



To: All Members of Loughton & Great Holm Parish Council

NOTICE OF ANNUAL MEETING

You are hereby summonsed to attend an Annual Meeting of **Loughton & Great Holm Parish Council** to be held on **Monday 16th May 2016** commencing at **7:30pm** at the Loughton Memorial Hall, Bradwell Road, Loughton, Milton Keynes for the purpose of transacting the following items of business

Signed

Brian Barton
Parish Clerk

AGENDA

FC 01/16 Election of Chair for the Council Year 2016/2017

FC 02/16 To sign the Declaration of Office Form

FC 03/16 Election of Vice-Chair for the Council Year 2016/2017

FC 04/16 The Chair and Vice-Chair to sign the Declaration of Office Form

FC 05/16 Minutes of the previous Annual Meeting:

To receive and approve as a correct record the minutes of the meeting held on:

- Annual Meeting held on Monday 18th May 2015

(Attached)

FC 06/16 Committees and Working Groups:

- a) To agree the membership of the
 - Finance and Staffing Committee
 - Loughton Sports Ground Committee
 - Neighbourhood Development Plan Committee
 - Planning Committee
- b) To agree the 2016/2017 Calendar of Meetings **(Attached)**

FC 07/16 Membership of Outside Bodies for the Council Year 2016/2017:

To agree the appointments for the Council Year 2015/2015 to the following outside bodies:

- a) Jubilee Graveyard Committee
- b) Hugh Parke Charitable Trust
- c) Milton Keynes Council Parishes Forum
- d) Loughton Sports and Social Club Management Committee
- e) Approved Premises Committee
- f) Loughton & Great Holm Neighbourhood Action Group Liaison
- g) Milton Keynes Association of Local Councils
- h) Shenley Leisure Trust

FC 08/16 To resolve whether to renew the following constitutional documents and policy documents for the Council Year 2014/2015:

- a) Standing Orders
- b) Financial Regulations
- c) Code of Conduct
- d) Protocol on Officer/Member Relationships
- e) Freedom of Information Model Publication Scheme
- f) Complaints Procedure
- g) Councillor Dispensation Procedure
- h) Equality Policy
- i) Health and Safety Policy

FC 09/16 Apologies:

To receive and accept apologies for absence

FC 10/16 Minutes of previous meetings:

To receive and approve as a correct record the minutes of the meeting held on:

- Monday 21st March 2016
- Monday 18th April 2016 (Parish Meeting)

To note the minutes of the Finance & Staffing Committee held on:

- Thursday 30th March 2016

To note the minutes of the Planning Committee held on:

- Monday 4th April 2016

(Attached)

FC 11/16 Matters arising from the previous minutes not on the agenda:

FC 12/16 Questions from Members of the Public:

To allow questions from members of the public (twenty (20) minutes in total), up to five (5) minutes each in total

FC 13/16 Declarations of interest:

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

**FC 14/16 To receive a Crime Statistics Report from Thames Valley Police:
(Report to follow)**

FC 15/16 To report on Members attending external meetings:

(a) Loughton and Great Holm Neighbourhood Action Group - **Cllr Peter Ballantyne**

(b) Any Ward Councillors present to report on Milton Keynes Council meetings

(c) Members to report back on any other meetings that they may have attended

(Verbal reports)

FC 16/16 To agree the Energy Saving Grant Application:

Following the recent invitations for applications for a grant for an energy-saving scheme sent to local Parish organisations, the Parish Council has received only one bid - from Loughton School. This is a proposal for the installation of a system produced by Logic Energy which will connect the School's gas and electricity meters to an online system which enables live data to be reviewed in the classroom of current energy consumption – enabling various teaching and learning opportunities. The funds available are £4k received from the Less is More project and the costs of the proposed system is £4k plus VAT. The Parish Council could recover the VAT on the system and hence the funds received from the Parish Council could fully fund the system. The Parish Council is to decide whether to award the £4k funds received for this project. No other bids were received.

**FC 17/16 To consider the Home Working Risk Assessment and to agree any items that need to be actioned:
(Risk assessment attached)**

**FC 18/16 To update members on the proposed refurbishment of the Petworth Park play area on Great Holm:
(Verbal report)**

**FC 19/16 To consider the quotes for the roof replacement of the Loughton sports pavilion/and or other action in relation to that, including expenditure:
(Quotes attached)**

**FC 20/16 To discuss and review the expenditure on the Spring 2016 Parish Newsletter:
(Agenda item requested by Cllr John Howe)**

**FC 21/16 To note the update list of projects and other work:
(Attached)**

**FC 22/16 Cheques for Payment:
To authorise all cheques as presented for payment.
(Attached)**

**FC 23/16 To seek agreement for the costs for the work to be undertaken to maintain and enhance the Millennium Meadow on Loughton, and the removal of the bench in Kirkham Court Park.
(Report attached)**

**Date and time of Next Meeting:
Monday 20th June 2016, 7:30pm at Holmwood School, Kensington Drive,
Great Holm, Milton Keynes**