

**MINUTES OF THE ANNUAL MEETING OF CAMPBELL PARK PARISH COUNCIL
held on TUESDAY the 18th MAY 2021, at the
Discovery Suite 1, Christian Centre, Strudwick Drive, Oldbrook
commencing at 7pm (or as soon thereafter as the Annual Meeting of Parish
Electors convened for 6.30pm on the same day and at the same place shall
have been completed)**

THIS MEETING WAS OPEN TO THE PUBLIC

- 01/21 Election of Chair to May 17th 2022**
Cllr Baines was proposed and seconded for the office of Chair of Council.
There being no other nominations, Cllr Baines was duly elected Chair of Council for the period to May 17th 2022.
- 02/21 Election of Vice Chair to May 17th 2022**
Cllr Greenwood was proposed and seconded for the office of Vice Chair of Council.
There being no other nominations, Cllr Greenwood was duly elected Vice Chair of Council for the period to May 17th 2022.
- 03/21 Members Present**
- | | |
|-----------------------|-----------------|
| Cllr T Baines (Chair) | Cllr K Kavarana |
| Cllr V Dixon | Cllr K Kent |
| Cllr R Golding | Cllr C Odunewu |
| Cllr B Greenwood | Cllr D Pafford |
| Cllr Halton-Davis | Cllr M Petchey |
| Cllr J Howard | Cllr D Priest |
| Cllr K Jones | |
- In Attendance**
D Warner, Clerk to Council
- 04/21 Apologies for Absence**
Council noted apologies from
Cllr D Kendrick - unwell
Cllr Oguntola – personal commitment
- 05/21 Declarations of Interest**
None
- 06/21 Members of the Public**
1 Oldbrook resident
- 07/21 Review of Parish Council Standing Orders**
Council considered and resolved to approve the recommendation of the Finance, Administration and Policy Committee to include a new point at 4d xiii. Adding "and any Member appointed to the Finance, Administration & Policy Committee must undertake Finance Training for Councillors within 3 months of appointment". Unless already completed within the previous two years. (2021)

08/21

Review of Parish Council Financial Regulations

Council considered and resolved to approve the recommendation of the Finance, Administration & Policy Committee that Point 6.18 is amended to also allow the Landscape Manager the same access and use of a debit card as the Environment Officer (Buildings). The Clerk to Council and Responsible Financial Officer both hold credit cards which are to be used when needed for online purchases (2021)

09/21

Scheme of Delegations

Council reviewed and approved (without change) the existing Committee structure, delegation arrangements to Committees, Sub-Committees and Officers together with the Committees' recommended amendments to the Terms of Reference.

10/21

Appointments to Committees / Appointment of Committee Chairs

Council appointed members to the Committees agreed within the Scheme of Delegations, going on to appoint a Chair of each Committee.

Finance, Administration & Policy Committee:

Cllrs Baines, Kendrick, Kent and Pafford

Cllr Baines was elected as Chair of the Committee to May 2022

Planning, Infrastructure & Transport Committee:

Cllrs Baines, Dixon, Golding, Greenwood, Halton-Davis and Kendrick

Cllr Greenwood was elected as Chair of the Committee to May 2022

Personnel Committee:

Cllrs Halton-Davis, Golding, Kavarana, Kent & Pafford

Cllr Pafford was elected Chair of the Committee to May 2022

Community & Social Wellbeing Committee:

Cllrs Dixon, Halton-Davis, Howard, Jones, Kavarana, Kendrick, Odenewu, Oguntola, Petchey and Priest.

Cllr Kavarana was elected to the Chair of the Committee to May 2022

Communications Committee:

Cllrs Dixon, Greenwood, Odunewu, Oguntola, Pafford, Petchey and Priest.

Cllr Priest was elected to the Chair of the Committee to May 2022

Buildings & Property Portfolio Committee:

Cllrs Baines, Dixon, Golding, Greenwood, Howard, Jones, Kavarana, Kendrick, Kent, Pafford and Petchey

Cllr Golding was elected to the Chair of the Committee to May 2022

11/21

Review and adoption of Current Policies

Council reviewed the Health and Safety Policy resolving to approve the policy together with the action plan. Council noted that the policy would be a 'living document' that would need updating throughout the year, including the missing information on page 8 of the report (page 18 of the agenda pack).

Council resolved to approve and adopt the following policies, including all amendments as recommended by Committees:

Code of Conduct

Equality & Diversity

Member/Officer Protocol	Training Strategy
Member Conduct	Councillor Introduction and Induction
Comments, Compliments, Complaints	Parish Safeguarding
Annual Investment Strategy	Members' Room Protocol
Freedom of Information	Staff Handbook
Data Protection (and Privacy)	Lone Working
Community Engagement Strategy	Assets Disposal
Small Events	Harassment
Projects	Information Technology
Media	Spectacles

- 12/21 Arrangements, including any charters, with other local authorities**
Council received and resolved to accept the final version of "Together we Can". The document sets out Milton Keynes Councils aspirational working relationship with Parish and Town Councils
- 13/21 Representation on or work with external bodies**
Council resolved that the following Members would represent Campbell Park Parish Council on the external bodies listed below.
MK Association of Local Councils
Cllrs Baines and Kent
MK Parish Forum
Cllrs Greenwood and Priest
Willen Pavilion Management Committee
Cllr Dixon
Springfield Initiative
Cllrs Halton-Davis and Kavarana
Chapman Trust
Cllr Pafford
Geoff Taylor Educational Trust
Cllrs Dixon, Halton-Davis, Howard, Kavarana, Kendrick, Odunewu and Pafford
- 14/21 Asset Register**
Council noted that the Finance, Administration & Policy Committee had reviewed the Asset Register, then resolved to approve its acceptance.
- 15/21 Confirmation of arrangements for insurance cover in respect of all insured risks**
Council reviewed and approved the arrangements, noting that it had entered into an annual contract with Zurich in September 2020.
- 16/21 Council's Membership of Other Bodies for 2021/22**
Council resolved to renew its annual subscription to:
Buckinghamshire & Milton Keynes Association of Local Councils - £1,272.61
National Association of Local Councils – £738.94
Local Council Review (LCR) publication x 4 editions (20 copies) - £270

17/21

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.

18/21

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 2021-2022.

The Chair closed the meeting by thanking Council for re-electing him for another year, at the same time stressing the importance of all Councillors being leaders in their role as elected community representatives. He concluded by confirming that he had invited a number of guest speakers (from military and civic backgrounds) to address Council on the subject of leadership at upcoming meetings.