



## Minutes of an EXTRAORDINARY Meeting of the Council Monday 4 December 2023 at 7.30pm

Kingston Library, Winchester Circle, Kingston, Milton Keynes, MK10 0BA

**Present:** Councillor Colin Smith (Chair); Donna White (Vice-Chair) and Councillors Nigel Cox and Jenni Ferrans.

**Officers:** Lesley Sung (Locum Clerk)

**Members of the Public Present:** 7

**Public Open Session:**

Public sessions are not a feature on the agenda for extra-ordinary meetings, but the Chair, at his discretion, allowed members of the public present to speak at the meeting.

Seven members of the public attended the meeting, all in support of the continuation of the fitness classes that had been run by the Council, up until the fitness instructor terminated the contract. Members of the public reminded the Council that another fitness instructor was willing to continue the classes until the end of the contract, currently to 23 December 2023.

After general discussion about the aim of the classes and the issues of continuing the classes after the contract had ended, the Chair informed members of the public present that the matter would be on the next Council meeting agenda and would be considered in more detail.

FC 126/23	<p><b>Minutes</b>  <b>Resolved Unanimously:</b> That the minutes of the ordinary meeting of the Council held on 13 November 2023 be approved and signed as a correct record by the Chair, subject to the following amendments:</p> <ol style="list-style-type: none"> <li>1. Minute FC113/23 (Declarations of Interest) – to include an ‘I’ in the name to read ‘Colin’, and to spell correctly, and to refer an interest to Paul Grindlay’</li> <li>2. Minute FC118/23 (Resignation of Clerk) – In resolution 2, to remove the words ‘a short-term, hourly basis until the recruitment of a new Clerk’ and replace with ‘an ad-hoc basis’.</li> <li>3. Minute FC120/23 – to change the pre-amble to state that an email about dog waste bins had been reviewed but locations had not been discussed.</li> </ol>
FC 127/23	<p><b>Apologies for Absence:</b>          An apology for absence was received on behalf of Councillor Vikas Chandra. The Council accepted the apology.</p>
FC 128/23	<p><b>Declarations of Interests:</b> None declared.</p>
FC 129/23	<p><b>Chair and Vice Chair of the Council</b>  <b>Resolved Unanimously:</b></p> <ol style="list-style-type: none"> <li>1. That Councillor Colin Smith be elected as the Chair of the Council for the remainder of 2023/2024.</li> <li>2. That Councillor Donna White be appointed as the Vice-Chair of the Council for the remainder of 2023/2024</li> </ol>

	Following resolution 1 above, Councillor Nigel Cox vacated and Chair and Councillor Colin Smith took the Chair.
FC 130/23	<b>Appointment of a Temporary Clerk</b> <b>Resolved Unanimously:</b> That a temporary Clerk appointed until the appointment of a permanent Clerk.
FC 131/23	<b>Banking Arrangements</b> <b>Resolved Unanimously:</b> <ol style="list-style-type: none"> <li>1. That the Lloyds Bank mandate be changed to remove the names of Councillors that had recently resigned and that signatories on the account are the Clerk and Councillors Nigel Cox, Colin Smith and Jenni Ferrans.</li> <li>2. That the pre-authorisation procedures are put in place as follows: <ul style="list-style-type: none"> <li>• Pre-authorisation is required for any payment to be authorised by less than 2 signatories.</li> <li>• If, either the signatory or the first pre-authoriser are beneficiaries of any payments to be made, then a second person must pre-authorise the payments.</li> <li>• One signatory (who is not a person making the payments or the beneficiary of any of the payments) to view all the payments and signs the list of payments.</li> </ul> </li> <li>3. That Councillors Nigel Cox, Jenni Ferrans, Colin Smith and Donna Wright be approved as pre-authorisers of payments.</li> <li>4. That the following be removed as authorised or nominated signatories for all Metro Bank accounts and Business Online Plus accounts: Abigail Bassett, Jaime Tamagnini-Barbosa, Paul Mackie, Paul Grindley and Ghercrismel Bounvou Pouaty.</li> <li>5. That Councillors Colin Smith, Donna White, Nigel Cox and Jenni Ferrans be appointed as authorised signatories on the Community Accounts with full permissions for all the Council's Metro Bank accounts.</li> <li>6. That any two authorised signatories shall be required to authorise mandate changes or non e-banking transactions.</li> <li>7. That Nigel Cox, Colin Smith and Jenni Ferrans be appointed as authorised signatories on Business Online Plus with full access.</li> <li>8. That any one authorised signatory be required to authorise Business Online Plus transactions.</li> <li>9. That for now, the Council continues to pay its creditors by cheque.</li> </ol>
FC132/23	<b>Appointments to the HR Committee</b> <b>Resolved Unanimously:</b> That Councillors Nigel Cox and Donna White be appointed to the HR Committee for the remainder of 2023/2024.
FC 133/23	<b>Planning Application 22/02822/FUL – Lindisfarne Drive Care Home</b> This item was withdrawn from the agenda.
FC 134/23	<b>Phone Service Contract</b> This item was withdrawn from the agenda.
FC 135/23	<b>Winter Plan / Warm Spaces</b> Milton Keynes City Council had offered Kents Hill & Monkston Parish Council a £500 grant to the Council to be used in accordance with its winter/warm spaces plan.

	<p><b>Resolved Unanimously:</b> That the Council accepts the £500 grant which will be granted to Re-New for them to set up a wellbeing café style space, providing a safe social space with activities and trained volunteers</p>
FC 136/23	<p><b>Appointment of a Solicitor</b> This item was withdrawn from the agenda.</p>
FC 137/23	<p><b>Exclusion of the Public</b> <b>Resolved Unanimously:</b> That, pursuant to s.1(2) of the Public Bodies (Admission to Members) Act 1960, the press and public be excluded from the meeting, for the Council to consider Agenda Item FC138/23 (HR Matters) due to the confidential nature of the business to be transacted. The item contained information relating to personal information about an individual, of which publication could potentially constitute a data protection breach.</p>
FC 138/23	<p><b>HR Matters</b> The Council discussed its current position regarding staffing and operational matters.</p> <p><b>Resolved Unanimously:</b> That the report be noted and that the actions set out in the report be agreed.</p>

The meeting ended at 9.30pm

Signed  (Chair)

Date 18/12/23