

You are hereby summoned to the **Meeting of Council** to be held on  
**Tuesday 18<sup>th</sup> April 2017**  
at **the Willen Pavilion Willen**  
**commencing at 7.30pm (or as soon thereafter as the Annual Meeting of  
Parish Electors convened for 7pm on the same day and at the same place  
shall have been completed)**

**This meeting is open to the Public**

### **AGENDA**

**1. To receive:**

Members Present  
Apologies for Absence  
Declarations of Interest  
Members of the Public Present

**Confidential Item**

**In view of the terms of Schedule 12A Local Government Act 1972, the following item\* will be likely to disclose exempt information relating to establishment and contractual matters and Council is therefore invited to resolve that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.**

**\*Item No. 2**

**2. Minutes of the Extra Ordinary Meeting of the Communications Committee**

**Chair: Cllr M Petchey**

**IT Managed Services Contract** (Minute No. 164/16)

Council is invited to receive a presentation and the Committee's recommendation for the IT Managed Services Contract.

**3. Minutes of the Meeting of Council held on the 21<sup>st</sup> March 2017**

Council is invited to approve the minutes of the meeting.

**4. Chair / Vice Chair's Report**

Council is invited to receive a report from the Chair/Vice Chair

**5. Clerk to Council's Report**

To update Council on items received since the publication of the Agenda.

**6. Correspondence**

Council is invited to note the schedule of correspondence received during the last month.

All of the correspondence has previously been forwarded to Councillors as and when received.

**7. Ward Members' Reports**

Council is invited to receive Ward Members' Reports.

**8. Public Involvement – Deputations, Petitions and Questions**

**9. To Receive Reports from Committees**

**9a Minutes of the Planning & Policy Committee – 21<sup>st</sup> March 2017**

**Chair: Cllr D Kendrick**

Council is invited to receive the minutes.

**9b Minutes of the Planning & Policy Committee – 5<sup>th</sup> April 2017**

**Chair: Cllr D Kendrick**

Council is invited to receive the minutes.

**9c Minutes of the Finance & Administration Committee**

**Chair: Cllr T Baines**

Council is invited to receive the minutes with 1 item to ratify (i) and 1 item to note (ii)

**i. Draft Minute No. 167/16 - Potential Deposit of Funds with MK Community Bank (Swan Credit Union)**

Committee resolved to recommend to Council that it deposit £2000.00 with MK Community Bank (Swan Credit Union). Deposit to be reviewed annually at the first committee meeting of the financial year.

**ii. Draft Minute No. 172/16 - Finance Training** (Minute No. P11/16, C49d/16, 26/16, 41/16, 45/16, 64/16, 85/16, 158/16)

Further to the determination made at the previous meeting that there was a requirement to commission specialist finance training, Committee considered the subject matter covered at recent County Association finance training events and agreed that the specification was required by the Parish Council. It was decided that this will take place on a Saturday, to be arranged.

**9d Minutes of the Personnel Committee**

**Chair: Cllr B Greenwood**

Council is invited to receive the minutes with 1 item to ratify (i.)

**Draft Minute No. 114/16 - Staff Appraisals** (Minute No 47/16, 58/16, 70/16, 81/16, 90/16, 104/16)

This item will be taken under the confidential section – Agenda Item No. 16

**9e Community & Environment Committee**

**Chair: Cllr L Harris**

Council is invited to receive the minutes with 1 item for ratification (i.) and 3 items to note (ii, iii & iv)

**i. Draft Minute No. 181/16 - Internal Re-decoration of Oldbrook Centre**

This item will be taken under the confidential section – Agenda Item No. 15

**ii. Draft Minute No. 187/16 - Condition of Mountain Ash tree on Oldbrook Green**

Committee considered the report, noting that the tree was diseased and had a limited lifespan, and resolved that the tree be removed, to as close to the ground as possible, at a cost of £1280.00 + vat

iii. **Draft Minute No. 188/16 - Fishermead Sports Ground - Temporary Building**

Committee considered the potential opportunity to acquire a second-hand temporary building. Committee reviewed the cost estimate for transporting the building to site and the plans of the building on offer and resolved that this opportunity would not be pursued as the transportation costs were too high and the building did not offer what we required, to serve as a sports pavilion, in its current format.

iv. **Draft Minute No. 189/16 – Grant Applications**

Committee considered a grant application from Friends of Orchard and Shepherdswell Academy for £1000.00 (Grant Application No: 010/16-17/ Section 137) and resolved to award the grant in full.

**9f Communications Committee**

**Chair: Cllr M Petchey**

Council is invited to receive the minutes with 1 item to note (i)

i. **Draft Minute No 157/16 - Parish Council Website Updating Requirement**

Committee agreed to the proposal from Bespoke Media to upload and update Council documents and notices onto the Parish Council website at a cost of £600 per annum – all updates to be completed within 24 hours of receipt.

**9g Emergency Response Committee**

Council is invited to note that the Committee has not met since the last meeting of Council.

**9h WW1 Centenary Working Group**

Council is invited to note that the Working Group has not met since the last meeting of Council.

**9i. Minutes of the New Build (Task & Finish) Committee** (Minute No. 191f, 213h, 77h/16, 92ii & 225i/16)

Council is invited to receive the minutes with 2 items to note (i and ii)

i. **Draft Minute No. 33/16 - Building specification** (Minute No. 16/16, 26/16)

The Committee reviewed the revised document on the functionality of the proposed new building. The following was decided:-

The Community Space should accommodate a maximum of 150 people.

There should be 10 workstations in the main office (including the Clerk and Finance Officer).

There should be 4 workstations in the designated Member's room.

The small meeting room should seat up to 20 people.

The staff room would be for staff use only.

The stationary store and archive store could be the same room.

Triple glazing would not be necessary.

Waterless urinals should be installed in the gents toilets.

Cllr Kahin arrived during the above item.

ii. **Draft Minute No. 34/16 - Financial Consultancy Quotation**

Committee considered and accepted a quotation from DCK Beavers to provide initial financial consultancy services for the New Build project.

## 10. Policy Review

Council is invited to review the following policies prior to the Annual Meeting of Council in May 2017, making such arrangements as necessary to ensure completion of the task prior to the Annual Meeting of Council.

- i. The Code of Conduct
- ii. Member/Officer Protocol
- iii. Comments, Compliments, Complaints

## 11. Parish Council Business Plan Review Meeting

Nothing to report - Council is invited to note that no progress has been made on this matter since the previous meeting of Council.

Item to be discussed at the next Finance & Administration Committee.

## 12. Annual Meeting of Council - 16<sup>th</sup> May 2017

Council is invited to receive a verbal update from the Clerk and discuss the arrangements for the Annual Meeting of Council.

## 13. BALC / NALC Annual Subscription Renewal

Council is invited to consider renewing its annual subscription to:

Buckinghamshire & Milton Keynes Association of Local Councils - £1,164.17

National Association of Local Councils - £687.27

Local Council Review (LCR) publication x 4 editions (20 copies) - £270

## 14. Training/Conference Events Schedule

Council is invited to note the following training schedule and if required nominate Councillors/staff to attend relevant events.

Provider	Date	Venue	Content	Cost £
NALC	Wed 26 April	Farnborough	Good Councillors Spring Conference Cllrs I & T Fraser	£75+VATpp
BALC	Wednesday 26 April 2017 18.30	Bletchley	Councillor Induction Cllrs Dicerbo, May & Uranta	£31.85pp
Inside Gov	Thursday 27 April	London	Reducing the risk & impact of flooding Cllr Priest	£385pp £355pp for 2 <sup>nd</sup> / 3 <sup>rd</sup> delegate
BALC	Mon 22 May 10.00-4.00	Aston Clinton	Demystifying Planning Cllr Greenwood	£57.90pp
BALC	Tuesday 23 May 18.30-21.30	Hazelmere	Cllr Induction Training	£31.85pp
BALC	Thursday 20 July 2017 18.30	Westcroft, Milton Keynes	Councillor Finance Training Cllrs Dicerbo & May	£31.85pp
BALC	Thursday 12 October 18.30-21.00	Fishermead, Milton Keynes	Chairmanship Training TB, DPr, TU, LH & DK	£37.06pp
BALC	June – November 2017	Aylesbury	<b>CILCA</b> Cllrs Greenwood & Priest & CtoC	£250.00pp

**Confidential Item**

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**\*Item Nos 15 & 16**

**15. Minutes of the Community & Environment Committee**

**Draft Minute No. 181/16 - Internal Re-decoration of Oldbrook Centre**

Committee considered the report and quotations received and resolved to recommend Contractor B (JC Painters & Decorators) be appointed to carry out the works at a cost of £2560.00.

**16. Minutes of the Personnel Committee**

**i. Draft Minute No. 114/16 - Staff Appraisals** (Minute No 47/16, 58/16, 70/16, 81/16, 90/16, 104/16)

The Committee reviewed the amended and updated job description for the Clerk to Council and resolved to recommend the job description to Council for adoption.

**17. Committee Meeting Dates**

Community & Environment – Monday 24<sup>th</sup> April 2017, 7.00pm

Communications – Tuesday 25<sup>th</sup> April 2017, 6.30pm

Planning & Policy – Wednesday 3<sup>rd</sup> May 2017, 6.30pm, Parish Office

Personnel – Monday 8<sup>th</sup> May 2017, 6.30pm

Finance & Administration – Tuesday 9<sup>th</sup> May 2017, 7pm

Planning & Policy – if required - Tuesday 16<sup>th</sup> May 2017, 6.15pm

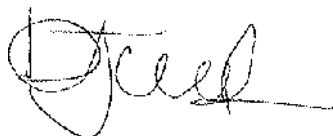
New Build – Meeting date to be confirmed

**18. Date of the Next Meeting**

i. Annual Meeting of Council Tuesday 16<sup>th</sup> May 2017, 7pm followed by Council meeting

ii. **Council is invited to note that it may be necessary to convene an Extra Ordinary Council meeting in the fourth week of May in order to consider the Parish Council Annual Return 2016/17**

**BY ORDER OF THE COUNCIL**



**D Warner  
Clerk to Council  
11<sup>th</sup> April 2017**