

# Campbell Park Community Council

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## The Minutes of the Annual Meeting of Campbell Park Community Council held on Tuesday 16th May 2023 at the Oldbrook Centre, Oldbrook Boulevard, Oldbrook commencing at 6.30pm

### THIS MEETING WAS OPEN TO THE PUBLIC

#### 01/23 Election of Chair to May 21<sup>st</sup>, 2024

Cllr Greenwood was proposed and seconded for the office of Chair of Council.

There being no other nominations, Cllr Greenwood was duly elected Chair of Council for the period to 21<sup>st</sup> May 2024 with the Declaration of Office signed.

#### 02/23 Election of Vice Chair to May 21<sup>st</sup>, 2024

Cllr Golding was proposed and seconded for the office of Vice Chair of Council.

Cllr Pafford put himself forward and was seconded for the office of Vice Chair of Council.

With a majority vote of 8, Cllr Golding was duly elected Vice Chair of Council for the period to 21<sup>st</sup> May 2024 with the Declaration of Office signed.

#### 03/23 Members Present

Cllr T Baines	Cllr K Jones
Cllr B Barton	Cllr K Kavarana
Cllr O Cole (arrived at 18:35)	Cllr K Kent
Cllr V Dixon (arrived at 19:20)	Cllr C Odunewu (arrived at 19:35)
Cllr T Fraser	Cllr Z Osman
Cllr R Golding	Cllr D Pafford
Cllr B Greenwood	Cllr M Petchey (arrived 18:55)
Cllr J Howard (departed at 19:15)	Cllr D Reynolds (arrived 18:40)

#### 04/23 Apologies for Absence

Cllr P Halton-Davis – personal commitment  
Cllr D Kendrick – work commitment

#### 05/23 Members of the Public Present

2 members of the public

**06/23**      **Review of Parish Council Standing Orders\***  
Council reviewed Standing Orders and considered and accepted the recommendation of the Finance, Administration & Policy Committee (draft minute 50/22) that Standing Orders 18.a.v and 18C – be amended to increase the procurement threshold from £25,000.00 to £30,000.00 from 21/12/22.

**07/23**      **Review of Parish Council Financial Regulations\***  
Council considered and accepted the recommendation of the Finance, Administration & Policy Committee (draft min. 49/22.i.) that Financial Regulation 6.18 be amended to add the Deputy Clerk and Estates Manager. Section 11 to be updated in line with revised procurement thresholds.

\*Amendments in-line with National Association of Local Councils recommendations

Cllr Reynolds arrived during the course of this item.

**08/23**      **Annual Review of Bank Signatories**  
Council reviewed the current bank signatories and agreed that;  
i.      Unity Trust - the current signatories of Cllrs Baines, Greenwood, Golding and Kavarana be retained with Cllr Reynolds added as a signatory.  
ii.     CCLA Investment Management - the current signatories of Cllrs Greenwood and Pafford be retained, Cllrs Golding and Reynolds be added and former Councillor Larry Harris and the late Councillor Isabella Fraser be removed from the signatories.

**09/23**      **Scheme of Delegations**  
Council reviewed the Committee structure, delegation arrangements to Committees, Sub-Committees and Officers and terms of reference for Committees.

Council resolved to accept the proposal of the Clerk to Council that the Community & Social Wellbeing Committee and Communications Committee be amalgamated (with 11 Members serving on the newly formed Committee). The name of the new Committee to be considered at its first meeting along with a new Terms of Reference. The proposed amended Committee terms of reference for Community & Social Wellbeing Committee to be incorporated into this process and returned to Council for consideration in due course.

Council approved the recommendation that all other Committees re-adopt their terms of reference without amendment.

Cllr Petchey arrived during the course of this item.

**10/23**      **Renaming of Committee**  
Council considered and accepted the recommendation of the Buildings and Property Portfolio Committee (minute 107/22) that this committee be renamed the Estates Committee to better reflect the remit of its work.

**11/23**

**Appointments to Committees / Appointment of Committee Chairs**

Council appointed members to the Committees agreed within the Scheme of Delegations (Standing Order 4dxiv applies) and then appointed a Chair of each Standing Committee (Standing Orders 4dvi)

**Finance, Administration & Policy Committee:**

Cllrs Barton, Fraser, Golding, Kendrick, Kent, Pafford & Reynolds

Cllr Reynolds was elected as Chair of the Committee to May 2024

**Planning, Infrastructure & Transport Committee:**

Cllrs Dixon, Golding, Greenwood, Halton-Davis, Jones & Reynolds

Cllr Greenwood was elected as Chair of the Committee to May 2024

**Personnel Committee:**

Cllrs Cole, Fraser, Golding, Halton-Davis, Kent, Pafford & Reynolds

Cllr Pafford was elected Chair of the Committee to May 2024

**Amalgamated Community & Social Wellbeing & Communications Committee:**

Cllrs Barton, Cole, Dixon, Halton-Davis, Howard, Jones, Kavarana, Kendrick, Odunewu, Osman & Petchey.

Cllr Kavarana was elected to the Chair of the Committee to May 2024

**Estates Committee:**

Cllrs Barton, Dixon, Golding, Greenwood, Howard, Jones, Kavarana, Kent Pafford, Petchey & Reynolds

Cllr Golding was elected to the Chair of the Committee to May 2024

During the course of this item Cllr Howard left the meeting and Cllr Dixon arrived.

**12/23**

**Review and adoption of Current Policies**

Council noted that a review of the Health and Safety Policy will be on the agenda for the June meeting of Council.

Council noted that the following policies have been reviewed by the relevant Committee and received and accepted their recommendations:

- Information Technology – no amendment
- Media – no amendment
- Small Events Policy – no amendment
- Community Engagement Strategy – no amendment
- Projects Policy – no amendment

Council resolved to re-adopt all other policies without amendment, those then being reviewed at committee in the next year.

**13/23**

**Representation on or work with external bodies**

Cllr Barton declared an interest in this item as Secretary of MK Association of Local Councils.

Council nominated & appointed the members to the following external bodies:

MK Association of Local Councils – Cllrs Osman and Cole  
MK Parishes Forum – Cllrs Fraser and Greenwood  
Willen Pavilion Management Committee – Cllr Dixon

- 14/23      Asset Register**  
Council noted that the Finance, Administration & Policy Committee will review the Asset Register at their next meeting, with the outcome reported for consideration at the June meeting of Council.
- 15/23      Confirmation of arrangements for insurance cover in respect of all insured risks**  
Council reviewed the arrangements with the Clerk to Council drawing attention to the fidelity guarantee on page 12. Council accepted the proposal with agreement that the fidelity guarantee would need to be reviewed at the appropriate time, when the PWLB loan is drawn down.
- 16/23      Council's Membership of Other Bodies for 2023/24**  
Council resolved to renew its annual subscription to:  
Buckinghamshire & Milton Keynes Association of Local Councils - £1,315.97  
National Association of Local Councils – £792.05
- 17/23      Updates to the Register of Member Interests**  
Members were reminded of their responsibility to update their Register of Member Interests within 28 days of any relevant changes in their circumstances.
- 18/23      Council/Committee Summons Options**  
Members reviewed the method by which they receive summons to meetings with the Clerk to Council noting their confirmed preference for electronic or hard copy.  
  
Cllr Odunewu arrived during the course of this item.
- 19/23      Setting the dates, times and place of ordinary meetings of the full Council for the year ahead**  
Council considered and accepted the draft schedule of dates and times of Council and Committee meetings for 2023-2024, agreeing that the newly amalgamated Community & Social Wellbeing and Communications Committee would meet on the 4<sup>th</sup> Tuesday of the month, with an updated schedule to be circulated.  
Council noted that an ECM had been added to the schedule in August, to allow for decision making without holding up progress with the Community Hub.