
MINUTES ANNUAL PARISH MEETING OF THE COUNCIL

Monday 12th May 2025 at 19h30

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

Members Present: Councillors: Charlotte Hall (Chair), Vanessa Freeman Gwynn (Vice Chair), Rob Grindley, Ray Brown, Mary Major, Ryan Gillies and Roshini Wickramasinghe.

In attendance: Vicky Gladstone (acting clerk)

Members of the Public Present: Ward Cllr Eaton and City Cllr Ferrans

Meeting Started: 19.35pm

- FC25/26-001 **Election of Chair for the year 2025/26:** Charlotte Hall was proposed by Cllr. Brown and seconded by Cllr. Grindley. All Members voted in agreement. No other nominations were received.
- FC25/26-002 **Election of Vice Chair for the year 2025/26:** Vanessa Freeman Gwynn was proposed by Cllr Major and seconded by Cllr. Brown. All members voted in agreement. No other nominations were received.
- FC25/26-003 **Apologies:** Apologies were received and accepted from Cllr. Nash who is out of the country at this time.
- FC25/26-004 **Declarations of Interests:** Cllr. Hall (President of the Patch Allotment) and Cllr. Major (Trustee of the Patch Allotment)
- FC25/26-005 **Minutes:** The minutes of the APM held on 13th May 2024 were agreed and signed as a correct record of the meeting held.
- FC25/26-006 **Standing Orders:** The Council reviewed and approved the revised Standing Orders as updated to reflect the new NALC model.
- FC25/26-007 **Financial Regulations:** The Council reviewed and approved the updated Financial Regulations Policy.
- FC25/26-008 **Review of Working Groups:** (LGA1972, s101, states that decisions can only be delegated to committees, sub-committees, an Officer or another local authority)
With the absence of Cllr. Nash the Council agreed to defer the decision on this matter to the next FC meeting in July.
- FC25/26-009 **Representation at External Bodies:** (LGA1972, s101, states that decisions can only be delegated to committees, sub-committees, an Officer or another local authority)
With the absence of Cllr. Nash the Council agreed to defer the decision on this matter to the next FC meeting in July.

FC25/26-10 **Membership of External Bodies:** Council reviewed and agreed to continue membership of the following bodies:

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)

For Membership of SLCC it was noted that this would need to be considered with the RFO how best to administer and cost this.

FC25/26-11 **Appointment of Internal Auditor 2025/2026:**

It was agreed that the Council continues to work with and appoint Joanna Simonds as internal auditor for 2025/26. Audit Fee £200

FC25/26-12 **Scheme of Delegation:** The Council agreed and confirmed the scheme of delegation to the Clerk and RFO.

FC25/26-13 **Review and Agree Annual Policies:**

1. **Code of Conduct** – Council agreed to defer to FC Meeting in July. However, the Council noted that it would continue to adopt and follow the Code of Conduct as held by MKCC.
2. **Fixed Assets Register** – Agreed as of version agreed in 03/25 ref: FC24/25 90.7.3
3. **Reserves Policy** – Agreed as of version agreed in Jan 24
4. **Grants Policy** – Agreed as of version May 2024 with change of address /PO Box number.
5. **Risk Register** – Agreed as of version confirmed 03/25 ref: FC24/25 90.7.1
6. **Investment Strategy Policy** – Agreed as of version adopted May 2024 – no changes

Council noted that a full review of policies would be being carried out by the RFO working in conjunction with Cllr Nash and Cllr Hall

Meeting Ended at. 19.50

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