

MINUTES OF THE ANNUAL MEETING OF



Stony Stratford Town Council

**Held on Tuesday 21st May 2019, 7.00 pm
At St Mary and St Giles Parish Hall, Church St, Stony Stratford MK11 1BD**

Present: Cllrs Roy Adams, Cliff Brett, Simon Cherrill, Rob Gifford, June Payne, Keith Tilley (6 members)

In attendance: Lynne Compton, Town Clerk (TC), RFO, newly elected MKC Ward Councillor to Stony Stratford, Anne Cryer-Whitehead and 3 members of the public (*who left at 7.55 pm, prior to the ordinary meeting*)

Absent: Cllrs Wajeeha Khan, Pete Thornburgh (see also Min 19/045 Apologies for Absence) and Paul Bartlett (no apologies received).

The Chair welcomed everyone to the meeting.

19/038 ELECT CHAIR Cllr Gifford was nominated (KT/CB) and following a vote, Council **RESOLVED** to elect Cllr Gifford to the role of Chair. The Chair duly signed the Declaration of Acceptance of Office form.

19/039 ELECT VICE-CHAIR: Cllr Tilley was nominated (CB/RG) and following a vote, Council **RESOLVED** to elect Cllr Tilley to the role of Vice-Chair. The Vice-Chair duly signed the Declaration of Acceptance of Office form.

In accordance with Standing Order 11 a vii Motions not requiring written notice (and due to the applicants being present) Agenda Item 7 (Min 19/040) Grant Application from Stony Stratford Football Club was brought forward:

19/040 GRANT APPLICATION, STRATFORD FOOTBALL CLUB: Application for a grant of £828 towards new, more robust goals: **Council suspended Standing Orders to receive representation from the Football Club.** Following due consideration and a vote, unanimously **RESOLVED** to award a grant of £828 to purchase the goals which would be labelled to indicate that they had been purchased with a grant received from Stony Stratford Town Council. Power: Localism Act 2011 s1. *Note: the remainder of the applications were considered following the Annual Meeting Business. Action: TC to inform the applicants and organise a cheque*

19/041 ANNUAL MEETING BUSINESS: Pursuant to Council Standing Orders Point 5j, following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the Council, Council considered and made decisions on the following (all details available on the Council website www.stonystratford.gov.uk):

- i. Declaration of Acceptance of Office forms were received from the newly elected Chair and Vice-Chair.;
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council held on 19th March 2019: Council **RESOLVED** to approve as an accurate record of the meeting and the minutes were subsequently signed by the Chair.
 - a) Clerk Update report: the verbal report was **NOTED**.
- iii. Minutes of the last meeting of the following committees were received and **NOTED**;
 - a) Finance and Human Resources Committee 16th April 2019
 - b) Planning committee: adopted Minutes of 26th March, draft minutes of the Ordinary meeting of 23rd April 2019 and Extraordinary meeting of 7th May 2019
 - c) Projects Committee: adopted minutes of 2nd April and draft minutes of 7th May 2019
- iv. Consideration of the recommendations made by a committee;
 - a) Projects Committee: draft minutes of 7th May 2019: Council **RESOLVED** to approve the following recommendation: MIN JO77/19 045/DTC/0219 DOG BIN AUDIT AND REPLACEMENT: The Committee **RECOMMENDS** purchase of two new dog bins at a cost of £101 (ex-vat) each plus installation to replace the degraded ones.
Action: PCO to organise purchase and installation in liaison with TC.
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities; *n/a*
- vi. Review of the terms of reference for committees; *Deferred to the first meeting of each respective committee for recommendation to July Full Council.*

vii. Appointment of members to existing committees; Council **RESOLVED** to approve the following committee structure and appointments for 2019/20:

Name	Number of Members	Members	Officer Responsible
Finance & Human Resources Committee	6	Cllrs Adams, Brett, Gifford, Khan, Tilley and VACANCY (6 members)	Town Clerk
Planning Committee (wards in brackets)	6	Cllrs Adams (SS GH), Bartlett (SS GH), Cherrill (SS FS), Khan (SS SE), Payne (SS SW) and Thornburgh (SS NTH) (6 members)	Town Clerk
Projects Committee	7	Cllrs Bartlett, Brett, Khan, Payne, Thornburgh, Tilley and VACANCY	Properties and Contracts Officer/Deputy Town Clerk in liaison with Town Clerk
Property Development Committee	6 (3 Council Members and 3 external)	Cllrs Brett, Cherrill and Gifford. External: Robert De Grey and Helen Bowlt representing the local community and MKC Library Service respectively. Phil Sarre, FoSSL representative.	Town Clerk
HR Sub-Committee (Panel) *Members of the public not permitted to attend, no public notice requirements	4	Cllrs Gifford, Payne, Thornburgh and Tilley	Town Clerk (except in matters relating to Town Clerk)
Neighbourhood Plan (NHP) Initiatives Working Group	6	Cllrs Bartlett (SS GH), Brett (SS Nth), Cherrill (SS FS), Gifford (SS SW), Keith Tilley (SS SE) and VACANCY (SS FS)	Town Clerk
Events Working Group	2 Council Members plus volunteers	Cllrs Tilley and Thornburgh	N/A
Publicity Panel (reinstated)	3	Cllrs Adams, Cherrill and Gifford	Information Officer in liaison with Town Clerk

* Standing Order 4 d The Council may appoint standing committees or other committees as may be necessary, and:

x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

viii. Appointment of any new committees in accordance with standing order 4; There were none.

ix. Review and adoption of appropriate standing orders and financial regulations; Council **RESOLVED**:

a) to adopt the Standing Orders

b) to NOTE the report, and adopt the NALC Model Financial Regulations (having reviewed and agreed the values which were inserted as per the 2018/19 SSTC Financial Regulations) with the following items being **deleted** as they were not relevant:

Point 6.19 - A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council or [Finance Committee]. Transactions and purchases made will be reported to the [council] [relevant committee] and authority for topping-up shall be at the discretion of the [council] [relevant committee].

Point 6.20 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

Point 9.10 [Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below)].

Point 16 [CHARITIES]

Point 16.1 Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

Action: TC to amend and publicise.

- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
n/a
- xi. Review of representation on or work with external bodies and arrangements for reporting back; Council **NOTED** the report and;
- a) **RESOLVED** to approve the arrangements for reporting back and representation:

MKALC	Robert Gifford
MKC Parishes Forum	Robert Gifford
MK Bus Users Group (MKBUG) (new 2019)	Robert Gifford
Stony Stratford Futures Group	Chair of the Council
WEA Stakeholders Group*	Chair of the Council or Chair of Planning Committee
Passenham Quarry Liaison Group	Keith Tilley and/or Town Clerk
Stony Stratford Fairtrade Group	June Payne
Edmund Arnold's Charity and foundation	vacancy, Father Ross Northing
York House Centre	Cliff Brett
Swan Credit Union	Cliff Brett
Fullers Slade Residents Association	Simon Cherrill
Galley Hill Residents Association	Roy Adams

*if still in existence

Following discussion, Council also made the following decisions:

- b) WEA Stakeholders Group: **Action: TC to check if still in existence**
- c) Edmund Arnold's Charity and Foundation; **Action: TC to inform the Charity that if requested, Council will consider making a Trustee nomination at the next Full Council meeting.**
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future; Whilst not an election year, in line with the Foundation Award Status, Council **RESOLVED** to reaffirm eligibility as the requirements of a minimum 2/3 elected Council and a qualified clerk had been met (*in line with the Parish Councils (General Power of Competence) (Prescribed conditions) Order 2012*)
- xiii. Review of inventory of land and other assets including buildings and office equipment; Council **RESOLVED** to approve
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks; Council **RESOLVED** to confirm
- xv. Review of the Council's and/or staff subscriptions to other bodies: Council considered the report and;

a) **APPROVED** the following subscriptions:

	Brief Summary of Services
Bucks and Milton Keynes County Association of Local Councils (BMKALC)	Clerk and Councillor Support, Legal advice, Courses
Society of Local Council Clerks (SLCC)	Clerk training, support, policies, networking and continuing professional development (CPD),
Information Commissioner Office (ICO)	To comply with data protection regulations
The Living Wage Foundation	Ensures workers are paid a living wage
Milton Keynes Bus Users Group (MK Bug): NEW SUBSCRIPTION at a cost of £25 per Annum Action: TC to organise cheque	'Through our Newsletter, we keep members up to date with all matters that affect bus users, and we also hold several public meetings for members during the year. Your continued support enables us to represent bus users in negotiations with Bus companies, Council Transport Officers and Councillors. We are accepted as the Stakeholder to represent bus users. We are currently developing a website and hope to have a facebook page available shortly.'

- b) Council **AGREED** that membership of the Business Association could lead to a conflict of interests and on that basis **RESOLVED** not to join.
- xvi. Review of the Council's complaints procedure; Council **RESOLVED** to approve.
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*); draft template Information Policy. Council

RESOLVED:

- a) TC to contact BMKALC to ask where the draft template Information Policy fitted in with the raft of GDPR policies. **Action: TC**
 - b) Chair to work with TC to review freedom of information and data protection legislation policies so they are clear for members of the public.
- xviii. Review of the Council’s policy for dealing with the press/media; (included in Standing Orders and recently adopted Social Media Policy: available on the website). Council **RESOLVED** to approve. **Action: TC to re-circulate to all members.**
- xix. Review of the Council’s employment policies and procedures; *These are under review by the Finance and HR Sub-Committee who will make recommendations Finance and HR Committee.*
- xx. Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence. **Note: All expenditure is covered under GPC and therefore reviewed on a regular basis and in the year end accounts.**
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. Council **RESOLVED** to approve the following calendar of meetings:

All Committee meetings are held in the Library @ 5-7 Church Street MK11 1BD								
Unless stated otherwise, Meetings will usually be held as follows:		Full Council	Venue	Finance & HR Committee	Planning Committee	Projects Committee	Property Committee	
		7.00 pm		7.30 pm	7.30 pm	7.30 pm	7.30 pm	
		<i>3rd Tuesday: Bi-monthly</i>		<i>3rd Tuesday Bi-monthly</i>	<i>4th Tuesday of each month</i>	<i>1st Tuesday bi-monthly</i>	<i>Quarterly on the 2nd Tuesday of the month</i>	
May	2019	21st	SMSG Parish Hall		28th	7th		
June	2019			18th	25th	3rd	18th 6.30 pm <small>(prior to F&HR)</small>	
July	2019	16th	Small Meeting Place, GH		23rd	2nd		
August	2019	COUNCIL IN RECESS						
September	2019	17th	Rowans Centre, FS		24th	2nd	10th	
October	2019			8th ^(2nd Tuesday)	22nd	1st		
November	2019	19th	SMSG Parish Hall		26th	5th		
December	2019			17th	10th ^(if necessary)	3rd	10th	
January	2020	21st	Small Meeting Place, GH		28th	14th ^(2nd Tues)		
February	2020			18th	25th	4th		
March	2020	17th	Rowans Centre, FS		24th	3rd	10th	
April	2020			21st	28th	7th		
May	2020	19th	SMSG Parish Hall		26th	5th		

The annual meeting business concluded at 7.55 pm and was followed by the usual meeting business

- 19/042 QUESTIONS AND CONTRIBUTIONS FROM THE PUBLIC (15 mins):** there were no members of the public or press present.
- 19/043 DECLARATIONS OF INTEREST IN RESPECT OF RELEVANT ITEMS OF BUSINESS ON THE AGENDA:** in accordance with the Localism Act 2011 Section 29(1): There were none.
- 19/044 REQUESTS FOR DISPENSATION** in accordance with the Localism Act 2011 S33. There were none.
- 19/045 APOLOGIES FOR ABSENCE:** Council **RESOLVED** to approve apologies received from Cllrs Khan and Thornburgh.
- 19/046 GRANT APPLICATIONS:** Council considered the applications and **RESOLVED** to make the following decisions:
- 19/047 FOLK ON THE GREEN: GRANT APPLICATION FOR CLEANSING AND WASTE SERVICES** (previously provided free of charge by MKC). Following discussion, Council **RESOLVED** to award a grant for half the MKC quoted cleansing costs on provision of a copy of the invoice and inform the organisers that this is not a guaranteed permanent arrangement for future events. Council were concerned that the quotation from MKC for cleansing services at FOG was higher than the Town Council events such as Big Lunch and Apple Day and offered to assist in anyway it could to reduce the costs e.g. putting the organisers in touch with the Community Church (who organise regular litter picks) and Friends of Horsefair Green. **Power: Localism Act 2011 s1. Action: TC to inform recipients**
- 19/048 EMPOWER4SUCCESS: GRANT APPLICATION FOR A SERIES OF EMPLOYABILITY WORKSHOPS** (awarded half of the grant applied for in Nov 2018). Council were satisfied with the (confidential) report (confidential due to sensitive information) and following a vote, **RESOLVED** to award the remainder of the grant of £405 with advice that future evaluation reports would be scrutinised for an increase in MK11 postcode participation. **Action: TC to inform recipients and advice regarding future applications. Power: Localism Act 2011 s1**
- 19/049 CORRESPONDENCE FOR CONSIDERATION:** MKC Supplementary Fund 2019/20: Following discussion, Council **RESOLVED** that this item should be deferred to the Projects Committee to agree Project(s) for funding from this additional fund. Council further **AGREED** that a list of projects should be compiled with approximate costs to allow officers to prioritise for future grant applications. **Action: TC & PCO compile a draft list for discussion at the September Projects Committee**
- 19/050 TOWN COUNCIL PRIORITIES:** Council considered the report and **RESOLVED** to adopt the Town Council Priorities with the following changes:
1. Under Services-Planning Consultation: Change 'Provision of a Neighbourhood Plan...' to, 'Overseeing the implementation of the Neighbourhood Plan...'
 2. Primary Objectives for: change 2017/18 to 2019/20
 3. Primary Objectives: INSERT 'highways and' before parking Review: manage the movement of traffic in Stony Stratford, Fullers Slade and Galley Hill and undertake an on-street parking review in Stony Stratford
- Action: TC to amend and publicise**
- 19/051 ANNUAL ACCOUNTS AND RETURN FOR THE YEAR ENDED 31 MARCH 2019**
- 51.1 Internal Auditor report: Council considered the Internal Audit report from Heelis and Lodge which concluded that all was in order and there were no issues arising. Council **RESOLVED** to adopt the report which would accompany the Annual Accounts on the website.
- 51.2 Annual accounts for 2018/19: Council **RESOLVED** to approve and publicise.
- 51.3 Annual return and governance statement: Council **RESOLVED** to approve to approve and publicise.
- Action: TC to submit Annual Accounts documentation to the External Auditors and publicise in line with legislation.**

19/052 FINANCE

52.1 Finance report: Council **NOTED**

52.2 Accounts for payment: Council **RESOLVED** to authorise payments as listed:

Date	Payee Name	Reference	£ Total Amnt	£ VAT	A/C	Centre	Net Amount	Transaction Details
07/05/2019	Trails of Discovery	2505	£247.50		4550	114	£247.50	Treasure Trail 1 of 2
07/05/2019	Human Story Theatre	2506	£375.00		4450	102	£375.00	Grant for HST play
07/05/2019	L Compton	2507	£174.74	£4.14	4005	104	£142.92	Mileage

								reimbursement
					4070	104	£20.69	Batteries & charger
					4460	102	£6.99	Mileage & Stationery
21/05/2019	Acute Ambulance & Med Serv	2508	£288.00	£48.00	4450	102	£240.00	Medical Cover
								Stony Live
21/05/2019	Gleamclean	2509	£19.20	£3.20	4350	112	£16.00	Ext glass clean 0419
21/05/2019	Heelis and Lodge	2510	£320.00		4040	104	£320.00	Internal Audit
								2018/19
21/05/2019	Emma Phillips	2511	£112.50		4266	102	£112.50	Craft Sessions 0419
21/05/2019	Anglian Water Bus Ltd (Nat)	2512	£107.38		4350	112	£95.69	Water 5-7 ChSt
					4422	110	£11.69	Water BCA
21/05/2019	MK Marking Systems	2513	£36.00	£6.00	4416	103	£30.00	SiB Sponsor
								Plaques
21/05/2019	House of Champions Ministry	2514	£50.00		4025	104	£50.00	House of Champions Ministry Room hire
								donation 2018
21/05/2019	PCC of Stony Stratford with Ca	2515	£75.00		4025	104	£75.00	Parish Hall hire
								2018 &2019
29/05/2019	Empower4Success	2516	£405.00		4450	101	£405.00	Grant for Emp
								Wshops 0519
31/05/2019	Bucks County Council LGPS	B1080519	£1,080.97		4001	104	£850.50	PENS Conts ER 0519
					4000	104	£230.47	PENS Conts EE 0519
31/05/2019	Konica Minolta Business Soluti	B12790519	£92.99	£15.50	4015	104	£77.49	copier contract 05-08/19
31/05/2019	MK Play Association	B13330519	£990.00		4428	102	£990.00	Play sessions Easter 0419
31/05/2019	Rialtas Business Solutions Ltd	B13680519	£451.20	£75.20	4065	104	£255.00	Software Finance Omega
					4420	110	£60.50	Software Allots
					4422	110	£60.50	Software Allots
31/05/2019	RTM Landscapes	B13920519	£1,290.00	£215.00	4422	110	£95.00	Repairs to
								Standpipes
					4422	110	£81.25	Ridings Mowing
					4460	103	£830.00	Instal 2 shrub beds,
								Spider Pk
					349		-£830.00	Instal 2 shrub beds,
								Spider Pk
					6000	103	£830.00	Instal 2 shrub beds,
								Spider Pk
					4420	110	£68.75	Ridings Mowing
31/05/2019	DCK Account Sol Ltd	B14570519	£30.00	£5.00	4002	104	£25.00	Payroll process 0519
31/05/2019	Serco	B15110519	£5,482.97	£913.83	4253	103	£4,569.14	Landscaping
								Contract 3/13

31/05/2019	Staples	B1910519	£36.90	£6.15	4070	104	£30.75	stationery & paper
31/05/2019	DNH Contracts	B2800519	£560.76	£93.46	4250	101	£421.20	Dog bin empt 0419
					4251	101	£46.10	Litter bin empt 0419
31/05/2019	Salaries 0519	B40000519	£3,848.93		4000	104	£3,848.93	Salaries 0519
31/05/2019	York House Centre	B4000519	£859.42		4400	102	£498.75	JYC Sals & Adm 0419
					4402	102	£360.67	SYC Sals & Adm 0419
31/05/2019	SPS Hire Ltd	B6470519	£60.00	£10.00	4420	110	£25.00	Toilet clean WRA
					4422	110	£25.00	Toilet clean BCA
31/05/2019	ESPO	B7600519	£56.51	£9.42	4350	112	£47.09	Sundry cleaning 5-7 ch st
	Total Payments:		£17,050.97	£1,404.90			£15,646.07	

52.3 List of payments made between in between meetings: Council **RESOLVED** to approve

Date	Payee Name	Reference	£ Total Amnt	£ VAT	A/C	Centre	Net Amount	Transaction Details
01/04/2019	Milton Keynes Council	DD0010419	£158.20		4200	101	£158.20	Silver St Toilets NDR
01/04/2019	Milton Keynes Council	DD0020419	£1,758.25		4350	112	£1,758.25	5-7 Chrch St NDR
08/04/2019	BT Payment Services Ltd	DD0030419	£103.96	£17.33	4020	104	£86.63	Office phones 0419
30/04/2019	ENGIE (wasGDF Suez)	DD0040419	£1,131.30	£188.55	4350	112	£942.75	Electric 5-7 Chrch St
16/04/2019	Fullers Slade Residents Assoc.	2504	£250.00		4450	102	£250.00	FRSA Grant Easter Event 0419
			£3,401.71	£205.88			£3,195.83	

52.4 Swan Credit Union: TC to arrange for transfer (via cheque at the next Finance meeting) of £200 from the Lloyds Current account to the Swan Credit Union. **Action: TC to organise**

Meeting Closed: 8.40 pm

Chairman Signature.....Dated.....

Date of next meeting: Tues 16th July 2019, 7.00 pm, Small Meeting Place, Barford, Galley Hill MK11 1NH



STONY STRATFORD TOWN COUNCIL THE LIBRARY, 5-7 CHURCH STREET, STONY STRATFORD MK11 1BD
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