made available to all councillors.

AM26/11 – Ratification of Membership of Bodies and Committees

The paper, as previously circulated, was noted.

1) External Bodies

Due to the resignation of David Stabler, representatives on the following external bodies were agreed as below:-

MKALC/BALC	Councillors Kurth and Lightfoot
Parishes Forum	Councillors Kurth and Lightfoot
MKDP Liaison	Councillor Thomas and Lightfoot (substitute Councillor Chun)

2) Planning Committee

It was agreed that the resignation of David Stabler as a councillor did not create the need to seek to appoint a further member to the Planning Committee. Membership will remain Councillors Thomas, Murphy, Chun and Lightfoot.

3) Standing Working Parties

Membership of the Standing Working Parties were ratified.

It was noted that the full Town Council would need to consider any proposals to 'activate' a working party from its standing members.

4) Time-limited Working Parties

Membership of the two Time-Limited Working Parties were ratified, with one change. David Stabler's resignation would mean that he would no longer serve as a member of the Sports and Leisure Working Party. It was agreed that Councillors Kurth, Brady and Chun continue to serve as members of this Working Party.

5) Portfolios

The Portfolio Leads, as previously circulated, were reviewed in light of the resignation.

Councillor Kurth offered to take on the Public Realm, Highways & Movement portfolio. To enable this, she announced that she would be standing down from the Resident's Services portfolio. It was agreed that Councillor Chun join Councillors Jain and Lightfoot as Portfolio Lead on that portfolio.

The changes as noted above were agreed.

AM26/12- Review of Insurance Arrangements

The paper, as previously circulated, was ratified.

AM26/13- Ratification of Ongoing Direct Payments

The paper, as previously circulated, was ratified.

AM26/14- Inventory of Assets

The paper, as previously circulated, was ratified.

ACTION- The Clerk to check that the office computer is Windows 11 compliant.

AM26/15- Risk Assessments

The papers, as previously circulated, were ratified.

AM26/16 Re-affirmation of Banking Arrangements

The paper, as previously circulated, was ratified.

The meeting closed at 6.45pm.

Chair's Signature.....

Dated.....