

## ANNUAL PARISH COUNCIL MEETING (AGM) Followed by Ordinary Parish Council Meeting

**TO MEMBERS** of the Council: You are hereby summoned to attend the Annual Parish Council Meeting on Monday **14 May 2018**, which commences at 7.15pm, following by the monthly Ordinary Parish Council Meeting, at 27 Atlas Way, Oakgrove, Milton Keynes, MK10 9SG

*Vicky Mote*

Vicky Mote-Clerk/RFO

9 May 2018

Ref	AGENDA ITEMS	
1.	<b>Election of Chair</b> 1.1 To receive nominations and vote. 1.2 Elected Chair to sign a declaration of office for the role and receive notes about the role of Chair.	5 min
2.	<b>Election of Vice-Chair</b> , to received nominations and vote.	2 min
3.	<b>Apologies for Absence</b> To receive apologies and approve reasons for absence.	2 min
4.	<b>Public Open Session</b> To hear questions from members of the public and representations about items on the agenda.	10 min
5.	<b>Declaration of Interest:</b> Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting.	2 min
6.	<b>Minutes</b> to received and approve as a true and correct record, the minutes of the Annual Parish Council meeting held on 15 May 2017.	2 min
7.	<b>Standing Orders</b> To receive the NALC Model Standing Orders, inclusive of the Parish Council's specific standing orders.	10 min
8.	<b>Financial Regulations</b> 8.1 To review and approve the Financial Regulations. 8.2 To approve payments being made by BACS and Direct Debit.	5 min
9.	<b>External Representation</b> To review representation on or work with external bodies and arrangements for reporting back to council. 9.1 Parish Forum (2 representatives) 9.2 MKALC 9.3 Development Control Committee 9.4 Receive and approve recommendations for any other external bodies.	5 min
10.	<b>Asset Register</b> To review the council's inventory of land and assets including buildings and office equipment.	5 min
11.	<b>Insurance</b> To confirm arrangements for insurance cover in respect of all insured risks.	2 min
12.	<b>Membership of Outside Bodies</b> To review and agree the Council's and/or employee's membership of other bodies which offer professional services to the Council, such as NALC, BALC, SLCC.	5 min
13.	<b>Review of Meeting Dates, Committees, Working Groups, Delegation Arrangements, Terms of Reference.</b> 13.1 To review and confirm dates of Meetings. 13.2 To agree to receive agendas and minutes by email. 13.3 To review and approve working groups. 13.4 To review and approve terms of reference for working groups. 13.5 To review the need for any new committees, sub-committees. 13.6 To review and approve delegation arrangements to the Parish Clerk.	15 min

14.	<b>Minutes</b> to received and approve as a true and correct record, the minutes of the Ordinary Parish Council meeting held on 9 April 2017.	2 min
15.	<b>Finance</b> <b>15.1 Appeal for Funding</b> <b>15.2 Payments</b> to agree payments to be made as per payments list. <b>15.3 CCLA Fund</b> , approve signatories.	5 min
16.	<b>Planning Applications</b> (fixed item). To agree any comments, support or objections to current planning applications, list circulated prior to meeting.	2 min
17.	<b>Licensing Applications:</b> (fixed item)	2 min
18.	<b>Consultations Papers</b> (fixed item). To agree Parish Council responses to current consultations.	2 min
19.	<b>General Data Protection Regulation (GDPR)</b> -Fixed Item Clerk to give an update, Council to agree next steps if required. 19.1 Privacy Notice (allotment tenants) 19.2 Privacy Notice (councillors, staff, contractors)	5 min
20.	<b>Devolution-Landscaping Update</b> To receive the Clerk's update.	5 min
21.	<b>NALC Annual Conference 30-31 October 2018.</b> To approve Clerk attendance.	2 min
22.	<b>MK Dons Set-Summer Play Sessions</b> , to consider.	2 min
23.	<b>Ferry Meadows Community Centre Update</b>	2 min
24.	<b>Garages</b> Cricket Field garages, pro rata rent 2017/18.	5 min
25.	<b>301 Bus Service</b> , Cllr Ricky Oates to give an update.	2 min
26.	<b>Potential Adverse Possession</b> To approve legal advice budget	5 min
27.	<b>WORKING PARTY UPDATES</b> (Fixed Item) Chair of working groups to give updates and Council to agree next steps on any actions.  27.1 <u>Property &amp; Land</u> (TS, JS, DM, CB, Clerk) (a) MK Pavilion request to put external awning up (Neil Cressy) 27.2 <u>Technology</u> (Clerk, JoB, LS, TS, MS) (a) Fixed IP address for scanning docs. (£5.50/month) (b) Website Update  27.3 <u>Ground Maintenance</u> (JS, DH, JoB, Clerk, CB) (a) Walton Road Allotment, water supply.  27.4 <u>Strategy</u> (All Councillors (All Councillors)) 27.5 <u>Human Resources</u> (DM, TS, Clerk) (a) Administrator/Clerk salary/holiday approval for 2018/19. (b) Note change in pension contribution. (c) Freedom of Information/Publication Scheme Policy. (d) Parish Survey.	20 min
28.	<b>Correspondence</b>	5 min
29.	<b>Councillor Reports and Items for Future Agenda</b>	5 min
30.	<b>Next Meeting:</b> Monday 4 June 2018 Parish Council Meeting	