



**MINUTES of the Annual Council Meeting (AGM) held on Monday 15 May 2023  
at 19h30, St Mary's, Woughton on the Green, MK11 9GR**

Members Present: Cllr. Charlotte Hall (CH) - (Chair), Cllr. Vanessa Freeman Gwynn (VFG) - (Vice Chair),  
Cllr. Geoff Long (GL); Cllr. Mary Major (MM)-arrived at 19h46,  
Cllr. Roy Kenyon (RK); Cllr. Phil Nash (PN); Cllr Ray Brown (RB)

Officer Present: Vicky Mote (Clerk/RFO)

Ward Councillor(s): Cllr. Charlotte Hall (dual hat)

In attendance: Two members of the public present

Meeting started at 19h30

<b>MINUTES (AGM)</b>	
FC23/24-01	<b>Election of Chair for the year 2023/24.</b> Proposed: Cllr Charlotte Hall Council RESOLVED that Cllr Charlotte Hall be duly elected as Chair for the municipal year 2023/24. Acceptance of Office duly signed before the Clerk (Proper Officer)
FC23/24-02	<b>Election of Vice-Chair for the year 2023/24</b> Proposed: Cllr Vanessa Freeman-Gwynn Council RESOLVED to elect Cllr Vanessa Freeman-Gwynn as Vice-chair for the municipal year 2023/24. Acceptance of Office duly signed before the Clerk (Proper Officer)
FC23/24-03	<b>Apologies:</b> Council received and RESOLVED to accept apologies from Cllr's Rob Grindley (prior commitment) and Roshini Wickramasinghe (work).
FC23/24-04	<b>Declarations of Interests:</b> Members to declare any disclosable pecuniary interests, or personal interests (including other pecuniary interests), they may have in the business to be transacted and in any contract to be considered.  Cllr MM (PAA trustee) declared an interest in item 21-Allotments. Cllr CH (PAA president) declared an interest in item 21-Allotments.
FC23/24-05	<b>Minutes.</b> Council RESOLVED that the draft minutes of the Annual Meeting of the Council (AGM) held on 09/05/22, be accepted as a true copy. Duly signed by Cllr CH (Chair).
FC23/24-06	<b>Standing Orders.</b> Referring to the National Association of Local Councils (NALC) 2018, v2 updated 2022, Council RESOLVED to adopt the updated standing orders with reference to legislative changes on the following: All reference to gender has changed to his/her/their or he/she/they. 18 c & f Public Contracts Regulations 2015, updated. 18 g Public Contracts Regulations 2015, removed. 22-Relations with the Press/Media, new. 27-Standing Orders for Online Meetings, removed, no longer lawful.

FC23/24-07	<p><b>Financial Regulations.</b> Referring to The Model Financial Regulations template, produced by NALC in July 2019, Council RESOLVED to adopt the updated version with changes to the following sections: 1.14, 2.2, 2.5-2.8, 4.1, 6.4, 6.20</p>																																																																																																
FC23/24-08	<p><b>Review of Working Groups and Terms of Reference.</b> (LGA1972, s101, decisions can only be delegated to committees, sub-committee, an Officer or another local authority). List circulated prior to the meeting.</p> <p>Council AGREED the following Councillors as members of the parish council working groups.</p> <table border="1" data-bbox="320 566 1489 797"> <thead> <tr> <th colspan="12">INTERNAL WORKING GROUPS</th> </tr> <tr> <th>Item</th> <th>Cllr CH</th> <th>Cllr VFG</th> <th>Cllr GL</th> <th>Cllr MM</th> <th>Cllr PN</th> <th>Cllr RB</th> <th>Cllr RG</th> <th>Cllr RK</th> <th>Cllr RW</th> <th>Clerk</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Communications</td> <td>✓</td> <td>✓</td> <td></td> <td></td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>3</td> </tr> <tr> <td>Finance</td> <td>✓</td> <td></td> <td></td> <td>✓</td> <td></td> <td></td> <td></td> <td>✓</td> <td></td> <td>✓</td> <td>4</td> </tr> <tr> <td>Planning</td> <td>✓</td> <td>✓</td> <td></td> <td></td> <td></td> <td>✓</td> <td>✓</td> <td></td> <td></td> <td></td> <td>4</td> </tr> </tbody> </table> <p>Council RESOLVED:</p> <ol style="list-style-type: none"> <li>There should be a minimum of three-members in each working group as follows; Finance, Communication and Planning.</li> <li>To carry forward the Terms of Reference for agreement in the next meeting on 10 July 23.</li> </ol>	INTERNAL WORKING GROUPS												Item	Cllr CH	Cllr VFG	Cllr GL	Cllr MM	Cllr PN	Cllr RB	Cllr RG	Cllr RK	Cllr RW	Clerk	No	Communications	✓	✓			✓						3	Finance	✓			✓				✓		✓	4	Planning	✓	✓				✓	✓				4																																				
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FC23/24-09	<p><b>Representation at External Bodies.</b> (LGA1972, s101, decisions can only be delegated to committees, sub-committees, an Officer, or another local authority). List circulated prior to the meeting.</p> <p>Council AGREED the following Councillors as representatives of the parish council on External Bodies in 2023/24.</p> <table border="1" data-bbox="320 1234 1489 1592"> <thead> <tr> <th colspan="12">EXTERNAL REPRESENTATION</th> </tr> <tr> <th>Item</th> <th>Cllr CH</th> <th>Cllr VFG</th> <th>Cllr GL</th> <th>Cllr MM</th> <th>Cllr PN</th> <th>Cllr RB</th> <th>Cllr RG</th> <th>Cllr RK</th> <th>Cllr RW</th> <th>Clerk</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Welfare Trust</td> <td>Chair</td> <td></td> <td>Trustee</td> <td>Trustee</td> <td></td> <td></td> <td>Trustee</td> <td></td> <td></td> <td></td> <td>4</td> </tr> <tr> <td>Canal &amp; River Trust</td> <td></td> <td></td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>✓</td> <td></td> <td>2</td> </tr> <tr> <td>Milton Keynes City Council (MKCC)</td> <td></td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>✓</td> <td>2</td> </tr> <tr> <td>Parish Forum</td> <td></td> <td></td> <td></td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>✓</td> <td>2</td> </tr> <tr> <td>Parks Trust</td> <td>✓</td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>✓</td> <td>3</td> </tr> <tr> <td>Transport</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>✓</td> <td>✓</td> <td></td> <td></td> <td>2</td> </tr> </tbody> </table>	EXTERNAL REPRESENTATION												Item	Cllr CH	Cllr VFG	Cllr GL	Cllr MM	Cllr PN	Cllr RB	Cllr RG	Cllr RK	Cllr RW	Clerk	No	Welfare Trust	Chair		Trustee	Trustee			Trustee				4	Canal & River Trust			✓						✓		2	Milton Keynes City Council (MKCC)		✓								✓	2	Parish Forum				✓						✓	2	Parks Trust	✓	✓								✓	3	Transport							✓	✓			2
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FC23/24-10	<p><b>Membership of External Bodies.</b> Council RESOLVED to continue with the following external memberships:</p> <ol style="list-style-type: none"> <li>National Association of Local Councils (NALC).</li> <li>Buckingham &amp; Milton Keynes Association of Local Councils (MKALC).</li> <li>Society of Local Council Clerks (SLCC).</li> <li>The National Allotment Society (NAS).</li> </ol>																																																																																																
FC23/24-11	<p><b>Finance</b> <b>Annual Dispensation-Precept.</b> Council RESOLVED to grant a general dispensation for a four year period ending in November 2027 to all Members who may have a disclosable pecuniary interest in any business of the authority where that business relates to the functions of the authority in respect of setting council tax or a precept under the Local Government Finance Act 1992.</p>																																																																																																
FC23/24-12	<p><b>Appointment of Internal Auditor.</b> Proposal that the Council continues with, and appoints, the firm of Auditing Solutions Ltd as internal auditors for 2023/24. Council</p>																																																																																																

	RESOLVED that Auditing Solutions Ltd remain appointed as the Council's Internal Auditors.
FC23/24-13	<b>Scheme of Delegation.</b> Council RESOLVED to adopt the proposed scheme of delegation to the Clerk.
FC23/24-14	<b>General Power of Competence.</b> Council RESOLVED to take the powers of General Power of Competence and acknowledged and agreed that the Parish Council meets the criteria for eligibility to its electoral mandate and CiLCA qualified clerk.
FC23/24-15	<b>Review and agree Annual Policies listed below.</b> Council RESOLVED to adopt the following policies and carry forward item 2 & 4 to the next meeting. <ul style="list-style-type: none"> <li>1. Code of Conduct.</li> <li>2. Fixed Assets Register, analysis of the risk assessment relating to assets carried out by the Clerk, to be reviewed in next meeting on 10 July 2023.</li> <li>3. Reserves Policy.</li> <li>4. Grants Policy to be carried forward to next meeting on 10 July 2023.</li> <li>5. Risk Register, to be reviewed throughout the year.</li> <li>6. Document Retention Policy.</li> </ul>

Meeting ended at 19h55 for a five-minute break before starting ordinary full council meeting.