10 July 2019

Minutes of the Management Committee Meeting held on

**Wednesday 10 July 2019** at **7.00 pm**

at Stantonbury Parish Council Office, 126 Kingsfold, Bradville

**Committee Members:**

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| **Working Group 1 (Cllr P Kirkham Lead)** | **Working Group 2 (Cllr L Morgan Lead)** |
| Cllr P Kirkham | Cllr L Morgan |
| Cllr S Agintas | Cllr C Northwood |
| Cllr B Wright | Cllr D Wright - Chairman |
| Cllr S Kennedy | Cllr A Anwar |
|  | Cllr G Davison |

**MINUTES**

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|  | **15-minute session for members of the public to speak**. |  |
|  | **Present:**  Cllr D Wright (DW) – Chairman  Cllr G Davison (GD)  Cllr S Kennedy (SK)  Cllr P Kirkham (PK)  Cllr L Morgan (LM)  Cllr C Northwood (CN)  Cllr B Wright (BW)  Mr R Fairclough - RFO  Mrs K Fane – Senior Administrator – Minute-Taker |  |
| M/24/19 | **Apologies:**  Cllr A Anwar (AA) – **Accepted by 7 votes for.**  Cllr S Agintas (SA) – **Accepted by 7 votes for**.  Cllr M Millen (MM) – **Accepted by 7 votes for**. |  |
| M/25/19 | **Declarations of Interest:**  None. |  |
| M/26/19 | **Minutes:** To agree and sign the Minutes of the Management Committee Meeting held on **Wednesday 22 May 2019**.  Agreed by 6 votes for and 1 abs. |  |
| M/27/19  a)  b) | **Working Groups**  Chairman requests update from Working Group 1 – Cllr Peter Kirkham to decide which policies should be reviewed. **Cllr Kirkham confirmed that he was waiting for WG 2 to decide what policies they were going to review, then working group 1 would continue to review the remaining ones.**  **He requested an up-to-date policies/documents list to be sent to all the WG1 members. Chairman Wright agreed this would be put together and sent to both working groups.**  Chairman requests update following meeting held on 8th July from Working Group 2 – Cllr Linda Morgan has the following policies:   * **Lone Worker Policy**   Deferred until future Management committee meeting.   * **Human Resources Terms of Reference** – Cllr Morgan confirmed the HR Terms of Referencehad been reviewed, updated and was ready for the Management committee to review. It was agreed that the HR Terms of Reference could be passed to the next Main Meeting for sign-off on 07.08.19. **Agreed by 7 votes for to pass to Main Meeting.** * **Management Terms of Reference** – Cllr Morgan confirmed the Management Terms of Reference had been reviewed, updated and was ready for the Management committee to review. A discussion followed centering on the wording used for Councillor attendance. It was agreed that the Chairman should provide the alternative wording for the office reviewed and passed up to the of the Management Terms of Reference be passed to the next Main Meeting for sign-off on 07.08.2019. |  |
| M/28/19 | **Replacement of Noticeboards**  Chairman to update committee on audit of noticeboards.  **Chairman D Wright asked the committee to consider whether there should be an audit on all or some of the Parish noticeboards. It was agreed that the audit should be done on all noticeboards.**  **It was further agreed that the Parish Ranger is to be tasked with a more detailed, itemised list of every fault each noticeboard has for review at the next Management Meeting on 11.09.19.** | **PR/DW/DM**  **Next MCM 18.09.19** |
| M/29/19 | **Bradville Play Parks**  Cllr Peter Kirkham to update committee. **Cllr Kirkham confirmed he only had a meeting date at that point and was yet to receive a meeting time.**  **Chairman D Wright asked for clarity on why Cllr Kirkham is conducting his review. Cllr Kirkham responded by confirming it was a Bradville Play Park.**  **Cllr Kirkham further confirmed he would be able to give the Parish Council more detail after 18.07.19.** | **Office/MKC/ PK**  **Next MCM 18.09.19** |
| M/30/19  a.1)  a.2)  a.3) | **Policy Reviews**  Draft Procurement Procedure – V1  Draft Tender Review Document – V1  Draft Procurement Specification Document – V1  **Following a short discussion, it was agreed that all three draft documents should be reviewed by the RFO. Once reviewed, this should be reported back to the Parish Council at the next Management Meeting on 18.09.19.** | **RFO**  **Next MCM 18.09.19** |
| M/31/19 | **New Ranger Update**  Chairman to update council regarding new ranger.  **Chairman D Wright gave a verbal update on the start date of the additional Parish Ranger. He further confirmed that he would be attending the induction.**  **Chairman D Wright requested that a list of duties be provided of the current and new Parish Rangers.** | **DM** |
| M/32/19 | **Independent Audit Report and Recommendations**  Councillors to review and report to committee.  **Chairman D Wright asked if all the Parish Councillors had seen the Report and its associated recommendations. All agreed.**  **Cllr Davison confirmed that the recommendations were not mandatory. A discussion followed on the report’s content. Cllr Davison confirmed that the recommendations would be taken on board. No further action was needed.**  **Cllr Morgan confirmed that the external audit report would be an intermediate one.** |  |
| M33/19 | **Village Hotels**  Application for S106 monies to be discussed by council, planned building at Linford Wood.  **Cllr B Wright read an update on 106 monies. She further confirmed that the outcome vote from Milton Keynes Council was 5 votes for, 4 objections and 1 abs.**  **Cllr B Wright concluded by confirming she recommends a request for public arts money be forwarded to Milton Keynes Council as soon as possible.** | **RFO** |
| M34/19 | **Next Management Meeting Date**  Management Committee to discuss and agree the date and time to hold the next Management Committee Meeting. The suggested dates and times are Wednesday 14 August 2019.  **Date options were discussed and it was agreed that the next Management Committee Meeting date should be on Wednesday 11 September 2019 at 7pm.**  **Agreed by 7 votes for.**  **Part 1 of the meeting closed 7.50 pm.** | **Next MCM 11.09.19** |
| M/35/19 | **Agree to hold a confidential Part 2 of the meeting at which press and the public will be excluded under the Public Bodies (Admission to Meetings) Act 1960 section (2).**  A vote was held to hold a confidential Part 2 of the meeting. Agreed by 7 votes for. |  |
| M/36/19 | **Confidential**  Consideration of matters related to the following confidential matters:  **Office Manager Update-Resulting notes documented in the confidential book and locked away in the box.**  **Part 2 Meeting closed at 8.05 pm** |  |

The next meeting of Stantonbury Parish Management Committee

will be held at the Parish Office, 126 Kingsfold, Bradville**.**