

Minutes of the Annual Meeting of Campbell Park Parish Council
held on **Tuesday the 19th May 2015**, at the
Oldbrook Centre Oldbrook Boulevard
commencing at 7.00pm

001/15 Election of Chair

Cllr I Fraser and Cllr L Harris were proposed and seconded for nomination for the post of Chair of Council

The Clerk read out a statement from Cllr Harris and Cllr I Fraser gave a verbal presentation.

Following a request from two councillors to have a secret ballot, with a further two Councillors requesting a recorded vote. Clerk to Council advised Council that Standing Orders included the provision for a signed ballot rather than a secret ballot, as well as the provision for a recorded vote. Clerk to Council went on to advise that it was possible to record the results of a signed ballot. Members voted to elect a Chair by a signed ballot with the names recorded.

Members voted as followed
Cllrs: Baines, Brown, Ennew, T Fraser, I Fraser, Kendrick, Priest and Shrimpton for Cllr I Fraser
Cllrs: Halton-Davis, Oguntola, Pafford and Petchey for Cllr L Harris

Cllr I Fraser was duly elected to the Chair of Council for the period to May 2016

002/15 Election of Vice Chair

Cllr T Baines was proposed and seconded for nomination for the post of Vice Chair of Council, there being no further nominations, Cllr T Baines was duly elected as Vice Chair of Council for the period to May 2016

003/15 Members Present

Cllr T Baines	Cllr K Kent (arrived 7.15)
Cllr C Brown	Cllr A Oguntola
Cllr C Ennew	Cllr D Pafford
Cllr I Fraser (Chair)	Cllr M Petchey
Cllr T Fraser	Cllr D Priest
Cllr P Halton-Davis	Cllr P Shrimpton
Cllr A Kahin (arrived 7.30)	Cllr D Taylor (arrived 7.15)
Cllr D Kendrick	

D Warner, Clerk to Council
E Webb, Administration Officer

004/15 Apologies for Absence
Council noted apologies from

Cllr L Harris – holiday

005/15 Minutes of the Annual Meeting of Council – 20th May 2014

Council noted that the Minutes of the 2012 Annual Meeting of Council had been approved by Council on the 17th June 2014

Signed.....Chair

Date.....

006/15 Reports

i. **Chair’s Report for 2014/2015**
Council noted and accepted the Chair’s report.

ii. **Clerk’s Report for 2014/2015**
Council noted and accepted the Clerk’s report.

007/15 Delegation arrangements to committees, sub-committees, employees and other local authorities
Council resolved to approve the current arrangements as detailed in Standing Orders, Finance Regulations and Committee Terms of Reference.

008/15 Review of the Terms of Reference for Committees
Council resolved to approve the Terms of Reference as recommended by the Committees prior to the meeting.

009/15 Receipt of nominations to existing committees
Council noted that the Business Plan/Strategy committee had been subsumed into the Finance & Administration Committee at a previous meeting of Council.

Council resolved to appoint the following Standing Committees:

- Finance & Administration
- Community & Environment
- Planning & Policy
- Personnel
- Communications
- Emergency Plan

Council and Committees to meet monthly, excluding August
Planning & Policy to meet monthly including August

Council resolved to appoint the following Members to the Standing Committees:

Finance & Administration Committee

Cllrs Baines, I Fraser, T Fraser, Harris, Kahin, Kendrick, Pafford, Priest and Taylor

Community & Environment Committee

Cllrs Brown, Ennew, T Fraser, I Fraser, Halton-Davis, Harris, Kendrick, Kent, Oguntola, Pafford and Priest

Planning & Policy Committee

Cllrs Baines, Brown, T Fraser, I Fraser, Halton-Davis, Harris, Kendrick, Pafford, Petchey, Priest and Shrimpton

Personnel Committee

Cllrs Baines, T Fraser, I Fraser, Harris, Kendrick, Kent, Pafford and Priest

Communications Committee

Cllrs Baines, Brown, T Fraser, I Fraser, Halton-Davis, Kendrick, Petchey and Priest

Emergency Plan

Cllrs Baines, Ennew, I Fraser, T Fraser, Kendrick and Priest

Signed.....Chair

Date.....

New Office Headquarters Working Group

Cllrs I Fraser, T Fraser, Harris, Kendrick, Kent, Pafford and Priest

010/15 Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors and receipt of nominations to them)

Council did not form any new committees but discussed the requirement for an Overview & Scrutiny Committee, the item to be included on the June Council agenda

011/15 Review and adoption of appropriate Standing Orders and current policies

Council resolved to accept the Committee's recommendations and amendments pertaining to Standing Orders and current policies as listed below and to revisit Standing Orders and Financial Regulations at the June meeting of Council.

- [A] Standing Orders
- [B] The Code of Conduct
- [C] Financial Regulations
- [D] Annual Investment Strategy
- [E] Member/Officer Protocol
- [F] Member Conduct
- [G] Lone Working Policy
- [H] Comments, Compliments, Complaints
- [I] Freedom of Information
- [J] Community Engagement Strategy
- [K] Information Technology
- [L] Media
- [M] Equality Policy
- [N] Training Strategy and Policy
- [O] Small Events Policy
- [P] Councillor Introduction and Induction
- [Q] Parish Safeguarding Policy
- [R] Members' Room Protocol
- [S] Projects Policy
- [T] Staff Handbook
- [U] Data Protection

012/15 Arrangements, including any charters, with other local authorities

Council resolved to re-adopt the existing Milton Keynes Council Parish Protocol.

013/15 Representation on or work with external bodies and arrangements for reporting back

Council resolved to appoint the following Members to represent Campbell Park Parish Council

MK Association of Local Councils

Cllrs T Fraser, Kent – Standing Deputy Cllr Kendrick

MK Parish Forum

Cllrs Kendrick and Baines – Standing Deputies Cllrs Kent and Priest

Willen Pavilion Management Committee

Cllr C Brown

Trinity Centre Management Committee

Cllrs Petchey, Kendrick, Priest

Signed.....Chair

Date.....

Springfield Initiative

Cllr Pafford

NAG West to include Springfield

Cllr Kendrick representing Fishermead, Cllr Kent representing Oldbrook
Nomination for a Springfield representative to be considered at June Council
meeting

Chapman Trust

Cllr Pafford

Geoff Taylor Educational Trust

Cllrs Baines, Ennew, Goss, Halton-Davis, Harris, Kendrick, Pafford and
Taylor

Chair confirmed that representatives on all external bodies should as a
minimum make a written report to Council on an annual basis.

014/15 Inventory of land and assets including buildings and office equipment

Council noted and approved the schedule of assets, it also noted that further
work was due to be completed in the coming months to update the
inventory.

015/15 Confirmation of arrangements for insurance cover in respect of all insured risks

Council resolved to confirm the current arrangements

016/15 Council's and/or employees' memberships of other bodies

Council noted that they had renewed their membership of B&MKALC, NALC
and MKUALC at the April meeting of Council

017/15 Setting the dates, times and place of ordinary meetings of the full Council for the year ahead

Council resolved to:

- accept the schedule of dates and times of Council and Committee
meetings for 2015-2016 with Finance & Administration Committee
meeting confirmed as meeting at 7pm
- Emergency Plan Committee and New Parish Headquarters Working
Group to formalise their meeting dates and advise Council accordingly
- the Communications Committee and Community & Environment
Committee at their meetings in November to agree a date for the
December meeting
- Council – August meeting to be considered at the June Council
meeting

Council asked for their thanks to be minuted to the Clerk and the
Administration officer for their work on preparing the AGM folders.

Signed.....Chair

Date.....