



## Bletchley and Fenny Stratford Town Council

### Minutes of a meeting of the Finance Committee of Bletchley and Fenny Stratford Town Council held at Meeting Room, Bletchley Library, Westfield Road, Bletchley, MK2 2RA on Tuesday, 21st January, 2020 commencing at 7.30 pm

**Present:** Cllrs K Ely, E Kelly-Wilson, A Kennedy, G Kenworthy, M McDonald and E O'Rourke

**Absent:**

**Apologies:** Cllrs M Arshad, R Haine and E Hume

**In attendance:** Delia Shephard (Town Clerk)

#### Min Ref

- F19/119 **Members' apologies for absence**  
It was RESOLVED to note the apologies for absence as listed above.
- F19/120 **Members' declarations of interest in matters on the agenda**  
No declarations of interest were made.
- F19/121 **To approve the minutes of the previous committee meeting**  
It was RESOLVED to approve the minutes of the meeting of the Planning Committee held on 17 December 2020 as an accurate record of proceedings.
- F19/122 **Public speaking time**  
There were no representations from members of the public.
- F19/123 **Financial Management Information Report**  
A financial management information report showing detailed expenditure and income against budget for the financial year to 31 December 2019 was considered. It was RESOLVED to note the report.
- F19/124 **Cash and Investment reconciliations to 31 December 2019**  
It was RESOLVED to note the cash and investment reconciliations for the period to 31 December 2019.
- F19/125 **Public Sector Deposit Fund report for December 2019**  
It was RESOLVED to note a report for December 2019 from the Public Sector Deposit Fund.
- F19/126 **Balance sheet as at 31 December 2019**  
It was RESOLVED to note the balance sheet as at 31 December 2019.
- F19/127 **List of payments made or due to be made**  
It was RESOLVED to approve a list of payments made or due to be made for the period to 31 December 2019.  
The clerk advised the Committee that quotations had been obtained for construction of a bin store at Bletchley Library and recommended that the lowest quotation should be accepted which was in the sum of £1,730.00 from FDS Builders Ltd. It had been agreed with the Library Service of MK Council that The Town Council would procure and supply the bin store and that a corresponding credit against the Town Council's rental agreement for the garage would be supplied. The work was urgent as space



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was needed in the garage at Bletchley Library for the Town Council's Gladiator machine. It was intended to use the clerk's delegated powers (in consultation with the Chair and Vice-chair) to order this work on the grounds of urgency and the Finance Committee supported this decision

F19/128

### **NALC Model Financial Regulations**

It was RESOLVED to note minor changes to the NALC Model Financial regulations which had been issued in July 2019 and not yet considered by the Finance Committee. It was RESOLVED TO RECOMMEND to Full Council that a revised version of Bletchley and Fenny Stratford Town Council's Financial Regulations be adopted which incorporated the changes.

F19/129

### **Exclusion of public and press**

By virtue of the Public Bodies (Admission to Meetings) Act 1960 s1 (2) it was RESOLVED to exclude members of the press and public for discussion of the following two items because both items included the discussion of confidential information which was the property of third parties and publicity would be prejudicial to the public interest.

F19/130

### **Tendering process for works to George Street Community Centre**

The Clerk advised that four contractors had responded to the invitation to tender for works to George Street Chapel through the procurement framework service offered by Milton Keynes Council. One of the responses was not tender compliant and was rejected on these grounds (price only submitted with no quality criteria). The remaining tenders had been scored by a representative of BOM Surveying and by the Environment and Premises Manager of the Town Council using MK Council's procurement criteria which involved a 70% weighting for price and a 30% weighting for quality. As the scores varied a moderation process was undertaken with an officer from Milton Keynes Council and final scores were reached. The procurement matrix scoring was tabled and discussed.

Prices ranged between £58,947 and £36,342 with the contractor who submitted the price of £36,342 also scoring the highest on quality (combined overall score 97.50% compared with competing tenders at 58.22% and 53.16%).

It was RESOLVED TO RECOMMEND to full council that the contract be awarded to the highest scoring tender in accordance with the procurement procedure chosen by Council and that an application to draw down S106 funds for this work be made to MK Council.

F19/131

### **George Street Community Centre Business Plan**

The Clerk gave a verbal report on a meeting held between two of the trustees of George St Community Centre, the Centre Manager, Cllr Angela Kennedy and the Clerk on 19 December 2019. The purpose of the meeting had been to continue discussions about the lease and the current business plan provided by the charity to the Town Council. At the meeting the Town Council representatives had explained the Town Council's concerns about the financial information in the three year business plan and requested a financial plan which included a financial forecast for a period longer than 6 months. Additional evidence about the long-term sustainability of the charity, current usage of the building by the community, charity governance details and information about the charity's vision for the community centre was also requested at the meeting. It had been agreed at the meeting that a discussion between



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Members of the Finance Committee and representatives of the charity could be helpful but no representatives of the charity had responded to the Council's invitations to attend on 21 January 2020.

Extensive discussion followed and Members expressed continued concern about the lack of information in the business plan, the financial sustainability of the charity, limited use of the building and problems with access for the wider community. A further concern was the amount of time which was being taken by the charity in providing the information requested to enable production of a suitable lease agreement.

It was RESOLVED to note the business plan but to regret the lack of progress on development of a sustainable programme of use for the Community Centre and to RECOMMEND to full council that it should now work towards managing and operating the Community Centre itself in order to promote wider usage of this community asset. It was further RESOLVED to seek legal advice to explore ways in which the Town Council could undertake operational responsibilities and day to day management of George Street Community Centre whilst retaining the involvement of the charity in order to find a mutually agreeable way forward.

F19/132

### **Feasibility Scheme for development of land on Manor Road**

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The Chairman of the Committee introduced initial feasibility plans which had been prepared on behalf of the Town Council to provide a storage building and car park spaces at land on Manor Road and these were discussed. Two initial concepts for buildings were discussed; one being a two storey brick building and one being an eco design composed of recycled shipping containers. Although the brick concept was preferred in principle, Members agreed that the Council had not prepared a detailed specification of the needs that the storage building was designed to address. It was RESOLVED to ask the Environment and Premises Manager to prepare a report for the committee which included details of the council's current storage facilities and requirements (including appropriate measurements) along with any insights about future storage needs and vehicle storage.

The meeting closed at 8.50 pm