



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 21 August 2018

- Present:** Cllrs Sam Browne, Ron Haine, Michael McDonald and E'Amonn O'Rourke,
- Absent:** Cllr Mohammed Arshad, Keith Ely, Angela Kennedy, Ed Hume, Sean Porter and Mohammed Rohim
- In attendance:** Melody Beever (Consultant) and Derek Kemp (Senior Consultant), of DCK Accounting Solutions
Delia Shephard, Town Clerk

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- FP18/19-16 **Apologies for absence**
Apologies for absence had been received from Cllrs Keith Ely, Angela Kennedy, Ed Hume and Sean Porter
- FP18/19-17 **Minutes of previous meeting**
It was **RESOLVED** to approve the minutes of the meeting held on 17 July 2018 with no amendments.
- FP18/19-18 **Declarations of Members' Interests**
Disclosable Pecuniary Interests – None
Other Interests – None
- FP18/19-19 **Public Speaking Time**
There were no representations at this time.
- FP18/19-20 It was **RESOLVED** to vary the order of the agenda and deal with item 7 next.
- FP18/19-21 **VAT liabilities of BFSTC for the year 2018/19**
Derek Kemp addressed the committee on behalf of DCK Accounting Solutions and explained the outcome of a meeting held earlier that day with the Town Clerk and the Community Building Co-ordinator to discuss VAT implications of BFSTC's current and future activities. A report was tabled. Mr Kemp confirmed that the sublet of the Queensway office was an exempt activity and therefore the council should submit its own option to tax on these premises which would allow the VAT to be passed on to the council's tenant rather than reclaimed since the VAT level would exceed the annual £7,500 cap for exempt activities. In order to achieve this recommendation must be made by full council and submitted to HMRC confirming that the council wished to tax 74-76 Queensway with effect from 1 October 2018 without delay. The committee was warned that the submission may take up to 6 months to process.

With regard to Newton Leys Pavilion Mr Kemp advised there was no immediate need to opt to tax this building provided fit out costs are met from the S106 funds. The sports pitches should either be let at a peppercorn rent to a Club which is then responsible (therefore non business though obviously the maintenance costs would either fall to the council or the club) or they should be charged for on an individual basis (in which case they will be Vatable). The option of letting the pitches on the block booking rule was not recommended.



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DCK Accounting had worked up a Partial Exemption calculation for the year ended 31 March 2018 and there was no imminent danger of breaching the de minimis level of £7,500 limit for reclaiming VAT on exempt activities which could be in competition with commercial enterprises. However this calculation should be done every year to demonstrate that the council has not breached the limit and should be kept with the annual returns in case of a VAT inspection.

It was **RESOLVED to recommend** to full council that a decision to opt to tax be made and sent to HMRC to apply to 76-78 Queensway with effect from 1 October 2018 and that DCK Accounting should handle the administration and deal with HMRC on behalf of BFSTC in this matter.

The Chairman thanked the representatives of DCK Beavers for their time and advice and they left the meeting.

FP18/19-22

Planning Matters

The following planning applications to be considered by Milton Keynes Council were reviewed and discussed.

i **18/01843/FUL – 23 Chestnut Crescent , Bletchley Milton Keynes MK2 2JZ**

Part ancillary building in block work to be used as a gym and integrated shed.

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

ii **18/01811/FUL – 4 Stuart Close, Bletchley Milton Keynes MK2 2NW**

Proposed two-storey rear and side extension. New roof over the existing single-storey rear extension, Existing shed to be demolished. Proposed gate and new parking space into the rear garden. Part of existing wall on the ground floor to be demolished.

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

iii **18/01946/FUL – 114 Watling Street, Bletchley Milton Keynes MK1 1BW**

The rear garden and garage to be separated so that a 2 bedroom 3 person single storey dwelling is built with access via Staplehall Road

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

iv **18/01941/FUL – 16 Watling Street, Bletchley Milton Keynes MK2 2BL**

Change of use of car park area and erection of a marquee to house a Shisha Smoking Bar (Use Class A3) for a temporary period of 2 years.

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

FP18/19-23

Licensing Matter

The following licensing application to be considered by Milton Keynes Council was reviewed.

i **Ref 148827 – Golden Slots, 27 Queensway, Bletchley MK2 2DT**

This is an application for a new Adult Gaming Centre

Proposed opening hours are: Monday to Sunday 00:00 to 00:00 (24 hours a day) excluding Christmas Day.

It was **RESOLVED** to make no comments on the application.

FP18/19-24

Conclusion of Audit for the year 2017-18

The committee noted the conclusion of the external audit of accounts for Bletchley and Fenny Stratford Town Council for the year 2017/18 and the publication of the completed Annual Governance and Accountability Return. No matters had been brought to the attention of the council by the external auditors and it was **RESOLVED to recommend** that this was noted at the next meeting of Full Council.

FP18/19-25

Bank Statements and Reconciliations

It was **RESOLVED** to note that the bank statements and reconciliations up to the end of July 2018 had been checked and signed by a member of council.



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- FP18/19-26 **Payments**
It was **RESOLVED** to ratify a list of payments made or due to be made since the last meeting of the Finance and Planning Committee on 17 July 2018 which had been tabled.
- FP18/19-27 **Financial Management Reports**
It was **RESOLVED** to note financial management reports showing detailed income and expenditure for the financial year to the end of July 2018 which had been circulated before the meeting.
- FP18/19-28 **Draft balance sheet**
It was **RESOLVED** to note the draft balance sheet at 31 July 2018 which had been circulated before the meeting.
- FP18/19-29 **Bletchley Market**
Copies of correspondence due to go out to market traders reflecting the changes to stall charges and other matters agreed by the Council were circulated to members for information. The clerk noted that the current terms and conditions had been updated to reflect changed personnel matters.
- The Clerk noted that a complete review of the market terms and conditions and trader pack was still required as were decisions about the future promotion of the market and clarification of mobile trader charges. Members were also made aware that it had been necessary to reduce market rents or waive charges to market stall holders during recent disruption caused by work to the pavements done by City Fibre. This would be reflected in the August market rent records.
- FP18/19-30 **Banking Arrangements**
The clerk asked the committee to approve on line authorisation of payments for two additional councillors to the current account in order to spread work and provide a contingency for authorising on line payments in the event of the absence of the Chair and Vice-chair. Cllr Browne confirmed she was no longer willing to authorise on-line payments. It was **RESOLVED** to add on-line banking facilities for Cllr Webster who was already a signatory on the account and to add Cllr McDonald as an additional signatory also with on-line banking facilities.
- FP18/19-31 **Newton Leys Policy and Budget**
Members discussed a draft policy and draft budgets for Newton Leys Pavilion, Car Park and Football pitches and noted that these were likely to be revised when discussed at the Newton Leys Pavilion Committee on 28 August 2018. No revisions to the draft documents were made at this time.
- FP18/19-30 **Member Training**
The clerk noted that preparation of the whole council's 2019/20 budget had begun and that it was important that all councillors were fully engaged in the process of preparing the budget. Financial training was available for Members from BMKALC at Aylesbury and details would be circulated to all members. It was **RESOLVED** to encourage all members especially those on the finance committee to attend budget training.

The meeting closed at 8.40 pm