

Annual Parish Council meeting

- additional information for items 1, 2 and 6 to 10

This document provides information relating to the agenda items for the Annual Parish Council Meeting. This meeting is required under the Local Government Act 1972c 70 schedule 12 Part 11

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Procedure and agenda items

Before the meeting

1. Elections are held on Thursday 2nd May 2019. The official count will take place on Friday 3rd May.
2. Parish Manager will send all elected Cllrs an information pack with relevant papers required for the first meeting of the new council – The Annual Parish Council meeting Monday 13th May 2019
3. Nomination papers should be returned to the office by noon on the 13th May (by paper or email)

At the Annual Parish Council Meeting

Before the meeting starts all elected Cllrs can present their declaration forms for witnessing by the Parish Manager.

The order of business is

- i. Election of the Chair for 2019/20 and
- ii. Signing of the Chair's Declaration of Acceptance of Office forms

If there is more than one nomination for a position a vote is cast by a show of hands. The current Chair (if re-elected) has a casting vote within the proceeding.

The elected Chair then chairs the rest of the meeting.

- iii. Election of Vice Chair for 2019/20
- iv. Signing of Vice Chair's Declaration of Acceptance of Office
- v. Acceptance and signature of all attending declaration forms (if they have not been provided before the meeting)
- vi. The following agenda items involve the election/nomination of Cllrs to a variety of positions within the council.

After the required Annual Parish Council agenda items have been completed , "normal" council business will be transacted.

If you require any more information, please contact the office before the meeting

Definitions

The Parish Council has a variety of positions by which Cllrs can get involved in. Below is a summary of the roles that Cllrs may wish to put themselves forward for.

Chair of Council

The Chair is elected by the members of the Council at the Annual Council meeting and serves for twelve months under Section 15 (1) of the Local Government Act 1972. The Chairman's main role is to run council meetings.

The Chair is responsible for ensuring that effective and lawful decisions are taken at meetings of the Council and, assisted by the clerk, guides activities by managing the meetings of the council. They are responsible for involving all councillors in discussion and ensuring that councillors keep to the point. The Chair summarises the debate and facilitates the making of clear resolutions and is responsible for keeping discussions moving so that the meeting is not too long. The Chair has a casting vote. His/her first vote is a personal vote as a member of the Council. If there is a tied vote, the Chair can have a second, casting vote.

The Chair will often be the public face of the Council and will represent the Council at official events. He/she may be asked to speak on behalf of the Council in such circumstances should only express the agreed views of the Council and not his/her personal views. The Chair cannot legally decide on behalf of the Council.

Vice Chair of Council

The Vice Chair would take the place of the Chair in his/her absence, with agreement from the rest of the Council.

Group Lead

This Cllr takes overall responsibility for a defined piece of work, group, project or assignment. Office staff or the Project Support Officer will ensure that the GLPC Project toolkit is used where appropriate and that all elements are documented to ensure an audit trail. The Group Lead ensures the budget and project plan are followed and the objectives achieved, where possible. The Lead informs Council of progress and issues. Other Cllrs may also be involved in the assignment if required. Assignments cannot progress effectively without an engaged Group Lead. All Group Leads may meet periodically to review certain aspects of Council progress and operation to ensure deadlines, budgets and objectives are achievable, on target or need intervention from the Council.

Group Deputy

This role supports the Group Lead and provides a level of continuity if the Lead is unavailable.

Grievance and Disciplinary Committee remit

Three Cllrs are required to form this committee, and cannot be involved in the Appeals Committee.

Once the grievance and disciplinary process has been followed to the point of a potential dismissal, the Chair will require that this group is convened within 7 working days, wherever possible, subject also to the availability of the employee's representative.

Following the recognised agenda for such hearings, the Committee will hear the cases of both the Clerk of the Council (or Chair of the Council) and the employee.

The Committee will decide "in camera" whether dismissal is justified and will communicate the decision to the parties concerned verbally after the close of the meeting if the parties so wish.

Appeals Committee remit

Three Cllrs are required to form this committee and cannot have been involved in the process to date.

If an employee wishes to appeal against the decision of the Disciplinary Committee, they must do so in writing to the Chair of the Council within 21 working days of receipt of a decision notice from the Grievance and Disciplinary Committee.

On receipt of such notice of appeal, the Chair of the Council will instruct the Clerk of the Council to convene a meeting of the Appeals Committee within 10 working days. The Committee will hear the case according to their procedures and will communicate their decision in writing to the parties concerned.

The decision of the Appeals Committee is final.

Finance & Governance Working Group Terms of Reference

1. Purpose of the Finance & Governance Working Group
 - 1.1. Finance and Governance are the responsibility of the Full Council (“the Council”). The overall purpose of this Working Group is to assist the Council in its duty to supervise the Parish Council’s affairs.
 - 1.2. The Working Group will review policies and procedures to ensure that they are fit for purpose.
 - 1.3. The Working Group will act as an audit working group and an investment working group.
 - 1.4. The Working Group will carry out routine monthly financial checks to ensure financial compliance

2. The Finance & Governance Working Group will:
 - 2.1. Act as a sounding board for the Council and a source of advice on major areas of change, innovation and development.
 - 2.2. Undertake tasks delegated by the Council that are not within the Working Group’s terms of reference.
 - 2.3. Review and comment upon management accounts and financial forecasts.
 - 2.4. Consider the financial implications of proposals for areas of major new strategic development on behalf of the Council and make recommendations to the Council in respect of their suitability.
 - 2.5. Maintain an overview of financial performance.
 - 2.6. Review policies and procedures, including reserves policies, and recommend changes to the Council.
 - 2.7. Keep a watching brief and provide advice, where appropriate, on potential and actual financial opportunities and threats.
 - 2.8. Assist the Council to identify major risks and developing appropriate approaches to risk management. This may include periodic reviews of the Council’s insurance cover.
 - 2.9. The Working Group will also encompass the roles of an Audit Working Group and an Investment Working Group.

3. The operation of the Finance & Governance Working Group
 - 3.1. The Working Group will consist of at least three councillors approved by the Council, and the Parish Manager. They should have the appropriate skills and/or experience to carry out the role.
 - 3.2. The Working Group will arrange dates and times for meetings.
 - 3.3. The quorum for the Working Group will be two councillors, one of whom will be the Chair.
 - 3.4. The Working Group will primarily use the publication “Governance and Accountability for Smaller Authorities in England – a Practitioners’ Guide” as a reference for their work.
 - 3.5. The Chair of the Council will have the right to attend any meeting of the Working Group. Other councillors may be invited to attend meetings to facilitate the deliberations of the Working Group.

4. Reporting to the Council
 - 4.1. The Working Group will report to the Council as to the progress of their work, as appropriate.
 - 4.2. The Working Group will use the Practitioners Guide and the GLPC Strategic Objectives to agree its annual plans.

Resourcing Working Group Terms of Reference

1. **Purpose:** This working group should oversee the organisation, employment, management and terms and conditions of employment of the Council and the training and management of Cllrs. Recommendations should be made to Council for ratification.
2. **Membership:** The working group shall comprise two (or three) Councillors and the Parish Manager. The groups quorum is three (3). Meetings will be held monthly or as required. The Chairman of the Parish Council shall be an ex officio member of the Committee.
3. **Other** working or project groups may feed into this working group with suggestions, requests comments, concerns and representation.
4. **Functions:** The main functions are defined below, some are solely related to staff but others will be related to Cllrs
 - a. To review the terms and conditions on which employees hold office
 - b. In conjunction with 4a develop the Employee Handbook and once agreed with Full Council, update and review every 4 years or as the need arises. These will document the HR policies and procedures.
 - c. Monitor changes in employment legislation, seeking advice from NALC and SLCC to ensure policies and procedures are adequate, current and communicated to all GLPC members and staff. The objective being to ensure that the Council operates an inclusive, dignified and productive place to work, ensuring the personal development and contribution of all in the GLPC team (members, staff, contractors and third parties).
 - d. Ensure Cllrs are aware of their Employment obligations and the implications of the code of conduct.
 - e. Carry out Job Evaluations for employees every five years, or as and when there is a change to the agreed Job Description.
 - f. Review and recommend the HR strategy to support the Council's Strategic Vision, which will include
 - i. staffing levels and structure
 - ii. job descriptions
 - iii. staff recruitment and selection
 - iv. staff retention
 - v. expenses
 - vi. training
 - vii. allowances
 - g. Support the Manager in terms of carrying out staffing processes and management training
 - h. Provide one to one support advice guidance when issues arise
 - i. Involvement as required within the grievance and disciplinary process (dependent on policy and procedures)
 - j. Operation and review of the health and safety policy and handbook
 - k. Annually review the Terms of Reference
 - l. Provide the Finance and Governance WG with expenditure requirements in time for the annual budget review

m. any other matters delegated to the working group or deemed relevant to these terms of reference.

5. **Confidentiality** The meetings, findings, recommendations and anything pertaining to this group will be confidential and NOT open to or for dissemination to the public.

Community Programme Terms of Reference

1. **Purpose** The Community Programme, as developed over several years and reviewed at budget time, is about building a relationship with our residents and creating links with organisations which in turn help to improve the quality of life and the environment for all concerned. Community activities are a great way to help residents engage with GLPC and vice versa.

For residents, activities:

1. encourage them to play a more active part in society
2. enable them to put across their views and input into projects
3. improve the quality of their lives
4. help improve and maintain the environment around them
5. keep abreast of local developments
6. discuss their issues.

For the Parish Council, activities:

1. enable us to foster closer relations with other community organisations such as schools
2. raise the awareness of our organisation within the community
3. provide promotional opportunities
4. provide educational opportunities
5. build relationships with local businesses
6. ensure we are providing the services the community needs
7. monitor how the community feels about us and our services
8. monitor whether the community is changing its behaviour
9. empower residents to resolve their issues
10. tackle issues raised through.... Community engagement!

2. **Functions**, the Community Programme Working Group will

- a. Work in partnership with other councils, agencies and groups to help facilitate, encourage and secure an improved level of community engagement and develop initiatives which support and reflect the requirements of the residents and meet the GLPC strategic vision.
- b. Commission services and facilitate partnerships that will benefit the community liaising with third party service groups, volunteers and local businesses.
- c. Work to increase the community engagement where viable by having a visible presence in the community and support community champions, thus working towards our GLPC aim to be an inclusive council committed to all our community.
- d. To oversee the management of an approved annual programme of community events.
- e. To prepare and submit to Finance and Governance Working Group budget requirements for future years and performance against budget through the financial year.

Communications Working Group Terms of Reference

1. Purpose is to produce a sound and effective communication process supported by a clear communication policy coordinating the various communication channels that GLPC uses.
2. **Membership** The working group shall comprise two (or three) Councillors and the Community Programme Officer. The group's quorum is two. Meetings will be held monthly or as required. Close links with other working groups and project Leads are essential.
3. **Functions** - the main functions are defined below,
 - a. Produce the Parish Newsletter - editorial content, printing, distribution and advertising.
 - b. Manage the parish Web site – design, construction, content and links to other local web sites and its update and maintenance.
 - c. Review new technologies to ensure that GLPC uses the most effective and efficient communication tools
 - d. Where appropriate provide quick response to PR through local papers, Facebook blogs etc., using safe social network sites and more traditional paper based medium.
 - e. Managing the website protocol
 - f. Supporting and contribute to the monthly production of the e-newsletter
 - g. Ensure legislative compliance and best practice

Planning Working Group Terms of Reference

1. **Purpose** is to provide a small active group of Cllrs who review and report on all planning matters, whether individual planning applications or wider MKC driven planning policy and include application of the GLCP Neighbourhood Plan.
2. **Membership** The group is led by the Group Lead for Planning and other Cllrs may be involved in the variety of planning reviews.
3. **Functions**
 - 3.1. review all planning applications notified by MKC and review them against Plan:MK; SPD and GLPC Neighbourhood Plan, policies
 - 3.2. prepare a report and recommendation to enable Council make a decision to object to a planning application where appropriate
 - 3.3. prepare responses for and nominate attendee at Development Control or Panel meetings where GLPC has objected to an application
 - 3.4. monitor refused planning applications to ensure enforcement action is taken where appropriate
 - 3.5. review the statutory planning documents policies and procedures adopted by MKC
 - 3.6. review the GLPC Neighbourhood Plan as necessary
 - 3.7. respond to MKC consultations where there are proposals that include planning issues

Strategic Vision Working Group Terms of Reference

1. **Purpose** is to review the Strategic Vision: is it still applicable, are there any changes, additions or amendments, present the vision and amend accordingly, fit with the Medium Term Financial plan
2. **Objectives** the Group Lead works with the Chair, PM and Group Lead for Finance to review and present to Council, for Council to consider and amend accordingly.
3. **Meetings** are held prior to the budget meetings and then formulated in March/April to set the plan for the new financial year.

Environment Working Group Terms of Reference

DRAFT TO BE AGREED BY NEW WORKING GROUP AND COUNCIL

1. Purpose of the Environment Working Group
 - 1.1. Nurture the environment by creating pride and ownership in our local area. Through education and leading by example.
 - 1.2. Scope of this group will revolve around
 - 1.3. Encouraging the community to reuse, reduce, repair and recycle.
 - 1.4. Educate the community through activities and communication events
 - 1.5. Communicate through NBNE, Enewsletter, Website and survey
 - 1.6. Develop wildlife friendly areas in our facilities
 - 1.7. Promote food and urban growing e.g. Non floral areas
 - 1.8. Promote environmental art and creative ideas
2. The Environment Working Group will:
 - 2.1. Work closely with the Community Programme working group and Communications working group to encourage and communicate environment messages and activities and effectively deliver on the GLPC vision.
 - 2.2. Engage with partners or groups within the parish to actively encourage participation with residents and if possible, encourage them to lead projects and GLPC to facilitate or mediate.
 - 2.3. Work with recycling partners to promote this type of activity throughout the community
 - 2.4. Review the GLPC facilities and land and identify how we can improve our own environmental management
 - 2.5. Communicate messages to help the community to act to improve their contribution to the environment
 - 2.6. Educate, Educate and lead by example
3. The operation of the Environment Working Group
 - 3.1. Membership will be agreed at the Annual Parish Council meeting but if Cllrs leave the vacant space can be filled. Members can also include staff members responsible for the activity.

- 3.2. Group Lead will be nominated to represent the groups – be the spokesperson and maybe asked to liaise with Chair Vice and other Group Leads (usually around budget time)
- 3.3. At least 3 members are required for the working group to be quorate
- 3.4. Meeting will be held at least 6 times a year but more often if required to plan events and review events.
- 3.5. Recommendations will be made to council for ratification.

Representatives

GLPC is often asked to put forward representatives from the Council to help with a variety of groups. The aim maybe to help with community engagement, partnership or simply as a representative for the neighbourhood. The current representatives have been asked if they wish to carry on

Position (applied for)	Summary of requirements
Parishes Forum 1 st and 2 nd representative	<p>The Parishes Forum meets four times a year and is a public meeting for all parish councils. The Forum is to consider and debate matters of interest presented by parish councils or Milton Keynes Council, discuss or resolve issues raised by a parish council that have a broader interest to more than one parish council, request a report of information from a Milton Keynes Council officer, be informed about matters of interest by external bodies (e.g. local NHS, HCA), receive reports from other consultative bodies on matters that might affect the members of the Forum (e.g. Transport Partnership, Local Area Forums), and make recommendations to Milton Keynes Council and other bodies.</p> <p>Two voting councillors are nominated to represent GLPC, but they can be substituted at any time of the year.</p>
Milton Keynes Association of Local Councils	<p>This is a sub branch of the Buckingham and MK Association of Local Councils. BALC is the county association and there are 6 representatives from MKALC that sit on the BALC board. The national body is NALC and they provide a voice for local authorities.</p> <p>Parishes pay a nominal fee to be members and a Cllr is nominated to represent each member parish.</p>
MKE LSG	<p>The MKE Local Stakeholder Group (LSG) is the main interface between Milton Keynes Council and the representatives of the Parish and Town Councils and Central Bedfordshire Council Wards relating to the Milton Keynes East Strategic Urban Extension (MKE SUE).</p> <p>A Cllr is nominated to represent GLPC on this group reporting back to council and confirming GLPCs response.</p>
Big Local Conniburrow	<p>Community group within Conniburrow whose visions is 'To transform Conniburrow into a place where people choose to live and contribute, to support residents and build a proud, empowered and cohesive community where strong and positive relationships are developed for all- simply to be Conniburrow and proud'</p> <p>A Cllr is nominated to represent GLPC on this group reporting back to council and acting as a link to the group and the council's activities/events.</p>
Great Linford Charity	<p>The Charity exists to assist with financial help, persons under the age of 25 and resident in the Civil Parish of Great Linford, who would otherwise find it difficult to pursue an aspect of their education (including social and physical training).</p> <p>Cllr acts as a link between the Council and the charity and can help identify people who may need assistance</p>

Great Linford Memorial Hall	Cllr acts as a link between the Council and the Hall.
STARS Sustainable Transport and Road Safety	Meeting frequency – infrequent A stakeholder group which advises the Cabinet Member on transport and road safety issues.
Cross and Stable Church	GLPC has a nominated position on the management group of this organisation. The Cllr's aim is to represent the community the Parish Council and the community facility
Milton Keynes Bus User Group	A voluntary group that represents users and attends STARS and MKC when there is discussion specific to bus routes Meetings are infrequent
Giffard Park Pond	This is a group of volunteers whose constitution is linked to the Parish Council, thus allowing the Parish Council to be involved in the direction of any works and provide volunteers with certain experiences and protection (insurance). Cllr is a link between Council and the group

Projects

Following the project toolkit process, all ideas are scoped and agreed within Council and a Cllr will lead the project, with support from other Cllrs, third parties or office staff. The current representatives have been asked if they wish to carry on.

Project	Project aims
Marsh Drive Redevelopment	Project is to determine the feasibility of improving or redeveloping this site for a large geographical catchment area, based on feedback from the Neighbourhood Plan and the sports and leisure strategy for MK.
Redhouse Park Art project – phase II	A project to bring art to Redhouse Park using S106 monies