



Bletchley and Fenny Stratford Town Council

To: **The Chair and Members of Bletchley and Fenny Stratford Town Council**

You are hereby summoned to attend the annual meeting of the Full Council to be held on Tuesday 9 May 2017 at the Methodist Hall, Queensway, Bletchley at 7.30 pm to transact the items of business set out in the agenda below.

Delia Shephard
Clerk to Bletchley and Fenny Stratford Town Council
2 May 2017

A G E N D A

- 1 **Election of Chairman**
- 2 **Election of Vice-chairman**
- 3 **Minutes of Previous Meeting**
To approve the minutes of the meeting held on Tuesday 2 May 2017 as a correct record of proceedings
- 4 **Public Speaking Time**
To hear questions from members of the public and representations about items on the agenda
- 5 **Scheme of Delegations**
To review the Council's committee structure, delegation arrangements to committees, sub-committees and officers and terms of reference for committees
- 7 **Appointment to committees**
To appoint chair and members to committees agreed within the scheme of delegations
- 8 **Standing Orders and Financial Regulations**
To review and adopt standing orders and financial regulations
- 9 **External Representation**
To review representation on or work with external bodies and arrangements for reporting back to council
- 10 **Asset Register**
To review the council's inventory of land and assets including buildings and office equipment
- 11 **Insurance**
To confirm arrangements for insurance cover in respect of all insured risks
- 12 **Subscriptions**
To review the council's subscriptions to other bodies



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- 13 **Complaints and Requests for Information**
- i To review the council's complaints procedure
 - ii To review the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
- 14 **Press and Media Policy**
To review the council's policy for dealing with the press/media
- 15 **Calendar of Meetings**
To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council
- 16 **Financial Management**
- i To review and note financial management reports showing detailed income and expenditure and performance against budget for the financial year to 31 March 2017
 - ii To review and note the following bank reconciliations and cash books at 31 March 2017
 - a. Nat West Current Account/Cash Book 1 (now closed)
 - b. Nat West Reserve Account/Cash Book 2 (now closed)
 - c. Town Council Petty Cash /Cash Book 3
 - d. Junior Youth Club Petty Cash/Cash Book 4 (now closed)
 - e. Spotlight Petty Cash/Cash Book 5 (now closed)
 - f. Lakes Estate Activity Project (Sport England funding)/Cash Book 7
 - g. Unity Trust Current Bank Account/Cash Book 9
 - iii To review and note the balance sheet as at 31 March 2017
 - iv To note the comparison of market income for 2016/17
 - v To approve the Invoices due for payment by 30 May 2017
- 17 **Grant Application**
- i To consider an application for a grant in the sum of £3,750 to support the Fenny Poppers Festival 2017
 - ii To consider an application for a grant to support a community street party in Penn Road
- 18 **Summer Play Schemes**
To consider a proposal to fund summer play scheme sessions in Leon Park, Newton Leys and the Lakes during the 2017 summer school holidays

**Members of the public and representatives of the press are
welcome to attend**