



**The 76th Annual General Meeting  
of the Buckinghamshire and Milton Keynes Association of Local Councils is  
being held as a hybrid meeting on Friday 29th November 2024 at 5:00 pm**

**Those attending physically will be at the Haddenham Airfield Pavilion, Tibbs Road  
Aylesbury, Haddenham, HP17 8FH**

or

## Microsoft Teams meeting

Join on your computer, mobile app or room device

[Join the meeting now](#)

Meeting ID: 336 271 167 078

Passcode: cDabTw

**Two Councillors from every member council may attend, only one Councillor  
from each attending Council may vote and we ask that you respect this if you  
are joining virtually. Clerks are welcome to attend but may not vote.**

## AGENDA

1. Welcome and Apologies – Cllr Des Bray (BMKALC – Chairman)
2. Address by the President – Countess Howe.
3. Approval of the minutes of the 75th Annual General Meeting – *Appendix 1 – AGM Minutes*

**Resolution: to Confirm the minutes of the 75th AGM held 1st November 2023 are  
a true record of decisions taken.**

4. Chair's Report – To receive and note the annual Chair's Report by Cllr Des Bray,  
Chair of Executive Committee – *Appendix 2 – 2023/24 Annual Report*
5. Honorary Treasurers Report – To receive and note the annual Honorary Treasurers  
Report by Cllr Isobel Darby – *Appendix 2 – 2023/24 Annual Report*



6. County Officers Report – To receive and note the annual report from the CEO, Mel Woof – Appendix 2 – *Appendix 2 – 2023/24 Annual Report*

7. To receive and approve the independently inspected annual accounts for 2023–2024 – Appendix 2 – *Appendix 2 – 2023/24 Annual Report*

**Resolution: To approve the independently inspected annual accounts for 2023–2024**

8. Appointment of Independent Examiner for 2025–26 – The Executive Committee recommends that the AGM appoint APS Accountancy Limited (Angell Pinder) of Aylesbury as the Independent Examiner of accounts.

**Resolution: To agree to appoint APS Accountancy Limited (Angell Pinder) as the Independent Examiner for 2025–26.**

9. To receive and approve the budget for 2025 – 26 – *Appendix 3 – 2025/26 Annual Budget*

**Resolution: The Executive Board recommends to the AGM that the proposed budget for 2025–2026 be adopted.**

10. To consider and agree the subscription rates for 2025–26.

Current BMKALC rate is 13.06p per elector per annum. The NALC rate of subscription will rise from 7.94p to 8.34p per elector for 2025–26. The Executive Committee recommends to the AGM the following motion:

**Resolution: The Executive Board recommends to the AGM that the membership rate for 2025 – 26 per elector, is increased for the BMKALC contribution to 14.6 pence per elector / per year and that the NALC subscription is collected in full at 8.34 pence per elector / per year. This results in a total contribution of 23 pence per elector / per year.**

11. To schedule appointments to the Executive Board

There are local elections in the Buckinghamshire Council area and all current Town and Parish Councils will retire in May. It is therefore proposed that existing board



members continue in their role until these elections in May 2025. Immediately thereafter that returning current councillor board members continue until a new board is elected and those councillors not returning, retire and those positions remain vacant until the new board is elected. Thus, ensuring continuity within the Association during this time.

**Resolutions:**

- 11.1. To defer the election of a new Executive Board after the local elections in May 2025.**
  - 11.2. To defer the appointment of representatives to NALC and the BC Parish Focus Group until after the election of the new Executive Board**
  - 11.3. That existing Board Members continue their appointment to the Executive Board until the elections in May 2025**
  - 11.4. That Councillor Board Members returning at the next election remain in post until an election for the new Executive Board can take place.**
  - 11.5. That those Board Members not returned as Councillors retire and their positions remain vacant until an election for the new Executive Board can take place.**
  - 11.6. That the appointment of Vice Presidents be deferred until next Executive Board election.**
12. To consider and resolve the proposed update to the appointment process to the BMKALC Executive Board – following changes in boundary designations and the demographics of our council members. *Appendix 4 – BMKALC Appointment Process*

**Resolution: To accept the recommendation that future appointments to the Executive Board be on the basis of 3, member council representatives, from each Electoral Constituency area.**



**Resolution: To approve the nomination process and election schedule for the appointment of members to the executive board as outlined in Appendix 4 – to be circulated under separate cover**

13. To consider the updates to the Constitution which include grammatical and reference updates as well as the updated Executive Board Selection as described in Item 12. *Appendix 5 – BMKALC 2025 Constitution*

**Resolution: To approve the proposed updates and adopt the BMKALC 2025 Constitution, in full.**

14. To consider the adoption of a Reserves Policy – *Appendix 6 – BMKALC Reserves Policy*

**Resolution: To adopt the BMKALC Reserves Policy.**

15. To consider the proposal for a Bursary supporting small councils who are supporting CiLCA training for their clerks. Small councils up to £25K income face a disproportionate hit in providing the opportunity to enable their clerks to attain their professional CiLCA qualification. The SLCC have matched this and now offer a bursary scheme to support these councils in the Portfolio Assessment and Certification element, BMKALC propose to match this bursary scheme for the Tutorial element – *Appendix 7 – BMKALC Bursary Scheme*

**Resolution: To establish a Bursary to support the professional development of clerks in smaller councils – below £25 K income.**

16. Proposed Meeting Dates for 2025

- TBC

The business of the AGM concludes, and we now hear from Cllr Jon Harvey.

5:45 Cllr Jon Harvey – Leadership in the Community

6:10 Thanks and Close – Cllr Des Bray

6:15 – 7:00 Social Exchange



Buckinghamshire & Milton Keynes  
Association of Local Councils

75 years empowering clerks, councillors and councils delivering for their communities



If you would like to discuss an item on the agenda before this meeting please contact **Mel Woof**, on **01296 383154** or by email [Mel@bucksalc.gov.uk](mailto:Mel@bucksalc.gov.uk). **Appendices will follow shortly under separate cover.**