



Kents Hill & Monkston Parish Council
PO Box 6293
Milton Keynes
MK10 1ZG

Residents are invited to a meeting of:

Kents Hill & Monkston Parish Council
Monday 8 April 2024 at 7.30pm

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

Public Open Session (Max. 15 mins): To receive questions and statements from members of the public.

Signed

L Sung

Lesley Sung, Locum Clerk

AGENDA

ITEM	
FC 205/23	MINUTES To approve and the Chair to sign as a correct record, the minutes of an ordinary meeting of the Council held 11 March 2024.
FC 206/23	APOLOGIES FOR ABSENCE To receive and consider accepting apologies for absence.
FC 207/23	DECLARATIONS OF INTEREST Members to declare any disclosable personal or pecuniary interests they may have in the business to be transacted and in any contract to be considered.
FC 208/23	CLERK'S REPORT The Clerk to report on actions taken in respect of decisions made and to identify any matters outstanding. The report will also include a summary of the work to be carried out over the next month.
FC 209/23	PARISH COUNCILLORS – WARD REPRESENTATION To approve Ward representation for the two recently co-opted Councillors: Councillor Taimyr Bounou-Puoaty and Councillor Ashish Patel.
FC 210/23	FITNESS CLASS PROVISION WORKING GROUP To approve the Terms of Reference of the Working Group.
FC 211/23	COMMUNITY ASSET TRANSFER – MONKSTON PARK COMMUNITY CENTRE To receive an update on the current status of Monkston Park Community Centre and decide the next steps on the Council's potential application to take ownership of Monkston Park Community Centre.
FC 212/23	COMMUNICATIONS POLICY To consider approving an amended Communications Policy to include a section on how the Council will deal with casework matters.
FC 213/23	AUTHORISATION OF PAYMENTS
FC 214/23	BANKING ARRANGEMENTS To approve the bank signatories for the new Metro banking arrangements.



FC 215/23	APPOINTMENT OF AN INTERNAL AUDITOR The Council to appoint an auditor to carry out the internal audit for 2023/2024 and potentially future years.
FC 216/23	PAYROLL SERVICES To agree a change to the cost of payroll services.
FC 217/23	STAFF CONTRACTED HOURS To consider increasing contracted hours for staff over the audit period.
FC 218/23	COUNCILLOR TRAINING To establish training needs for Councillors and to approve upcoming training for Councillors and staff.
FC 219/23	FREEDOM OF INFORMATION ((FOI) REQUEST The Freedom of Information Act (FOIA) provides the public access to information held by public authorities. The Council to receive details of an FOI request and decide on a way forward.
FC 220/23	BOROUGHWIDE STREET TRADING LICENCE The Council is invited to make comment on the following licence renewal: Applicant: Kents Hill Kebab Details: Hot takeaway food van Proposed Borough-wide trading hours: Monday to Sunday 16:00 to 23:00 Existing Conditions: 1. An adequate amount of waste bins to be provided outside of the unit for sure by customers to ensure that waste material generated, can be disposed of. 2. All waste materials produced in connection with the business is the responsibility of the licence holder.
FC 221/23	ANNUAL PARISH MEETING To set a date in May 2024 for the Annual Parish Meeting.
FC 222/23	NEXT MEETINGS OF THE COUNCIL The Council to agree a date in May for its Annual Council Meeting and next Ordinary Council Meeting.
FC 223/23	EXCLUSION OF THE PUBLIC Pursuant to s1(2) of the Public Bodies (Admission to Members) Act 1960, the Council to resolve to exclude the press and public from the meeting, for Agenda Item FC 224/23 (Salary Increase – Parish Warden) as the item under discussion will contain personal information about a particular individual, of which publication could potentially constitute a data protection breach.
FC 224/23	SALARY INCREASE – PARISH WARDEN The Council to approve an increase in salary for the Parish Warden.