



Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Finance and Planning Committee of Bletchley and Fenny Stratford Town Council held at Bletchley Library, Westfield Road MK2 2RA beginning at 7.30 pm on Tuesday 17 July 2018

Present: Cllrs Mohammed Arshad, Sam Browne, Keith Ely, Ron Haine, Ed Hume, Angela Kennedy, Michael McDonald and E'Amonn O'Rourke

Absent: Cllrs Sean Porter and Mohammed Rohim

In attendance: Diane Holland, Finance and Procurement Manager, BFSTC and Alison Kennedy, Regeneration Officer, BFSTC

Min Ref

- FP18/19-01 **Election of Chairman**
It was **RESOLVED** to elect Cllr Michael McDonald as the Chairman of the Finance and Planning Committee
- FP18/19-02 **Apologies for Absence**
Apologies for absence had been received from Cllr Porter
- FP18/19-03 **Declarations of Members' Interests**
Disclosable Pecuniary Interests – None
Other Interests – Cllr Kennedy declared a non pecuniary interest in item 6.iii, planning application 18/01581/FUL – Land to the East of 83 Pinewood Drive, Bletchley as a resident of this road.
- FP18/19-04 **Public Speaking Time**
No members of the public were present
- FP18/19-05 **Terms of Reference**
It was **RESOLVED to recommend** to full council the proposed Terms of Reference below:

The Finance and Planning Committee shall be delegated to make decisions on behalf of the Council on all day to day matters concerning Finances and Planning subject to a spending limit on any one item of £20,000. This includes:
Finance
i Overseeing of the use of financial and technological resources of the Council
ii Monitoring the Council's capital and revenue budgets
iii Approval of variations, overspends and virements within budget in accordance with Financial regulations
iv Making recommendations to the Council on budget and precept requirements
v Advising on the financial implications and potential risk of proposed new policies or development of existing policies
vi To prepare an annual financial risk assessment for approval by the Council
vii Advising Council on borrowing policy, investment and treasury management
viii Monitoring the performance of all funds invested on a regular basis
ix Supervising and making recommendations to Council about its banking arrangements
x Setting all fees and charges
xi To consider reports on outstanding debts due and to undertake recovery or write off
xii To ensure the financial regulations are reviewed annually and that a review of the effectiveness of the council's internal controls is undertaken annually and both are



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presented to Council for approval

- xiii *To be responsible for the approval of a corporate business plan.*

Planning

- i To make observations on behalf of the Town Council to the responsible authority on individual planning applications save for those applications retained for full council*
- ii To make observations as necessary, to the responsible authority or organisation on other matters affecting the environment and public transport in the town*

FP18/19-06

Planning Matters

The following planning applications submitted to Milton Keynes Council were reviewed.

- i 18/01333/FUL – Maybrook House, 224 Queensway Bletchley**

It was **RESOLVED** to make no comment on the proposed development

- ii 18/01420/FUL - 135 Queensway, Bletchley MK2 2DH**

It was **RESOLVED** to make no comment on the proposed development

- iii 18/01581/FUL – Land to the East of 83 Pinewood Drive, Bletchley**

It was **RESOLVED** to make no comment on the proposed development (Cllr Kennedy did not vote on this item)

- iv 18/01611/FUL - 49-51 Aylesbury Street, Bletchley MK2 2BQ**

It was **RESOLVED** to make no comment on the proposed development

- v 18/01618/FUL – 19 Oxford Street, Bletchley MK2 2UA**

It was **RESOLVED** to make no comment on the proposed development

- vi 18/01422/FUL - Wilton Hall, Wilton Avenue Bletchley MK3 6BN**

Several Councillors were concerned about this proposed development and wished to make comments although Wilton Hall was outside the parish boundary.

It was **RESOLVED** to object to the proposed development on the grounds that the demolition and re-development of this community asset would result in the loss of an historical building within a conservation area. This loss would not be mitigated by the development of the proposed properties and would be detrimental to the historical significance of the area.

FP18/19-07

Licensing Matters

The following licensing application submitted to Milton Keynes Council was reviewed.

Ref 148529 – The Onyx, 27-33 Queensway, Bletchley MK2 2DT

It was **RESOLVED** to comment to Milton Keynes Council that the committee had considered the licensing application and, whilst members agreed with the proposed licence in principle, it was recommended that the opening and closing hours of the premises should be amended from the proposed hours of Mon- Thu 12-00.00, Fri- Saturday 12.00 to 3.00, Sunday 12.00 to 01.30 to no later than 1am closure on any day of the week.

FP18/19-08

Bank Statements and reconciliations

It was **RESOLVED** to note that the original bank statements and reconciliations for June 2018 had been reviewed by a member of council

FP18/19-09

Ratify Payments

It was **RESOLVED** to ratify a list of payments made or due to be made since the last meeting of council which had been circulated in advance of the meeting.

FP18/19-10

Management Reports

It was **RESOLVED** to note financial management reports showing detailed income and expenditure for the financial year to the end of June 2018 which had been circulated before the meeting.

Members were also notified that the current provider for dog waste collection would no longer



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be continuing service provision after 3 August 2018.

FP18/19-11

Draft balance sheet

It was **RESOLVED** to note the draft balance sheet at 30 June 2018 which had been circulated before the meeting.

FP18/19-12

Bletchley Market

Following review of the Clerk’s report and recommendations it was **RESOLVED to recommend** to full council changes to the management of Bletchley Market to the Full Council on Tuesday 7 August 2018 as follows:

- i that all stalls would be positioned on the licensed areas of Queensway and Stanier Square and would be charged by frontage only.
A proposal recommending that mobile vehicles were also re-positioned on Queensway with the exception of the meat trader was not accepted.
- ii that the existing charging structure and prices remain but that charges should now be made by 10’ pitch rather than per single foot as shown below

	Tuesday	Thursday	Friday	Saturday
Regular stallholders per pitch	£10.00	£10.00	£13.00	£15.00
Casual stallholders per pitch	£15.00	£15.00	£18.00	£20.00
Regular mobiles	£15.00	£15.00	£18.00	£20.00
Casual Mobiles	£20.00	£20.00	£23.00	£25.00
Pitch nearest Brunel Centre/Boots			£45.00	£45.00

- iii that traders would be allowed to spread out by up to 5ft per block at the discretion of the market officer (if space permits)”

Members discussed other proposals put forward in the report and it was **RESOLVED** to review the market terms and conditions and to review what constitutes a “stall” at a later date.

Following further discussion it was **RESOLVED** to defer any proposals regarding promotion of the market to the Full Council in August.

FP18/19-13

Financial Arrangements at Newton Leys

It was **RESOLVED** to enter into a 2 year contract to install critical Red Care lines at the Newton Leys Pavilion at the cost of £28.50 per month with an initial installation cost of £125.00 + VAT per line.



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It was **RESOLVED** that other issues regarding Newton Leys Pavilion and Newton Leys Community Centre be deferred to the Full Council as more information was required.

It was **RESOLVED to recommend** to Full Council that charges for the Newton Leys allotments should be set at the same rate as those currently being charged at other sites and therefore any tenancies at the Newton Leys allotments for 2018/19 would be set at 25 p per metre² to ensure consistency across all allotment sites.

FP18/19-14

Albert Street Public Conveniences

Following a recommendation from officers to terminate the contract with its existing cleaning contractors for Albert Street Public Conveniences because of poor service members discussed this and comparison of alternative providers. Based on best value it was **RESOLVED** that a new cleaning contract for Albert Street Public Conveniences be awarded to Support Maintenance Services Ltd for a period of 12 months on a rolling contract at the cost of £1,456 per month.

FP18/19-15

Change of Payroll Provider

Following unsatisfactory performance from the council's current provider members reviewed a report showing alternative quotations and provision for payroll services. Following discussion and comparison of companies based on best value it was **RESOLVED** that a new contract be awarded to Payroll Options to perform payroll functions for the council at a basic cost per month of £78.14 and creation of a BACS banking facility to allow this to happen would be authorised.

The meeting closed at 9.25pm

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Approved by Chairman
21 August 2018