



**Minutes of the Annual Meeting of Campbell Park Community Council
held on Tuesday 20 May 2025 at the
Oldbrook Centre, Oldbrook Boulevard, Oldbrook
commencing at 6.30pm**

This meeting was open to the public

Members Present

Cllr L Adura – 19.09
Cllr B Barton
Cllr V Dixon
Cllr R Golding
Cllr B Greenwood
Cllr J Hearnshaw
Cllr J Howard

Cllr K Kavarana
Cllr D Kendrick – 19.07
Cllr K Kent
Cllr B Macharia
Cllr R McCafferty
Cllr D Pafford

In Attendance

D Warner, Clerk to Council
P Sullivan, Deputy Clerk

01/25 Election of Chair to 19 May, 2026

Cllr Greenwood was proposed and seconded for the office of Chair of Council.

There being no other nominations, Cllr Greenwood was duly elected Chair of Council for the period to 19 May 2026.

02/25 Election of Vice Chair to 19 May, 2026

Cllr Golding was proposed and seconded for the office of Vice-Chair of Council.

There being no other nominations, Cllr Golding was duly elected Vice-Chair of Council for the period to 19 May 2026.

03/25 Signing of the Declaration of Acceptance of Office

Chair of Council, Cllr Greenwood signed the Declaration of Acceptance of Office.

Vice-Chair of Council, Cllr Golding signed the Declaration of Acceptance of Office.

- 04/25 Apologies for Absence**
Cllr O Cole – work commitment
Cllr P Halton-Davis – unwell
Cllr H Kakei – personal commitment
Cllr F Mangan – personal commitment
Cllr M Petchey – personal commitment
- 05/25 Members of the Public Present**
None
- 06/25 Minutes of the meeting of Council held on the 15 April 2025**
The minutes of the meeting, having been previously circulated were approved as a correct record and signed by the Chair.
- 07/25 To Receive Draft Minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the Minutes to be raised under the relevant Committee.**
- a. Minutes of the Community & Communications Committee**
Chair: Cllr K Kavarana
Council received the minutes and agreed to ratify 2 items (i, ii) and noted 1 item (iii)
- i. Draft Minute 70/24 (iv) Grants**
All People Active (Grant Application 004/24-25/Sect 137)
Committee considered an application from All People Active for £1000.00 towards the cost of delivering a Multi-Sport Youth Club in Springfield.
- Committee resolved to make a recommendation to Council that a grant of £1000 be awarded.
- Council resolved to award the grant as recommended.
- ii. Draft Minute 70/24 (v) Grants**
Yoga for Health Alliance (Grant Application 005/24-25/Sect 137)
Committee considered an application from Yoga for Health Alliance for £1000.00 towards the cost of delivering an event in Willen as part of International Yoga Day.
- Committee resolved to make a recommendation to Council that a grant of £500 be awarded.
- Council resolved to award the grant as recommended.
- iii. Draft Minute 73/24 (i) Homeground**
Committee noted that the schedule for the May edition of Homeground magazine has been changed to allow for the inclusion of up-to-date information relating to the CPCC Hub. The magazine will be distributed w/c 26 May 2025.

The magazine proof will be circulated to the Committee for comments w/c 5 May 2025.

Council noted the amended schedule.

b. Minutes of the Personnel Committee

Chair: Cllr K Kent

Council received the minutes.

08/25

Review of Council Standing Orders

Existing Council Standing Orders are derived from the NALC model template and have been customised and amended for use by Council. The Standing Orders were reviewed at the March 2025 meeting of the Finance, Administration and Policy Committee without amendment. NALC have subsequently published an updated model template which includes the following changes:

- Standing Order 14 has been updated to better reflect Code of Conduct requirements.
- Standing Order 18 has been updated further to recent changes to procurement legislation and to ensure consistency with model Financial Regulations.
- The language of the model has been updated in line with NALC policy and the Civility and Respect project.

Following a review, Council resolved to adopt the updated Standing Orders which had been amended in accordance with the above changes.

09/25

Review of Council Financial Regulations

Existing Council Financial Regulations are derived from the NALC model template and have been customised and amended for use by Council. The Financial Regulations were reviewed at the March 2025 meeting of the Finance, Administration and Policy Committee without amendment. NALC have subsequently published an updated model template which includes the following changes:

- Updates to the Procurement Act 2023 and The Procurement Regulation 2024
- The impact of the above update on Financial Regulations 5.4, 5.7 and 5.11

Following a review, Council resolved to adopt updated Financial Regulations which had been amended in accordance with the above changes.

10/25

Review of Councillor Code of Conduct

Following a review, Council resolved to re-adopt the Councillor Code of Conduct.

11/25

Civility & Respect

By CPCC signing up to the Civility and Respect Pledge (October 2022) we have demonstrated that our Council is committed to treating councillors, clerks,

employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Council resolved to re-affirm its commitment to the Civility and Respect Pledge.

Councillor - Officer Protocol (adopted January 2023 as part of the NALC/SLCC Civility & Respect Project)

Council is invited to re-adopt the protocol; no amendments have been suggested to the current model by NALC/SLCC.

Council resolved to re-adopt the Councillor – Officer Protocol.

12/25

Annual Review of Bank Signatories

Council reviewed the current bank signatories and agreed the following:

- i. Unity Trust – the current signatories of Cllrs Barton, Golding, Greenwood & Kavarana be retained
- ii. CCLA Investment Management – the current signatories Cllrs Barton, Golding, Greenwood & Pafford be retained

13/25

Committee Structure and Scheme of Delegations (including Terms of Reference for committees)

To review the Council's Committee structure, delegation arrangements to Committees, Sub-Committees, Working Groups and Officers and terms of reference for Committees. The following amended Committee terms of reference are recommended for adoption by Council:

Draft Minute 71/24 (i) Heritage, Arts & Culture Working Group – Terms of Reference

Minute 64/24i

Further to the Committees decision to form a Working Group to consider the consultation responses received from residents relating to Heritage, Arts & Culture and to develop an Action Plan, Committee reviewed and approved the Terms of Reference for the working group.

Council resolved to adopt the terms of reference as presented.

Council resolved to retain its current Committee structure.

All remaining Committees and Working Groups have recommended that Council re-adopt their terms of reference without amendment.

Council resolved to re-adopt the remaining terms of reference as recommended.

14/25

Appointments to Committees / Appointment of Committee Chairs

Council is invited to appoint members to the Committees agreed within the Scheme of Delegations (Standing Order 4div applies) and then appoint a Chair of each Standing Committee (Standing Orders 4dvi)

Finance, Administration & Policy Committee:

Cllrs Barton, Golding, Kavarana, Kendrick, Kent, Mangan & Pafford

Cllr Barton was elected as Chair of the Committee to May 2026

Community & Communications Committee:

Cllrs Adura, Cole, Dixon, Halton-Davis, Howard, Kavarana, Kendrick, Macharia, Mangan, McCafferty & Petchey

Cllr Kavarana was elected as Chair of the Committee to May 2026

Personnel Committee:

Cllrs Cole, Golding, Greenwood, Kent, McCafferty, Mangan & Pafford

Cllr Kent was elected Chair of the Committee to May 2026

Planning, Infrastructure & Transport Committee:

Cllrs Dixon, Golding, Greenwood, Halton-Davis, Hearnshaw, Kavarana & Macharia

Cllr Greenwood was elected Chair of the Committee to May 2026

Estates Committee:

Cllrs Adura, Barton, Golding, Greenwood, Hearnshaw, Howard, Kendrick, Macharia, McCafferty, Pafford & Petchey

Cllr Golding was elected Chair of the Committee to May 2026

15/25

Review and adoption of Current Policies/Protocols

Having reviewed and considered the following policies, Council agreed to adopt the amendments as recommended.

Finance, Administration & Policy Committee

Draft Minute 57/24 (ii) Committee Policies Review- Investment Strategy

Committee resolved to make a recommendation for ratification by Council that on page 4 'HSBC and Metro Bank' be removed as these accounts are no longer in use. 'Unity Trust Bank Instant Access Account' should then be added in their place.

Councillors agreed to re-adopt all other policies/protocols without amendment, those then being reviewed at Committee in the next year.

- 16/25 Representation on or work with external bodies**
Council is invited to appoint / nominate members to the following external bodies and confirm arrangements for reporting back:
- MK Association of Local Councils – Cllrs Cole & Kent
MK Parishes Forum – Cllrs Cole & Greenwood (Cllr Kent substitute)
- Cllr Barton declared in interest in this item as Secretary of MK Association of Local Councils
- Cllr Kendrick arrived during this item
Cllr Adura arrived during this item
- 17/25 Asset Register**
Council noted that the Finance, Administration & Policy Committee will review the Asset Register at their next meeting, with the outcome reported for consideration at the June meeting of Council.
- 18/25 Confirmation of arrangements for insurance cover in respect of all insured risks**
Council reviewed and accepted the arrangements regarding the main Council insurance policy; separate arrangements are in place for motor vehicle and professional indemnity cover.
- 19/25 Council's Membership of Other Bodies for 2025-26**
Council resolved to renew its annual subscription to:
Buckinghamshire & Milton Keynes Association of Local Councils - £1421.19
National Association of Local Councils – £867.69
- 20/25 Register of Member Interests**
Members were reminded of their responsibility to submit their Register of Member Interests within 28 days of being elected. Members were further reminded of their responsibility to make an updated submission within 28 days of a change to their registered personal interests/a new personal interest.
- 21/25 Council/Committee Summons Options**
Members reviewed the method by which they receive summons to meetings and confirmed their preference for electronic or hard copy. Members were encouraged to give consideration to the recommendation from the Climate Emergency Working Group to reduce hard copies as per the CPCC Climate Action Plan
- 22/25 Setting the dates, times and place of ordinary meetings of Council and Committees for the year ahead**
Council considered and accepted the draft schedule of dates and times of Council and Committee meetings for 2025-2026