

Shenley Brook End & Tattenhoe Parish Council

Minutes of the Annual Meeting of the Parish Council
Monday 24th May 2010, 7.30 p.m.

Present: Cllr D Livingstone – Chair of the Parish Council

Cllrs D Edmonds, C De Myers Robinson, N Leonards, G Small, I Stewart MP, K Thomas,
M Walton, N Warden, C Williams, L Wylie

1. To elect a Chairman of the Council for the ensuing year:

Cllr Livingstone indicated that he was prepared to stand again as Chairman.

It was proposed by Cllr K Thomas and seconded by Cllr D Edmonds that Cllr David Livingstone be elected as Chair of the parish Council for the ensuing year.

There being no other nominations, Cllr Livingstone was elected unanimously as Chairman of the Parish Council form 2010-11

2 To elect a Vice – Chairman of the Council for the ensuing year:

It was proposed by Cllr Livingstone and seconded by Cllr Thomas that Cllr Jean Nicholas be elected as Vice Chairman of the Parish Council for the ensuing year.

There being no other nominations, Cllr Nicholas was elected unanimously as Vice Chairman of the Parish Council for 2010-11

3 Apologies:

Apologies were received and accepted from Cllr J Nicholas (holiday) and Cllr C Osler (work)

4. To confirm the minutes of the last Annual Meeting of Council held on Monday 25th May 2009:

The minutes of the annual meeting of Council held on Monday 25th May 2009 (previously presented to Council on Monday 22nd June 2009) were received and approved as a correct record of that meeting

5. To receive the outgoing Chairman's report on the year

The Chairman had previously circulated a written report.

6. To review the delegation arrangements to Committees, subcommittees and employees, and the terms of reference for committees

Members discussed the status of the Allotment working party and whether it should become a Sub Committee, but were otherwise content with the current arrangements.

- AGREED:**
- i) That the Allotments Working Party should complete its current work.**
 - ii) that allotment issues should continue to be dealt with at the Planning & Environment Committee**
 - iii) that Allotment Site Representatives be invited to attend the P&E meetings**
 - iv) that the arrangement be reviewed in six months and be brought back to Council for change if necessary.**

7. To receive nominations to existing committees

The following nominations were made and **AGREED**

Planning & Environment

Cllrs Warden, Edmonds, Wylie, De Myers Robinson, Walton, Small and Thomas

Community Committee

Cllrs Warden, Stewart, De Myers Robinson, Williams, Leonards

8. To review & adopt of standing orders (based on new model standing orders issued by NALC)

AGREED: To adopt new standing orders based on Latest model issued by NALC.

9. To review Financial Regulations including appointment of Internal Auditor for 2010/11 and the system of internal control

Members considered that current financial arrangements and

- AGREED:**
- i) To approve existing Financial Regulations**
 - ii) To refer the Review of the effectiveness of internal control to the next meeting of the Policy & Finance committee**
 - iii) To re-appoint Mrs Jane Moore as Internal Auditor.**

10. To review the Charter arrangement with Milton Keynes Council

Cllr Livingstone reported that the new charter drafted by the parishes was in its last passage through the approval process. The draft had been consulted on extensively and then Milton Keynes Council had circulated its version. Meetings had taken place to combine the two documents and it was hoped that the issue would be resolved shortly.

11. To review representation on or work with external bodies and arrangements for Members reporting back.

Members reviewed the current list of outside bodies and made minor amendments, Cllr Williams questioned the mechanism for reporting back, which is currently verbal, and asked if it was appropriate for written reports.

12. To appoint representatives to outside bodies

The following appointments were AGREED:

Group	Appointed Representative
MKP Western Expansion Area Place Making Group	D Livingstone
MKP Western Expansion Area Stakeholder Group	D Livingstone
MK Association of Urban Parishes	D Livingstone
MK Parishes Assembly	D Livingstone & J Nicholas
STARS Forum	
Thomas Stafford Trust	D Edmonds
TVP Liaison Group	D Livingstone & D Edmonds
West Flank Interagency Group	Andrew
Emerson Valley Community Centre	Neil Warden
Surestart (Furzton)	N Leonards & C Williams

13. To review the inventory of land and assets

Members reviewed the inventory of land and assets, and asked that a review of the write down policy be referred to the Policy & Finance Committee.

AGREED: to accept the inventory of land and assets as correct and to refer the write down policy to the next meeting of the Policy & Finance Committee

14. To review and confirm arrangements for insurance cover in respect of all insured risks

Members considered the information on the policy schedule and

AGREED: That the schedule in respect of insured risks be reviewed by the Policy & Finance Committee during the year, prior to renewal.

15. To review the Council's and/or employees membership of other bodies:

Members considered the current bodies of which the Council and/or its employees were members and **AGREED** to continue the current arrangements for:

Society of Local Council Clerks (Membership for Clerk and Deputy)
Institute of Local Council Management (Membership for Clerk and Deputy)
Bucks Association of Local Councils (Membership for the Council)
Milton Keynes Association of Urban Parishes (Membership for the Council)

16. To review the Council's Complaints procedure

Members reviewed and **AGREED** the existing policy.

17. To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

Members were made aware of the fact that the existing schedule relating to the publication scheme, shown on the website, was incomplete.

AGREED: To refer review of these procedures to the next meeting of the Policy & Finance Committee.

18. To review the Councils policy for dealing with the press/media

Members considered the new proposed protocol.

AGREED: To adopt the proposed protocol for dealing with the press and media.

19. Special meeting of the Committees:

(a) Community Committee Agenda:

1. To elect/appoint a Chair for the Council year 2010/2011
Cllr C De Myers Robinson was elected as Chair
2. To elect/appoint a Vice Chair for the Council year 2010/2011
Cllr C Williams was elected as Vice Chair

(b) Planning & Environment Committee Agenda:

1. To elect/appoint a Chair for the Council year 2010/2011
Cllr K Thomas was elected as Chair
2. To elect/appoint a Vice Chair for the Council year 2010/2011
Cllr D Edmonds was elected as Vice Chair

Following these elections, the membership of the Policy & Finance Committee will be as follows:

Cllrs Livingstone, Nicholas, De Myers Robinson, Thomas, Warden, and Edmonds

(c) Policy & Finance Committee Agenda:

1. To elect/appoint a Chair for the Council year 2010/2011
Cllr D Livingstone was elected as Chair
2. To elect/appoint a Vice Chair for the Council year 2010/2011
Cllr J Nicholas was elected as Vice Chair

Signed Date:

Chairman