



MINUTES OF WAVENDON ANNUAL PARISH COUNCIL MEETING

18 MAY 2026

Held at Wavendon Parish Offices, Jubilee Hall,
Walton Road, Wavendon, Milton Keynes, MK17 8LH at 7pm

Present: Councillor David Hopkins (Chair), Councillor Steve Thomas (Vice-Chair) and Councillors Bryan Burgess, Jan Flawn, Njideka Ike, Ron Jamieson, Nabeel Kasmani and Roger Penfound.

Officers: Lesley Sung (Clerk) and Alan Kemp (Former Clerk)

Members of the Public: 1

FC001 CHAIR'S WELCOME AND ANNOUNCEMENTS

The outgoing Chair welcome everyone to the meeting and called for nominations for a Chair of the Council for 2026/2027.

FC002 ELECTION OF A CHAIR FOR 2026/2027

Resolved Unanimously:

1. That Councillor David Hopkins is elected as the Chair of the Council for 2026/2027.
2. That Chair signs their Declaration of Office.

FC003 APPOINTMENT OF A VICE-CHAIR FOR 2026/2027

Resolved Unanimously: That Councillor Steve Thomas is appointed as the Vice-Chair of the Council for 2026/2027.

FC004 APOLOGIES FOR ABSENCE

None received

FC005 DECLARATIONS OF INTEREST

None declared.

FC006 CO-OPTION TO THE VACANCY OF COUNCILLOR

The Council received the recommendations from the co-option interview panel to fill the casual vacancy.

Resolved Unanimously:

1. That the Council co-opts Njideka Ike to the casual vacancy.
2. That Njideka Ike signs the Declaration of Office and takes their seat on the Council.

FC007 NEW COUNCIL STRUCTURE AND DELEGATED ARRANGEMENTS 2026/2027

The Council received proposals for a new governance structure, as recommended by the 2025/2026 Governance Sub-Committee.

Resolved Unanimously:

1. That the Council creates four new Committees for 2026/2027:
 - Community Engagement Committee
 - Halls & Community Assets Committee
 - HR Committee
 - Planning Committee
2. That the Council establishes a Finance Working Group for 2026/2027
3. That the Council establishes two Task & Finish Groups for 2026/2027:
 - Allotments Task & Finish Group
 - Youth Council Task & Finish Group



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4. That the Council retrospectively agrees to establish an East West Rail (EWR) Task & Finish Group, which met prior to the Annual Council meeting to ensure its response to the EWR proposals were submitted by the consultation deadline.

FC008 TERMS OF REFERENCE FOR NEW COMMITTEES

The Council received Terms of Reference and details of delegated powers for each of the four Committees, as recommended by the 2025/2026 Governance Sub-Committee.

Resolved Unanimously: That the Terms of Reference and delegated powers for each Committee, as recommended by the 2025/2026 Governance Sub-Committee, be approved.

FC009 APPOINTMENTS TO COMMITTEES, WORKING GROUPS AND TASK & FINISH GROUPS 2026/2027

Resolved Unanimously:

1. That the Council approves appointments to Committees for 2026/2027:

Committee	Appointments
Community Engagement Committee	Cllrs Flawn, Hopkins, Ike, Kasmani + 1 vacancy
Halls & Community Assets Committee	Cllrs Burgess, Hopkins, Ike, Kasmani and Thomas
HR Committee	Cllrs Flawn, Jamieson, Thomas + 2 vacancies
Planning Committee	Cllrs Burgess, Hopkins, Kasmani, Penfound + 1 vacancy

2. That the Council approves appointments to Finance Working Group:

Working Group	Appointments
Finance Working Group	Cllrs Flawn, Hopkins and Thomas

3. That the Council approves appointments to Task & Finish Groups:

Task & Finish Group	Appointments
Allotments Task & Finish Group	Cllrs IKE, Kasmani and Thomas
EWR Consultation Working Group	Cllrs Hopkins, Jamieson, Penfound and Thomas, plus Mr Norman Price (local resident).
Youth Council Task & Finish Group	Cllrs Hopkins, Kasmani + 1 vacancy

4. That Chairs of the Committees, Working Groups and Task & Finish Groups be elected at their first meetings.

FC010 STAFFING STRUCTURE AND DELEGATION ARRANGEMENTS 2026/2027

Resolved Unanimously:

1. That the Council's staffing structure consists of a Clerk (Proper Officer), a Deputy Parish Clerk, a Facilities Manager and a Halls Manager.
2. That the Council accepts the Clerk as the line manager to all other staff.
3. That the Council approves the Clerk as the Responsible Finance Officer (RFO)
4. That the Proper Officer, Clerk and RFO responsibilities and delegated authority be approved, as per the Council's Standing Orders.
5. That the Clerk is appointed as the Council's Data Protection Officer.



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FC011 STANDING ORDERS 2026/2027

The Council received amended Standing Orders for review.

Resolved Unanimously: That the Council's Standing Orders, as amended, be approved.

FC012 FINANCIAL REGULATIONS 2026/2027

The Council received amended Financial Regulations for review.

Resolved Unanimously: That the Financial Regulations be deferred and reviewed by the Finance Working Group and its recommendations considered at a future Council meeting.

FC013 ARRANGEMENTS WITH OTHER BODIES 2026/2027

The Council received details of arrangements the Council has with other bodies 2026/2027:

Resolved Unanimously: That the Council notes that

- (a) Councillors David Hopkins and Steve Thomas are trustees of the Poor Coals Charity.
- (b) Councillor Steve Thomas is a trustee of the George Wells Charity
- (c) Councillor David Hopkins is a trustee of Mrs Robinson's Charity.

FC014 OUTSIDE ORGANISATIONS 2026/2027

The Council considered representation on external bodies and arrangements for reporting back to the Council.

Resolved Unanimously: That the Council approves representation on outside organisations for 2026/2027:

Organisation	Representation
Milton Keynes and Buckinghamshire Association of Local Councils (MKALC)	Cllr David Hopkins
Parishes Forum	Cllr Steve Thomas and the Clerk
SEMK Stakeholder Group	Cllrs Ron Jamieson and Steve Thomas
EWR Stakeholder Group	Cllrs Ron Jaimeson and Steve Thomas

FC015 ASSET MANAGEMENT 2026/2027

Resolved Unanimously: That approval of the asset register be deferred to a future meeting of the Council.

FC016 INSURANCE

The Council received confirmation of the arrangements for insurance cover in respect of insurable risks.

Resolved Unanimously: That the Council notes that the Council is insured with Clear Councils, up to March 2027, providing a minimum amount of cover for public liability of £10m and employer's liability of a minimum of £5m.



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FC017 SUBSCRIPTIONS 2026/2027

The Council reviewed subscriptions and membership for 2026/2027.

Resolved Unanimously: That the Council approves subscriptions and membership of the following for 2026/2027:

- Buckinghamshire Association of Local Councils (BALC) that includes a membership of the National Association of Local Councils (NALC)
- Society of Local Council Clerks
- National Allotment Society

FC018 COMPLAINTS PROCEDURE

Resolved Unanimously: That the Council's complaints be reviewed at a future meeting of the Council.

FC019 FREEDOM OF INFORMATION AND DATA PROTECTION

The Council reviewed its Publications Scheme which sets out how the Council stores information and where the information can be found by members of the public.

Resolved Unanimously:

1. That the Council approves the Publication Scheme
2. That the Council considers a Data Protection Policy and a Freedom of Information Policy and associated Privacy Policy at a future meeting of the Council.

FC020 COMMUNICATIONS POLICIES

Resolved Unanimously: That the Council's communications policies be reviewed at future meeting of the Council.

FC021 STAFFING POLICIES

Resolved Unanimously: That the Council's staffing policies be reviewed at a meeting of the HR Committee, with its recommendations being made to a future meeting of the Council.

FC022 S.137 LOCAL GOVERNMENT ACT 1972 EXPENDITURE 2025/2026

Resolved Unanimously:

1. That the Council accepts that the total amount of expenditure the Council could have spent under s.137 of the Local Government Act 1972, in 2025/2026 was £58,000.
2. That the Council accepts that its actual s.137 expenditure in 2025/2026 was £1,779, spent on the following items:

• George Wells Charity:	£100
• Poor Coals Charity	£200
• Woburn Sands Library Donation:	£500
• Three Parishes Coach Trip	£600
• Community Champion	£379



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FC023 SCHEDULE OF MEETINGS 2026/2027

Resolved Unanimously: That the Council approves the Schedule of Meetings for 2026/2027:

Full Council	2026: 15 June, 20 July, 21 September, 19 October, 16 November, 21 December 2027: 18 January, 15 February, 15 March, 19 April
Community Engagement Committee	2026: 9 July, 8 October 2027: 14 January, 8 April
Halls & Community Assets	2026: 27 July, 28 September, 23 November 2027: 25 January, 22 March
Planning Committee	2026: 4 June, 2 July, 6 August, 3 September, 1 October, 5 November, 3 December 2027: 7 January, 4 February, 4 March, 1 April
HR Committee	Ad hoc

The meeting ended at 7.45pm

Signed _____

Date _____