



PUBLIC NOTICE AND SUMMONS TO A MEETING OF THE ASSET AND MAINTENANCE COMMITTEE

Thursday 21 May 2020 at 19h15

This will be a "VIRTUAL" meeting using GoToMeeting Video Conferencing

(In accordance with the Coronavirus Act 2020)¹

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/177190157>

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/177190157>

Attendance by Press and public is welcome. See the addendum to this agenda for instruction on how to join a meeting, together with virtual meeting etiquette

All MEMBERS of Broughton and Milton Keynes Parish Council Asset and Maintenance Committee are **summoned** to remotely attend a meeting to be held on Thursday 21 May 2020 at 19h15.

Signed

Vicky Mote-Clerk to the Council

16th May 2020

Agenda

Agendas and reports for the majority of the Council's public meetings can be accessed via the Internet at: <http://www.broughtonandmkv-pc.gov.uk/Meetings>

Recording of Meetings

The proceedings at this meeting may be recorded for the purpose of preparing the minutes of the meeting. In accordance with the Openness of Local Government Bodies Regulations 2014, you can film, photograph, record or use social media at any Council meetings that are open to the public. If you are reporting the proceedings, please respect other members of the public at the meeting who do not want to be filmed. You should also not conduct the reporting so that it disrupts the good order and conduct of the meeting. While you do not need permission, you can contact the Council's staff in advance of the meeting to discuss facilities for reporting the proceedings and a contact is included on the front of the agenda, or you can liaise with staff at the meeting.

Guidance from the Department for Communities and local government can be viewed at the following link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/343182/140812_Openness_Guide.pdf

There follows a list of the business to be transacted (AGENDA).

¹ The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392

Ref	AGENDA
AM20/21-15	Public question time, including Ward Councillor updates: In accordance with Standing Order 3.4 & 3.5 members of the public may ask questions on any matters dealt with by Full Council included on this agenda. <i>(please note that this item will generally be restricted to a maximum of 15 minutes, subject to Chair's discretion).</i>
AM20/21-16	Apologies: To receive, note and agree apologies for absence.
AM20/21-17	Declaration of Interest: Members to declare any disclosable pecuniary interests, or personal interests (including other pecuniary interests), they may have in the business to be transacted and in any contract to be considered.
AM20/21-18	Minutes to agree as a correct record the minutes of the Asset & Maintenance Committee meeting held on 23 April 2020.
AM20/21-19	Warden Report: To receive a monthly update.
AM20/21-20	Risk Register: To note and comment on any updates.
AM20/21-21	Middleton Pavilion: Signage update.
AM20/21-22	Milton Keynes Village Map Board Committee to agree final option and cost to replace the map on the display board.
AM20/21-23	Worrelle Avenue Development , Clerk to give committee an update. 1. Additional parking. 2. Request from developer (Morris Homes) to use overflow carpark during the week.
AM20/21-24	Project Updates and next actions 1. <u>Phone Box Refurbishments</u> (MK Village and Broughton Village). 2. <u>MK Village garden</u> . 3. <u>The Old Forge</u> . 4. <u>VE Celebrations</u> . 5. <u>Noticeboards</u> (Broughton/Broughton Gate)
AM20/21-25	Allotments To note and discuss items on the monthly report (circulated prior to meeting).
AM20/21-26	General Landscaping To note and discuss updates.
AM20/21-27	Land Access-Middleton Discuss correspondence received regarding access to the parcel of land adjacent to Oakgrove School.
AM20/21-28	Update Report and Items for Future Agenda
AM20/21-29	Date of next Meeting: 18 May 2020 at 19h15.
AM20/21-30	Confidential Item-MK Pavilion Tenant (COVID-19 impact) To resolve that, under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business, the Public and Press will be excluded from the following agenda item for the reason(s) of them relating to information on confidential negotiations.

ADDENDUM: HOW TO JOIN A VIRTUAL MEETING

You do not have to download the App onto your device to join this virtual meeting.

Copy and paste the link below into your browser:

<https://global.gotomeeting.com/join/177190157>

1. You will see a message where “GoTo” wants to open this application, click on **CANCEL**.
2. You will now have two options as follows:

JOIN ON THE WEB

You can join without downloading the App, just copy and paste the link above into your internet browser.

DOWNLOAD THE APP

Download and use the app, once downloaded you will just need to enter the meeting ID, which you will find at the top of the agenda 512-407-885

3. Make sure you click on **OK, I’m ready** to join the meeting. You might have to wait in the virtual waiting room if the organiser has not started the meeting.
4. You will need to enter your name however; you do not have to enter your email address.
5. Make sure you have activated your Mic and Camera.

VIRTUAL MEETING ETIQUETTE

1. Please log on no later than 19h05 in order for us to start the meeting promptly at 19h15.
2. Please ensure your microphone is muted when not talking to reduce echo & feedback.
3. If you wish to speak, please unmute and the Chair will invite you to speak.
4. Please state your name and speak clearly & concisely.
5. No multi-tasking – please close down other windows and programmes so you won’t be distracted.
6. Please consider your background and what you are doing/wearing can be seen by everyone.