

SHENLEY BROOK END & TATTENHOE PARISH COUNCIL

6 Wimborne Crescent
Westcroft District Centre
Milton Keynes
MK4 4DE



**Minutes of the Annual Meeting of the Parish Council held at the Parish Office,
6 Wimborne Crescent, Westcroft, on Monday, 23rd May 2011.**

C/01/11 Present: Cllr. D. Livingstone
Cllr. M Chapman
Cllr. D. Edmonds
Cllr. M. Geaney
Cllr. J Nicholas
Cllr. C Osler
Cllr. D Sanders
Cllr. K Thomas
Cllr. R Verman
Cllr. N Vidamour

W Dawson – Clerk to Council
C McMillan – Deputy Clerk to Council

C/02/11 Also present:
4 Members of the public
Mr A Ridgway, Youth Team Leader
Mr M Webber, Parish Warden

C/03/11. Apologies
Cllr. C Williams

C/04/11. Election of Chairman
Cllr D Livingstone was elected unopposed as Chairman for the year 2011/12. He thanked Council and signed the Declaration of Acceptance of Office.

C/05/11. Election of Vice Chairman
Cllr J Nicholas was elected unopposed as Vice Chair for the year 2011/12. She thanked Council and signed the Declaration of Acceptance of Office.

C/06/11. Minutes of the Annual Meeting on Monday 24th May, 2010
The minutes of the Annual Meeting held on Monday, 24th May, 2010, having been presented previously to the Council meeting on 28th June 2010, were received and signed by the Chair

C/07/11. Chair's Report.

The Chairman's report on the year 2010/11, having been delivered to the Annual Meeting of the Parish, was noted and approved.

C/08/11. Standing Committees

It was resolved to:-

continue the present committees

invite each committee, at its first meeting, having elected the Chair and Vice Chair, to consider the revised Terms of Reference prepared by the previous Council and report back to Council

to appoint members as follows

Planning and Environment Committee – Cllrs M Chapman, D Livingstone, J Nicholas, D Sanders, K Thomas, and R Verman.

Community Committee- Cllrs M Chapman, D Edmonds, M Geaney, D Livingstone, J Nicholas, D Sanders, R Verman, N Vidamour and C Williams.

It was further resolved to defer the appointment of Councillors to the Policy and Finance Committee until the Chairs of the above committees had been determined.

C/09/11. Standing Orders.

Standing Orders having been revised last year **it was resolved to** re-affirm the current document.

C/10/11. Financial Regulations

Although Financial Regulations had been reviewed last year, Council were advised that a number of changes could be appropriate. **It was resolved to** refer the regulations to the Policy and Finance Committee to be reviewed.

C/11/11. External Representation

It was resolved that the following Members would be the Parish Council's representatives on the external bodies shown:-

WEA Stakeholder Group – Cllrs D Livingstone & J Nicholas
MK Association of Urban Parishes – Cllrs D Livingstone & J

Nicholas

MK Parishes Forum – Cllrs D Livingstone & J Nicholas. Council elected Cllr Livingstone as their nominee for Vice Chair of the Forum

STARS Forum – Cllr N Vidamour

Thomas Stafford Trust – Cllr D Edmonds

TVP Liaison Group – Cllrs D Livingstone & D Edmonds

West Flank Interagency Group – A Ridgway, Youth Team Leader
Emerson Valley Community Centre – Cllr D Edmonds
Governor, Long Meadow School – Cllr M Geaney.

Council noted that there may be a request for a representative from the Parish Council for the Emerson Valley Rugby Club.

C/12/11. Inventory

It was resolved that the Clerk be required to re-visit the inventory of land and assets and present an up-to-date list to Council in June.

C/13/11. Insurance

It was noted that competitive quotations had been received. However, **it was resolved to** retain the current provider but to ask the Clerk to review the cover after the revised assets inventory had been approved.

C/14/11. Membership of Other bodies

It was resolved to continue the membership of:-

The Society of Local Clerks

The Institute of Local Council Management

Bucks Association of Local Councils/National Association of Local Councils

Milton Keynes Association of Urban Parishes

National Society of Allotment & Leisure Gardeners Ltd,

C/15/11. Complaints Procedure

It was resolved to re-affirm the current document.

C/16/11. Freedom of Information and Data Protection Acts

It was resolved to invite the Policy and Finance Committee to review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

C/17/11 Media

It was resolved to re-affirm the current document.

C/18/11. Date of next meeting:

It was resolved that the date of the next Annual Meeting of the Council shall be on Monday 21st May, 2012 at, approximately, 7.30p.m. at the Parish Office

SIGNED.....Chair