

DRAFT MINUTES of the ANNUAL GENERAL MEETING held on Monday 17th May
at 7.30pm at St Mary's Church, Woughton on the Green
(In accordance with social distance and guidance principles)

Newly elected Councillors present: R Brown, V Freeman Gwynn, C Hall, R Kenyon, M Major, P Nash

Clerk: J Williams

In attendance: R Grindley

Members of the public: 5

The Clerk opened up the meeting by welcoming and thanking all for their attendance.

1. **Election of Chair for the year 2021/22** – Cllr Hall was duly elected Chair. Proposer Cllr Nash. Seconded Cllr Freeman Gwynn. All in favour.
2. **Election of Vice Chair for the year 2021/22** - Cllr Freeman Gwynn was duly elected Vice Chair. Proposer Cllr Major. Seconded Cllr Kenyon. All in favour.
3. **Apologies** – Cllr Long. Agreed
4. **Declaration of Interest** – Signed Declarations of Acceptance of Office duly handed in to the Clerk and interests noted.
5. **Standing Orders** – Documents reviewed and approved with no changes. Proposer Cllr Major. Seconded Cllr Nash. All in favour.
6. **Financial Regulations** – Documents reviewed and approved. Proposer Cllr Kenyon. Seconded Cllr Major. All in favour.
7. **Review and Acceptance of Annual Policies as listed below:**
 - a) **Code of Conduct**
The code of conduct is adopted from the Milton Keynes Council Code of Conduct policy and at such time when Milton Keynes Council revise their policy, then we will re-review our policy. Proposer Cllr Freeman Gwynn. Seconded Cllr Brown. All in favour.

b) Fixed Assets Schedule

The fixed asset schedule was reviewed and updated. Proposer Cllr Major. Secnder Cllr Nash. All in favour.

c) Reserves Policy

The Reserves Policy was reviewed and updated to version 5. It was accepted at the meeting with subject to review within 24hrs. Proposer Cllr Major. Secnder Cllr Kenyon. All in favour.

d) Risk Register

The Risk Register was reviewed, updated and agreed. Proposer Cllr Major. Secnder Cllr Nash. All in favour.

8. Appointment of Representatives/Liaisons for 2021/22:

	Cllr Hall	Cllr Long	Cllr Major	Cllr Nash	Cllr Brown	Cllr Grindley	Cllr Kenyon	Cllr Freeman Gwynn	Clerk
Chair	Y								
V. Chair								Y	
Responsible Financial Officer									Y
Data Protection Officer									Y
External Representatives									
Welfare Trust	Trustee	Trustee	Trustee			Trustee			
Internal Representatives									
Allotments			Trustee	Y	Y		Y		
Comms.	Y			Y				Y	
Dog & Litter Bins		Y							
Environment	Y	Y	Y	Y	Y	Y	Y	Y	Y
Finance	Y		Y				Y		
IT / Website				Y					
Noticeboards			Y						
Planning	Y				Y	Y			
PROJECTS	Y	Y	Y	Y	Y	Y	Y	Y	
Quality Council							Y		
Green Spaces		Y				Y			
Playing fields									
Rights of Way									
V Greens									
Liaison Roles									
Canal & River Trust		Y							
Milton Keynes Council								Y	
Parishes Forum			Y						
Parks Trust	Y							Y	
Transport						Y	Y		

The above was accepted by all Cllrs. Cllr Hall explained that the roles are flexible and can change.

Meeting closed at 7.40pm

Signed by: **Date:**

C HALL - CHAIRMAN: