



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, 18th February, 2020 commencing at 7.30 pm

Present: Cllrs K Ely, R Haine, E Hume, E Kelly-Wilson, M McDonald and E O'Rourke

Absent: Cllrs M Arshad

Apologies: Cllrs A Kennedy and G Kenworthy

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

Min Ref

- F19/133 **Members' apologies for absence**
It was RESOLVED to note the apologies for absence as listed above.
- F19/134 **Members' declarations of interest in matters on the agenda**
No declarations of interest were made.
- F19/135 **Minutes of the previous meeting**
It was RESOLVED to approve the draft minutes of the meeting held on Tuesday 21 January 2020 as a correct record of proceedings.
- F19/136 **Public speaking time**
There were no representations from members of the public.
- F19/137 **Financial management information report**
A financial management information report showing detailed expenditure and income against budget for the financial year to 31 January 2020 was considered and discussed. It was RESOLVED to note the report.
- F19/138 **Cash and investment reconciliations**
It was RESOLVED to note the cash and investment reconciliations for the period to 31 January 2020. The report reviewed did not include details of funds held at CCLA Parish Savings Deposit Fund £941,140 and at Nationwide Building Society £49,112 simply showing "other cash and bank balances" in the sum of £1,092,780.29. However the clerk was able to provide a printed statement showing the details of the two investment accounts as reported above.
- F19/139 **Balance sheet as at 31 January 2020**
It was RESOLVED to note the balance sheet as at 31 January 2020.
- F19/140 **To ratify a 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 18 February 2020. The Clerk drew attention to the fact that payments listed included VAT as this report was drawn from the cash book not the purchase ledger.
- F19/141 **Asset register report and restatement of assets**
The Clerk reminded Members that, as previously reported, it had been known that Council's asset register had not been accurate for a number of years and that items which had been donated to other authorities (eg play equipment) had been recorded



Bletchley and Fenny Stratford Town Council

as “assets”. Review of all assets had been a large piece of work which had taken considerable time and this was now almost complete following inspection of all council property and retagging of assets.

The main adjustments to the asset register consisted of disposals (items which had been disposed of during the move from Queensway and from the garage lock up in West Bletchley or previously eg obsolete Christmas lights), acquisitions (eg all new equipment and property purchased for Newton Leys Pavilion) and incorrectly recorded assets (eg play equipment, leased equipment etc).

A new administrative procedure for recording all purchases and disposals had been introduced and it was planned to maintain the asset register and report any changes to the Finance Committee on a regular basis. The Council had also purchased an RBS asset register software package and following restatement of the assets the detail of the register would be entered into this new package.

It would now be necessary to record the Town Council’s assets at the end of the financial year with a revised sum in the accounts.

The closing balance of total assets at the end of 2019/19 had been £287,504.23. There had been new purchases of £62,572.00 during 2019/20 and disposals of £34,028.79. The sum of £85,474.24 was no longer included in the register as this was the total of wrongly recorded items. Members were provided with detailed spreadsheets showing all disposals, current assets and corrections to the previous register. The balance of total assets at the time of the meeting was £230,573.57. The clerk noted that some additions to the property section of the revised asset register were outstanding (ie insurance valuations and dates of acquisitions). It was agreed to retain as many details as possible on the property section of the asset register to assist with organisational memory.

It was RESOLVED to finalise preparations of the new asset register for approval at full council on 3 March 2020 and to RECOMMEND to full council that the annual return for 2019-20 should show the corrected figure.

The Chairman of the Committee thanked all those members of staff who had worked on these documents and undertaken the inspections noting the scale of the task involved.

F19/142

Town Council Storage (Manor Road)

Following consideration of the feasibility report on development of the Manor Road lock up site at the previous meeting, a written on the current and potential future storage needs of the council was tabled. The report was considered in some detail as were alternative options for meeting storage and vehicle housing needs eg rental of industrial units etc. Members expressed concern about the costs of building on the site of Manor Road as well as its suitability as a site for current and future needs. In particular, access from the road was not considered ideal. Members discussed alternative uses of the site for example by the Eaton Avenue allotment tenants for parking as previously discussed or the provision of an environmental feature such as a sensory garden. It was agreed that the state of the site must be addressed and that the current building was a potentially hazardous if members of the public entered the



Bletchley and Fenny Stratford Town Council

site.

It was RESOLVED TO RECOMMEND to full council that

- i the site should not be further developed for use as a storage location
- ii alternative storage locations should be investigated
- iii the existing building on site should be demolished and all salvageable building materials resold
- iv investigations into using the site as a green space to enhance the area should be undertaken.

F19/143

Allotment and community orchard maintenance contracts for 2020-21

The Clerk advised Members that it was planned to take maintenance of Larch Grove Allotments in house for the financial year 2020-21. A decision would be made about the maintenance of Newton Leys allotments when transferred. Therefore a range of contractors had been invited to quote for regular maintenance and grass cutting at Orchardside and Manor Fields allotments and the Community Orchard only.

Members reviewed the specification against which quotations had been requested. Two contractors had visited the sites and provided quotations which were reviewed by members.

It was RESOLVED to award the contract in the sum of £8,835.00 to Serco being the lower quotation of the two.

F19/144

Maintenance Contract at Newton Leys Pavilion

It was RESOLVED to award a 12-month contract to Ambivent Facilities Management for planned preventative maintenance to plant and equipment at Newton Leys Pavilion in the sum of £3,050.00. This contract would extend the support provided during the defects liability period by Ambivent who had installed electrical and mechanical plant during the build of the Pavilion. The defects liability period was now expired and the planned preventative maintenance to the plant and equipment would optimise its economic life and maintain the manufacturers warranties if still valid. The contract did not cover reactive works and a list of callout rates included in the contract was noted.

F19/145

Members' tablets

It was RESOLVED to approve the final costs for provision of mobile devices for Councillors to enable access to Council papers, emails and any other associated work applications as follows.

Hardware	Per unit	No of units	Total
Galaxy Tab	£168.00	18	£3,024.00
Real Eagle Case with keyboard	£19.58	18	£352.44

Software	
Intune monitoring and control software	Installation cost for 18 devices £850.00 Monthly fee for 18 devices £77.04

(Specifications and budget had previously been agreed by Council.)

It was noted that all Councillors would be required to sign an undertaking to return



Bletchley and Fenny Stratford Town Council

equipment to the Town Council on leaving office. It was planned to provide training for members and roll out use of devices during the period leading up to the elections in May 2020.

The meeting closed at 8.15 pm

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