

# Annual Meeting of the Town Council to be held at held at the Council Chamber the Town Hall Wolverton MK12 5LY from 7.30pm on Tuesday 14th May 2024



All councillors are summonsed to attend the Town Council meeting on the above day at the above time for purposes to be carried out below. Councillors are to be in attendance by 7.15pm for public question time and for the meeting to start at 7.30pm

Andrea Vincent

Andrea Vincent,

8<sup>th</sup> May 2024

### **Public Question time:**

The public are invited to raise any questions on items. The matter raised may not to be discussed unless on the agenda below. The Clerk must be informed by email: [townclerk@wolvertonandgreenleystowncouncil.gov.uk](mailto:townclerk@wolvertonandgreenleystowncouncil.gov.uk) by 4pm two days before the meeting is due to take place to register any question in person at the meeting.

### **Housekeeping:**

Councillors and the public are requested to put their mobile phones on silent and not to have access to them whilst the meeting is in progress.

Members of the public wishing to record this meeting should notify the Chairman of their intention to do so before the meeting commences. No photographs or images to be taken unless prior consent has been given.

**\*The meeting will be streamed live – the link will be on our website for those who wish to attend remotely\***

## Agenda

- 1. Election of Chair who will also fulfil the role of Mayor:** (The meeting will be opened by the retiring Chair of the Council, Cllr Bridget Lewis who will chair this item of business. Thereafter the newly elected chairman will chair {convene the meeting}).  
Nominations for the chairmanship require a proposer and a seconder. Candidates may vote for themselves.
- 2. Acceptance of office:** To receive the signed declaration of acceptance of office from the newly elected Chair (papers enclosed)
- 3. Election of Vice-Chair:** Nominations for the Vice-chairmanship require a proposer and a seconder. Candidates may vote for themselves.
- 4. Acceptance of office:** To receive the signed declaration of acceptance of office from the newly elected Vice-Chair (papers enclosed)
- 5. Apologies for absence:** To receive and accept apologies for absence.
- 6. Declarations of Interest:** To receive Councillor declarations of interest on any matter on the agenda: *Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting.*
- 7. To receive the signed declaration of acceptance of office by all newly elected Members** (papers enclosed)
- 8. Approval of the Minutes of the following meetings:**  
Full Council on Tuesday 27 April 2024  
Planning Committee on Tuesday 2<sup>nd</sup> April 2024  
Personnel Committee on Wednesday 28<sup>th</sup> February 2024  
Finance Committee on Tuesday 16<sup>th</sup> January 2024
- 9. Matters Arising:** To note actions and any matters arising from previous committee meetings (see town clerks note)
- 10. Scheme of Delegation and Terms of Reference:** To review and approve the scheme of delegations and ToR to committees, sub committees, staff and other local authorities: (documents enclosed)

**Annual Meeting of the Town Council to be held at held at the Council Chamber  
the Town Hall Wolverton MK12 5LY from 7.30pm on Tuesday 14th May 2024**



- a. Planning Committee
- b. Personnel Committee
- c. Finance Committee

**11. To elect Members to Committees:** (Proposer and seconder required for all nominations)

- a. Planning Committee (6 members)
- b. Personnel Committee (6 members)
- c. Finance Committee (6 Members)

**12. Policies:** To review and approve the following:

- a. Standing Orders (document to follow)
- b. Council Code of Conduct based on NALCs guidance. (Document enclosed)
- c. Financial Regulations (document enclosed)
- d. To Review and Adopt the Risk Register for 24/25
- e. Inventory of land and council assets (document to follow)
- f. To review and adopt the Council's complaints procedure: (No changes proposed)
- g. To review and adopt the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (No changes proposed.)

**13. Appoint to Working Groups: To appoint members.**

- a. Twinning Working Group
- b. Agora Re-development Group
- c. Traffic and Parking Working Group
- d. The Gables Working Group

**14. Appoint Members to Outside Bodies:**

- a. Milton Keynes Association of Local Councils
- b. Parishes Forum
- c. Future Wolverton
- d. Pools Trust
- e. MK Canalside Forum

**15. To resolve that the council meets the conditions required to be able to exercise the general power of competence with immediate effect.**

The General Power of Competence in sections 1 to 8 of the Localism Act 2011 is available only to "eligible" parish councils in England. The eligibility criteria are set out in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (S.I. 2012 No. 965).

*Condition 1 – two thirds or more of the councillors have been elected rather than co-opted or appointed*

*Condition 2 – the clerk holds a relevant qualification and has completed relevant training in the use of the general power of competence.*

**16. Council Meetings 24/25:** To approve dates and venues for the council year annual calendar

**CIr Checklist:** This "checklist" appears on council and committee agendas as a reminder of implications to be considered when decisions are made:

What powers will the council be using when making this decision?	
Crime and Disorder?	
The promotion of equality and elimination of discrimination?	
Risk to the council?	
Health and safety – will a risk assessment be needed?	
Employment legislation?	
Data Protection?	
Is planning permission needed?	