



Minutes from the Annual Meeting of Kents Hill & Monkston Parish Council
 Monday 15th May 2023, 7.30pm
 Kingston Library, Winchester Circle, Kingston, Milton Keynes, MK10 OBA.

- 1) Chairman's Report this was read out at the meeting.

Minutes

FC 01/23	Decision Required: Election of Chairman To receive nominations and elect a Chair of the Council for 2023-24. Cllr Grindley was nominated, seconded and elected unanimously.
FC 02/23	Decision Required: Election of Deputy-Chair To receive nominations and elect a Deputy Chair of the Council for 2023-24. Cllr Cox was nominated, seconded and elected unanimously
FC 03/23	Acceptance of Office: New Cllrs to return their acceptance of office forms.
FC 04/23	Apologies: To accept apologies and approve reasons for absence of members unable to attend the meeting. Cllrs Sharon Smith and Cllr Steve Warthall, Cllr Dersley was absent from the meeting.
FC 05/23	Declarations of Interests: Members to declare any disclosable pecuniary interests or personal interests (including other pecuniary interests), they may have in the business to be transacted and in any contract to be considered. None
FC 06/23	Finance 1) Review the list of assets of the parish - this item is deferred to the next meeting. 2) Review the council's expenditure under S106 - There was no expenditure this financial year – 2022/23. There was expenditure on the allotment, but the spend had been accounted for in a previous financial year, even though the income was received in FY 2022/23.
FC 07/23	Decision Required: Approve the minutes of the last ordinary meeting i.e. 17 th April 2023. This item was deferred from there was an inconsistency which pertains to FC 197/22 and according the Data protection this item will be removed from the agenda and minutes.
FC 08/22	Councillors to receive the minutes of the last HR meeting. All Cllrs present received a printed copy of the HR meeting minutes.
FC 09/23	Decision required: HR Committee Terms of Reference To agree the Terms of Reference for the HR Committee. All agreed
FC 10/23	Decision required: HR Committee Membership To appoint up to five (5) members to the HR Committee (Committee quorum is three) The names put forward and agreed were as follows: - Cllrs Ferrans, Smith (Sharon), Grindley, Fisher and Dersley
FC/11/23	Adjournment of Council meeting for a special meeting of the HR Committee
FC 12/23	Decision Required: Special Meeting of the HR Committee a) Election of Chair for 2023-24 Cllr Ferrans was nominated and seconded and the members of the HR committee agreed unanimously. b) Election of Vice Chair for 2023-24 Cllr Fisher was nominated and seconded and the members of the HR committee agreed unanimously
FC 13/23	Reconvene Annual Meeting of Council
FC 14/23	To review the arrangements for qualifying for the General Power of Competence. Although the minimum requirement is that two thirds of the members of the Council have been elected (not co-opted i.e. 8 members) as of the 4 th April this has now been met, however the clerk is not CiLCA qualified – the training is expected to be completed by 2025
FC 15/23	Decision Required: Official Documents To agree to adopt the following documents: a) Standing Orders b) Financial Regulations

	<ul style="list-style-type: none"> c) Members' Code of Conduct d) Financial Risk Assessment e) Dignity at Work Policy f) IT Acceptable Use Policy g) Communications Policy h) Co-option Policy i) Complaints Procedure j) Disciplinary Procedure k) Grievance Procedure l) Procedure for approval of Annual Leave m) Memorandum on Project Procedures with associated Project Kick-off form n) IT workstation assessment form o) Equal Opportunities and Diversity Policy p) Investment Policy q) GDPR Policy r) General Privacy Statement s) Vexation Policy t) Code of Conduct u) Health and Safety <p>Cllr Chandra raised the issue of litigation insurance and this needs to be investigated. He also mentioned and wanted it to be noted that we have an equality of opportunity policy, but he pointed out that there is no equality policy and this needs to be investigated further. Cllr Ferrans mentioned that it was one of the items that Peninsula raised in their review of our policies.</p> <p>All the documents were agreed and adopted.</p>
FC 16/23	<p>Decision Required: Affiliation to outside bodies. To agree to continue to subscribe to the following bodies.</p> <ul style="list-style-type: none"> a) National Association of Local Councils (NALC) and Bucks & Milton Keynes Association of Local Councils (BMKALC) b) Milton Keynes Association of Local Councils c) Society of Local Council Clerks (SLCC) <p>All agreed to continue membership of the above organisations.</p>
FC 17/23	<p>Decision required: Membership to Outside Bodies. To agree members to represent the Council to the following outside bodies:</p> <ul style="list-style-type: none"> a) MK Parish Forum (2 members) b) MK Association of Local Councils (MKALC) (2 members) <p>Cllrs Grindley and Smith (Colin) agreed to represent the council.</p>
FC 18/23	<p>Decision Required: 2023-24 Calendar of Meetings. To agree the Calendar of meetings for 2023-24– see separate document Calendar of Meetings for 2023-24 All agreed</p>

Minutes Approved by the Chair Cllr Paul Grindley
Date: 12th June 2023
Signature: 