

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 summonsed to attend the Annual Meeting of the Woburn Sands Town Council to be held at the Council Offices on Monday 10th June 2019 at **7.30p.m.**

A G E N D A

1. **Apologies and approve reasons for absence**

2. **Town Mayor's Announcements (if any)**

3. **DECLARATION OF INTEREST**

Members to declare any disclosable pecuniary interests, or personal interests (including other pecuniary interests), they may have in the business to be transacted, and officers to disclose any interests they may have in any contract to be considered.

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.

4. **Minutes:** To consider the approval of the draft minutes of the last meeting of the Council held on 13th May 2019 (circulated)

5. **Progress Reports** for information

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| a. | Clerk | <i>(appendix i)</i> |
| b. | Halls, Library & Fire Station | Cllr. Geddes, see Clerk Report for equipment required. |
| c. | Environment | Cllr Skelton |
| d.. | Police and Policing | Cllr Temple |
| e. | Edgewick Farm | |
| f. | Fulbrook School | Cllr. Cowmeadow |
| g. | Market | Cllr. Farrant |
| h. | Christmas Fayre | Cllr. Farrant |
| i. | Summer Festival | Cllr. Brooke |
| j. | Communications | Cllr. Rae |
| k. | Love Woburn Sands | Cllr Brooke |
| j. | East West Rail/Network Rail | Cllr. Hopkins / Geddes |

6. **Unitary Councillor Report** Cllr. Hopkins

7. **Planning**

Notification from Milton Keynes Council of the following applications:

- a. Prior notification for change of use from A1/A2 to A3 at:
51A High Street Mr J McEvady

- b. **Notification of Decisions made from Milton Keynes Council**
Nil to date

- c. **Parklands, Greens, Updates (if any.)**

8. **Policies – Reviews (circulated)**

The following Policies had been circulated to all Councillors for comments and review.

Councillor Privacy Notice Completely up to date, reviewed and approved

Social Media & Electronic Communication Policy Up to date, Councillors should be mindful of this policy when using social media, reviewed and approved.

The following draft Policies circulated to all Councillors for comments and review.

Complaint procedure Wording regarding Milton Keynes Council officer changed to cover if Monitoring Officer or Ombudsman title changes.

Grant Award Policy This was circulated to all Councillors prior to meeting for comments and review. The wording regarding the payment section has changed.

- 9 **Audit 2018 – 2019 Internal Audit Report** (*appendix ii*)
Report from Internal Auditor (circulated.) to discuss any issues raised.
- 10 **Audit 2018 – 2019 Section 1 Annual Governance Statement Circulated**
To agree/discuss The Annual Governance Statement Boxes 1 - 9
- 11 **Audit 2018 – 2019 Section 2 Accounting Statement Circulated**
To Approve section 2 the Accounting Statement figures based on all figures presented at the previous meeting. All accompanying supporting documents had previously been circulated.
- 12 **Insurance 2019 – 20**
The Clerk has reviewed the Insurance which was due for renewal June 2019 and have increased the cover for The Old Fire Station to cover the extension. (Cllrs should consider getting this valued for rebuilding costs) The PA system has also been added to the policy.
- 13 **Defibrillator**
To update on some points, Dudley Taylor although not against defibrillators thought Club Lane unsuitable location as to get power supply would be difficult due to their internal fittings on the wall.
14. **Community Warden / Enforcement officer**
Cost of enforcement officer would be £25,135.64 per annum plus expenses. To discuss options and Illegal parking in general.
- 15 **Request from resident** (*appendix iii*)
Request for some form of plaque to go in the soil (not on War Memorial) as a commemorative reminder of Graham Circuit who lost his life during training in Belize.
16. **Notification of consultation of a proposal to create all through education provision at Glebe Farm.**
To discuss if comments will be sent.
- 17 **To Review Reserves**
To approve the transfer of funds from **2018 – 19** year General Fund to the following reserves.
£2,000 Halls repairs (side passage Memorial Hall)
£1,500 Halls decoration Memorial Hall
£5,500 MKC transfer of services
£1,000 MKC transfer of services - Salaries
- 18 **Office Opening Times**
To review the office opening times for the short term, to allow the Clerk to carry out her work to the best of her ability the Clerk has asked that closing the office on a Monday be considered as she is in the office without any help on a busy day, especially a meeting day. It should also be considered to close throughout August to help the office staff to get the paperwork in order.
- 19 **Notification of Urgent Decisions that have been made.**
- 20 **Finance**
a. To consider and approve payments on list enclosed.
b. To Review and Approve End of Year accounts for the Gravel Pit Close Charity (circulated)
- 21 **Correspondence for Information**
- 22 **Councillors' reports and items for future agenda**
Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
- 23 **Date of next meeting will be on 8th July 2019**

Signed: *L. J. Stapleton*
Clerk to Woburn Sands Town Council

Date: 4th June 2019