



## AGENDA

### **PUBLIC NOTICE AND SUMMONS TO THE ANNUAL PARISH MEETING (AGM), FOLLOWED BY AN ORDINARY FULL COUNCIL MEETING**

**ALL MEMBERS** of Old Woughton Parish Council are **summoned** to attend the Full Council meeting to be held:

**Monday 13 May 2024 at 19h30**

**Venue: St Mary's Church, Woughton on the Green, MK6 3BS**

Signed

**May 24**

#### **Admission of the public and media:**

The Council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meetings) Act 1960. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of business on the agenda (OWPC Standing Orders 3e).

#### **Mobile Phones:**

Please ensure that your mobile phone is switched to silent or is switched off completely during the meeting.

**Recording of Meetings:** The proceedings at this meeting may be recorded for the purpose of preparing the minutes of the meeting. In accordance with the Openness of Local Government Bodies Regulations 2014, you can film, photograph, record or use social media at any Council meetings that are open to the public. If you are reporting on the proceedings, please respect other members of the public at the meeting who do not want to be filmed. You should also not conduct the reporting so that it disrupts the good order and conduct of the meeting. While you do not need permission, you can contact the Council in advance of the meeting to discuss facilities for reporting the proceedings and a contact is included on the front of the agenda.

Guidance from the Department for Communities and local government can be viewed at the following link: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/343182/140812\\_Openness\\_Guide.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/343182/140812_Openness_Guide.pdf)

There follows a list of the business to be transacted (Agenda).

**AGENDA**  
**ANNUAL MEETING OF THE COUNCIL (AGM)**

- FC24/25-001 **Election of Chair for the year 2024/25.**
- FC24/25-002 **Election of Vice-Chair for the year 2024/25.**
- FC24/25-003 **Apologies.**  
To receive, note and agree apologies.
- FC24/25-004 **Declarations of Interests.**  
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.
- FC24/25-005 **Minutes.**  
To agree as a correct record the minutes of the AGM held on 15 May 2023.
- FC24/25-006 **Standing Orders.** Council to review and approve.
- FC24/25-007 **Financial Regulations.** Council to review and approve.
- FC24/25-008 **Review of Working Groups and Terms of Reference.**  
(LGA1972, s101, decisions can only be delegated to committees, sub-committee, an Officer or another local authority).  
  
Council to review and agree if all working groups (WG) remain the same, together with minimum number and members names and agreed Terms of Reference (list circulated prior to meeting).
- FC24/25-009 **Representation at External Bodies.** (LGA1972, s101, decisions can only be delegated to committees, sub-committees, an Officer or another local authority).  
  
Council to review and agree list of external bodies and representation (list circulated prior to meeting).
- FC24/25-010 **Membership of External Bodies.** Council to review and agree.  
1. National Association of Local Councils (NALC).  
2. Buckingham & Milton Keynes Association of Local Councils (MKALC).  
3. Society of Local Council Clerks) SLCC).  
4. The National Allotment Society (NAS).
- FC24/25-011 **Finance**  
**Annual Dispensation-Precept.** Council to agree to grant a blanket dispensation to all members of the Parish Council for deciding on precept and setting the Parish Council budget based on there being insufficient members who do not hold an interest to take these decisions. (lasts until next election)
- FC24/25-012 **Appointment of Internal Auditor**  
Proposal that the Council continues with, and appoints, the firm of Auditing Solutions Ltd as internal auditors for 2024/25.
- FC24/25-013 **Scheme of Delegation.** Council to agree the scheme of delegation to the Clerk.

FC24/25-014 **Review and agree Annual Policies listed below.**

1. Code of Conduct.
2. Fixed Assets Register.
3. Reserves Policy.
4. Grants Policy.
5. Risk Register.
6. Investment Strategy Policy (NEW).

## AGENDA – FULL COUNCIL

- FC24/25-015 **Public question time, including Parish and Ward Councillor updates.**  
In accordance with Standing Order 3.4 & 3.5 members of the public may ask questions on any matters dealt with by Full Council included on this agenda. (Please note that this item will generally, be restricted to a maximum of 15 minutes, subject to Chair's discretion).
- FC24/25-016 **Minutes.** To agree as a correct record the minutes of the Full Council meeting held on 11 March 2024.
- FC24/25-017 **Councillor Co-option**  
To co-opt a new member of the Council.
- FC24/25-018 **Finance (RFO)**  
1. Payments, Council to note payment schedule 01/03/24 to 30/04/24 (previously circulated).  
2. Actual vs Budget 2024/25 report YTD 30/04/24 (previously circulated).
- FC24/25-019 **Annual Accounts and Return for the year ended 31 March 2024.**  
(All reports circulated prior to the meeting for review).  
1. Annual Internal Audit Report 2023/24; Council to review and adopt the Internal Audit report from Auditing Solution Ltd relating to financial year ending 31 March 2024.  
2. Council to note the Asset Register as at 31/03/24.  
3. Annual Accounts for 2023/24; Council to review and resolve to adopt the Annual Governance and Accountability Return (AGAR) Return 2023/24 Form 2, Council to review and resolve to approve the following:  
3.1 Certificate of Exemption – AGAR 2022/23 Form 2.  
3.2 Section 1: Annual Governance Statement 2022/23.  
3.3 Section 2: Accounting Statements 2022/23.  
4. Notice of Public Rights. Council to agree the publication dates as Mon 03/06/24 to Fri 12/07/24, which includes the first 10 working days of July.
- FC24/25-020 **Meeting Log Update.**  
Council to note and review highlighted items.
- FC24/25-021 **Microsoft 365 Migration update**
- FC24/25-022 **Working Groups (Task & Finish) Terms of Reference.**  
Each group to review the draft Terms of Reference presented by the Clerk 13/11/23 and bring back any additions/amendments for consideration and approval.  
  
1. Finance.  
2. Communications.  
3. Planning.  
4. Allotments.
- FC24/25-023 **Allotments**  
1. Patch Allotment Report (PAA) (previously circulated).  
2. PAA Trees on West Boundary (Newport Road).  
3. Patch Allotment Devolved Management Review. Council to review and agree next steps.
- FC24/25-024 **Environment Updates and decisions.**  
1. Environment & Canal Matters.  
2. Speedwatch, Cllr Kenyon to give an update.

- FC24/25-025 **Woughton Playing Fields Rights of Way.**
- FC24/25-026 **Consultations.**  
To note, consider and comment on new consultations.
- FC24/25-027 **Planning Applications.**  
To note, consider and comment on new and amended planning applications.
- FC24/25-028 **Licensing Applications.**  
To note, new and amended licensing applications.
- FC24/25-029 **Community Engagement.**  
1 MK Citizens Advice outreach service update.  
2 Annual Residents meeting 18 June 2024.  
3 Big Help Out
- FC24/25-030 **Communications.**  
1. Reports: Members to give an update on any meetings attended.  
2. Newsletter/Calendars: Communications working group to give an update.
- FC24/25-031 **Clerk Appointment and Legal Obligations.**  
Agree responsibilities
- FC24/25-032 **Meetings.**  
Council to NOTE the next full council meeting on 08 July 24, starting at 19h30.