

WOBURN SANDS TOWN COUNCIL

Memorial Hall, 4 High Street, Woburn Sands, Milton Keynes, MK17 8RH

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Members of Woburn Sands Town Council are hereby summoned to attend the Annual Town Council Meeting of Woburn Sands on **Monday 13th May 2024 at 7.30pm in the Committee Room, Memorial Hall.**
Members of the public are welcome to attend.

A G E N D A

Timings

95/24	Elect a Chairman	5 minutes
96/24	Receive the Chairman's Declaration of Acceptance	
97/24	Elect a Deputy Chairman	5
98/24	Present	
99/24	Co-option of a new councillor	5
100/24	<p>DECLARATION OF INTEREST: Under the localism act 2011 (section 26-37 and schedule 4) and in accordance with the Council's code of conduct, all members must declare any interests which they may have in any of the items under consideration at this meeting.</p>	
<p>The meeting will be adjourned for Public Question Time The time allocated is at the discretion of the Council/Chairman. Residents are invited to give their views and question the Town Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Town Council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire. A Councillor with a prejudicial interest in a particular issue may address the Council on the issue during Public Question Time subject to the Councillor leaving the room in the event of an exchange of the issue between the public and the Council during this period.</p>		15 minutes max
101/24	To consider the participation of the Chair of the council at committee meetings	5
102/24	<p>To appoint statutory or standing committees and working groups: (2023-24 list circulated)</p> <ul style="list-style-type: none"> a. Planning b. Finance and Admin c. Staffing sub-committee of Finance d. Environment e. Halls f. Communication g. Christmas Fayre – Councillor representative h. Danesborough Forum and Cross Boundary Parishes Liaison i. Parish Forum j. 50th Anniversary working group 	20
103/24	Minutes: To consider the approval of the draft minutes of the last meeting of the Council held on Monday 8 th April 2024. To be circulated.	5
104/24	<p>To approve amended and updated policies (circulated):</p> <ul style="list-style-type: none"> a. Standing Orders b. Financial Regulations c. Health and Safety Policy 	10

105/24	To approve meeting dates for the year: a. Confirm monthly full council meetings as every second Monday of the month except for August b. Committee meetings c. Gravel Pit Close Charity meetings	10
106/24	Progress Reports: a. Halls and Library: the hot water system at the Sports Hall is 'over spec' and expensive to run, but the cost of replacing is likely to be £5k to £6k. Insulating would help, at a cost of £980+VAT b. Environmental and Edgewick Farm c. 50 th Anniversary event d. Clerk's Report and Caretaker's update: to be circulated	15
107/24	Ward Councillors Reports:	10
108/24	Finance: a. To consider and approve payments for April. To be circulated b. To agree to insulate the Sports Hall heating/hot water boilers at £980 +VAT c. For information - Charlotte Johnstone has taken up her post as Finance Assistant from 1 st May d. For information the Internal Audit to be carried out by D Batchelor	5
109/24	To approve direct debit and standing order payments and request HMRC payments be by direct debit: list circulated	5
110/24	Change to bank signatories: request councillors who are signatories and authorised to approve payments can also view the bank account not just the payments being authorised	
111/24	Planning: a. 24/00853/HOU single storey extension and garage conversion 73 Elm Grove response by 23.05.24 b. 24/00915/HOU single storey extension, rear dormer, second rear window, rear door 32 Wood Street response by 23.05.24 c. 24/00946/TCA felling of a Norway Spruce and an Ash to ground level 7 Sandy Court response by 31.05.24 d. For information – 3 High Street is appealing against the decision by MKCC	5
112/24	Notifications of decisions made from Milton Keynes Council: a. 24/00668/TCA 40 Station Road tree works. No objection b. 24/00667/TC 38 Station Road tree works. No objection	5
113/24	Litter Pick: To agree a date for a town litter pick.	5
114/24	D-Day commemorations: agree who will be lighting and overseeing the lamp and any ceremony on Thursday 6 th June.	5
115/24	Correspondence <ul style="list-style-type: none"> • Residents have contacted regarding the 450 bus but there has been no information from Britannia Buses except to say the bus is cancelled indefinitely • Operators of the 47 Community Transport to Leighton Buzzard have contacted us with this year's timetable • A complaint about parking on the Cranfield Rd junction with Station Rd • A complaint about WSTC's response to planning application 24/00701/HOU 4 Wood Street 	5

116/24	Notification of Urgent Decisions that have been made: <ul style="list-style-type: none"> • Some remedial work needed to smoke detectors etc. following annual fire services 	
117/24	Councillor's reports and items for next agenda: <ul style="list-style-type: none"> • Annual Governance and Accountability Returns (AGAR) forms to be approved and signed • GDPR policy and information 	
118/24	Date of next meeting: Monday 10th June 2024, The Committee Room at The Memorial Hall	

Signed:



Clerk to Woburn Sands Town Council

Date: 02/05/2024