



# Public Document Pack

## Bletchley and Fenny Stratford Town Council

There will be a meeting of the Full Council on Tuesday, 22nd November, 2022 to be held at Newton Leys Pavilion, Furzey Way commencing at 7.30 pm to transact the items of business set out in the agenda below.



Delia Shephard  
Clerk to the Council  
Monday, 14 November 2022

### AGENDA

1. To note councillors' apologies for absence
2. To note councillors' declarations of interest in matters on the agenda  
*(Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, councillors are required to declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting)*
3. To approve draft minutes of meeting of full council held Tuesday, 4 October 2022 (Pages 1 - 2)
4. Public Speaking  
To receive representations from members of the public on items on the agenda and to hear questions from members of the public about council business which may not be listed on the agenda.  
  
Members of the public who wish to present a spoken or written representation should contact the Clerk no later than 12 noon on the day before the day of the meeting in order to register to be heard.  
  
The public speaking session will generally last no more than 15 minutes and individuals will be permitted to speak for a maximum of 3 minutes.  
  
Requests to speak or ask questions will be dealt with in the order in which they have been received by the Clerk.  
  
For more information or to register to speak please contact:  
Delia Shephard  
Town Clerk  
01908 649469  
[clerk@bletchleyfennystratford-tc.gov.uk](mailto:clerk@bletchleyfennystratford-tc.gov.uk)  
  
Please be aware that meetings may be recorded including the representations made by members of the public.
5. To note the minutes of recent meetings of committees of the council and to consider any recommendations contained therein
  - (i) Draft minutes of meeting of the Community Committee held on Tuesday, 11 October 2022 (Pages 3 - 4)  
(No recommendations for consideration.)
  - (ii) Draft minutes of meeting of the Finance and Governance Committee held on Tuesday, 25 October 2022 (Pages 5 - 24)  
Recommendations:
    - i Minute reference FC22/23-35i Investment policy

*Members of the public and representatives of the media are welcome to attend but are warned that items marked with an asterisk (\*) may involve discussion of confidential information and the council may resolve to exclude members of the public and press if this is deemed to be in the public interest*

- ii Minute reference FC22/23-35ii Procurement policy
  - iii Minute reference FC22/23-36 Proposed scale of charges 2023-2024
- (iii) Draft Minutes of a meeting of the Environment and Planning Committee held on 9 November 2022 (Pages 25 - 32)  
Recommendations
  - i Minute reference EPC22/23-17i Change to scheme of delegations  
Please note that a further change to the scheme of delegations concerning the Community events sub-committee is also incorporated in the revised document attached and the council is invited to consider this change also.
  - ii Minute reference EPC22/23-17ii Adoption of draft environmental policy
- 6. \*To consider co-option to the casual vacancy in the Newton Leys ward of the town council (Pages 33 - 36)  
Candidate: Uche Osimili
- 7. To elect councillors to vacancies on current committees  
(Under the current scheme of delegations there is currently only one vacancy which is on the Community Committee. However, some members are on more than one committee and may wish to step down now that more members have been co-opted or the scheme of delegations could be amended to permit 11 or 12 members on each of the main standing committees.)
- 8. To note correspondence from the trustees of Coronation Hall and a clerk's report and to approve previous decision for the council to become a custodian trustee (Pages 37 - 38)
- 9. To approve spending of allocated funding on a project to develop use of the canal in Fenny Stratford through the town council's canalside partnership with the Bedford and Milton Keynes Waterway Trust (Pages 39 - 48)
- 10. To note correspondence from Milton Keynes Council offering funding to support work with the community to address the cost of living crisis and to discuss use of funding (Pages 49 - 50)
- 11. To confirm the council's decision to apply for planning permission for changes to Sycamore Hall and House and to authorise the clerk (in consultation with the chair and vice-chair) to submit once all documentation is fully completed (To Follow)
- 12. To approve a draft customer service and service standard policy (Pages 51 - 54)
- 13. To approve a revised equality and diversity policy (Pages 55 - 60)  
This policy replaces the version currently shown on the town council's website at [https://www.bletchleyfennystratford-tc.gov.uk/sites/default/files/2022-10/Gov\\_2022-23EqualityPolicy.pdf](https://www.bletchleyfennystratford-tc.gov.uk/sites/default/files/2022-10/Gov_2022-23EqualityPolicy.pdf)  
The difference is that an appendix has been added to provide more information about types of discrimination.
- 14. To approve a formal policy on the awarding of community grants (Pages 61 - 66)
- 15. To confirm by resolution that all documentation and information is in place for submission of an application for Bletchley and Fenny Stratford Town Council to become accredited under the Local Council Award Scheme (Pages 67 - 74)
- 16. To receive a report from the chair of the Bletchley and Fenny Stratford Neighbourhood Plan Steering Group and to note the completed scoping document to be used with the planning consultants (Pages 75 - 88)

17. To note a report from the clerk on recent meetings of the Bletchley and Fenny Stratford Town Deal Board (Pages 89 - 90)
18. To note the position with lease of premises at Barton Road, Bletchley and to approve the lease (if available) or to delegate approval of the lease by the Finance and Governance Committee in December 2022
19. Financial matters
  - (i) To note implementation of NJC pay award with effect from 1 April 2022 (Pages 91 - 96)
  - (ii) To ratify a list of payments made or due to be made by the council before the next meeting of the Finance & Governance Committee (Pages 97 - 100)
  - (iii) To note a summary financial report showing income and expenditure against budget to date (Pages 101 - 102)
20. To note the first draft of the 2023-2024 budget and to seek comments and further proposals from members prior to detailed scrutiny of the budget at the meeting of the Finance and Governance Committee on 6 December 2022 (To Be Tabled)

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## Bletchley and Fenny Stratford Town Council

### Minutes of a meeting of the Full Council of Bletchley and Fenny Stratford Town Council held at Sports Hall - Newton Leys Pavilion on Tuesday, 4th October, 2022 commencing at 7.30 pm

**Present:** Cllrs E Kelly-Wilson, R Graham, Palmer, S Browne, K Ely, R Haine, E Hume, E O'Rourke, M Wymer and Hussein

**Absent:** Cllrs L Campbell and M Imran

**Apologies:** Cllrs Clark, Elhasoglu, G Bedford, M McDonald, S Porter, A Segebrecht, T Stephens and A Khanom

**In attendance:** Delia Shephard (Town Clerk) (Clerk) and Alison Brown (Finance Manager) (Secretary)

#### Min Ref

- FC22/23-61 **Councillors' apologies for absence**  
It was RESOLVED to note the apologies as listed above
- FC22/23-62 **Councillors' declarations of interest in matters on the agenda**  
No declarations of interest were made.
- FC22/23-63 **Minutes of meeting Tuesday, 27 September 2022 of Full Council**  
It was RESOLVED that the draft minutes of the last meeting be approved as a correct record of proceedings.
- FC22/23-64 **Public Speaking**  
There were no representations from members of the public.
- FC22/23-65 **Minutes of recent meetings of committees of the council and consideration of any recommendations contained therein**  
It was RESOLVED that the draft minutes of the meeting of the Community Committee held on 9 August 2022 be noted. There were no recommendations for approval.
- FC22/23-66 **Sycamore Buildings, Drayton Road, Bletchley MK2 3RR**
- FC22/23-66.i **To receive a presentation from the Sycamore Buildings Working Group and to consider the group's preferred option and stage 1 feasibility study for the refurbishment and remodelling of the Sycamore Buildings**  
On behalf of the Sycamore Buildings Working Group, the chair of the council introduced the next item of business giving a precis of the history of acquisition of Sycamore House and Hall and reiterating the council's aspiration to develop a community hub for Bletchley and Fenny Stratford which would bring Sycamore Hall back into regular use and combine the buildings to serve as a permanent base for council and community services.

(Cllr Graham joined the meeting.)

Councillors were reminded of the already approved strategic design brief which informed the development of plans for the building. Cllr Kelly-Wilson then presented the working group's two preferred design options (Options A1 and B1) and related feasibility studies and phasing for the refurbishment and renewal of Sycamore Hall



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and the creation of a link with Sycamore House. These designs had been reviewed by a member of the Conservation team at Milton Keynes Council and his informal feedback on the two options was summarized for members. Extensive discussion of the plans followed.

It was unanimously RESOLVED that the Option B1 was the council's preferred design on the grounds that it best preserved the heritage of both Sycamore House, Sycamore Hall and the barn, it provided the best disabled access for both buildings and was the best operational management of the site and safeguarding of staff and users.

FC22/23-66.ii **To agree next steps which may include decisions to progress to a stage 2 feasibility study and application for planning permission**

It was RESOLVED that members of the public be excluded from consideration of the next item of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted which included confidential fee proposals.

Members discussed next steps.

It was RESOLVED that

- i a fee proposal from Stenton Obhi Architects (tabled at the meeting) for professional services associated with design development and preparation, submission and management of a planning application for the proposed extension/remodelling of the Sycamore House and Hall complex at Drayton Road, Bletchley at a cost of fixed lump sum fee of £3,400 be approved. Any services over and above those listed to be charged at £85.00 per hour.
- ii the final planning permission application be returned to full council for approval prior to anticipated submission in November/December
- iii officers continue to seek financial advice on the council's VAT position with regard to this project and report to the Finance and Governance Committee accordingly
- iv a detailed business plan for realization of the project and the ongoing running of the Sycamore buildings be prepared under supervision of the Finance and Governance Committee
- v community consultation on the proposed planning application and other aspects of the project take place in parallel with all the actions in the resolution.

FC22/23-67 **To consider a request from the Rowland Almshouse Trust to appoint a Trustee to assist with the affairs of the charity**

Members considered correspondence and a report from the clerk on a request to appoint a trustee to assist with the affairs of the William R Rowland Almshouses Charity (Registered Charity Number 237141).

Members did not feel able to appoint a councillor trustee at this time. The Finance Manager of the Council offered to take on this role in her capacity as a resident of Bletchley (and not on behalf of the Town Council) should the Town Council be minded to recommend her and it was RESOLVED to communicate this offer to the charity.

The meeting closed at 8.33 pm



## Bletchley and Fenny Stratford Town Council

### Minutes of a meeting of the Community Committee of Bletchley and Fenny Stratford Town Council held at Sports Hall - Newton Leys Pavilion on Tuesday, 11th October, 2022 commencing at 7.30 pm

**Present:** Cllrs T Stephens, M Wymer, S Browne, R Graham, E Kelly-Wilson and Palmer

**Absent:** Cllrs L Campbell, A Khanom and Clark

**Apologies:**

**In attendance:** John Fairclough (Support Services Manager) (Clerk) and Louise Salmon (Support Services and Community Engagement Officer)

#### Min Ref

- CC22/23-27 **To note councillors' apologies for absence**  
It was RESOLVED to note the apologies as listed above
- CC22/23-28 **To note councillors' declarations of interest in matters on the agenda**  
No declarations of interest were made.
- CC22/23-29 **To approve the draft minutes of the previous meetings of the committee**  
It was RESOLVED that the draft minutes of the last meeting be approved as a correct record of proceedings.
- CC22/23-30 **Public Speaking Time**  
There were no representations from members of the public.
- CC22/23-31  
CC22/23-31i **Community Grants**  
**To consider a grant application in the sum of £2030 from Friends of Bletchley Station**  
An application for a community grant had been received from Friends of Bletchley Station and representatives were present to answer any questions from members. It was RESOLVED that a grant in the sum of £700 be granted.
- CC22/23-31ii **To consider a grant application in the sum of £3600 from the Alina Orchestra**  
An application for a community grant had been received from the Alina Orchestra. It was RESOLVED that a grant would not be awarded for this application.
- CC22/23-32 **To receive a partnership update from the Water Eaton Community Larder**  
The Water Eaton Community Larder gave a detailed update on how the current partnership was progressing and was well received by members.
- CC22/23-33 **To review community grant criteria and eligibility**  
It was RESOLVED to accept the additions to the grant criteria and process and that a scoring system would be drafted to allow the officer team to use when applications are received.



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- CC22/23-34 **To approve plans for the Annual Survey 2023**  
It was RESOLVED that the Annual Survey would be repeated for 2023 and the officer team would begin preparations.
- CC22/23-35 **Community Events**
- CC22/23-35i **To receive a report on upcoming Town Council events and markets**  
The Support Services Officer gave a report on the remaining events for 2022.
- CC22/23-35ii **To discuss potential Latin Festival at Leon Rec**  
It was RESOLVED to support the Latin Festival at Leon Rec if it obtains approval from MKCC.
- CC22/23-36 **To note initial plans for White Ribbon**  
It was RESOLVED that the plans for White Ribbon be noted and volunteers and ambassadors would be on hand to support the events taking place throughout the 16 days of activism.
- CC22/23-37 **To note work started with Living Archive and Heritage work**  
It was RESOLVED that the work started with Living Archive on the Heritage project be noted and that a recommendation from officers would be put forward to the next full council meeting.
- CC22/23-38 **To authorise officers to seek external funding**  
It was RESOLVED to authorise officers to seek external funding through grants available for various projects.  
  
(Cllr Graham left the meeting)
- CC22/23-39 **To note renewal of CCTV contract**  
  
It was RESOLVED that the CCTV renewal contract be noted and approval to proceed was granted.
- CC22/23-40 **To note a report on Town Council funded well-being services including swimming and counselling sessions**  
It was RESOLVED that the report on subsidised swimming sessions and counselling services be noted.
- CC22/23-41 **To note Bletchley and Fenny Stratford Town Council Style Guide now in use by employee team**  
It was RESOLVED that the style guide in use by the officer team be noted.
- CC22/23-42 **To set a date for the next community events sub-committee meeting**  
It was RESOLVED that the next community events sub-committee would take place on 24 October at 6.30pm to be held at Sycamore House.

The meeting closed at 9.08 pm





## Bletchley and Fenny Stratford Town Council

### Minutes of a meeting of the Finance and Governance Committee of Bletchley and Fenny Stratford Town Council held at Community Hall - Newton Leys Pavilion on Tuesday, 25th October, 2022 commencing at 7.30 pm

**Present:** Cllrs S Browne, K Ely, R Graham, E Kelly-Wilson, M McDonald, E O'Rourke and T Stephens

**Absent:**

**Apologies:** Cllrs R Haine, A Segebrecht and M Wymer

**In attendance:** Alison Brown (Finance Manager) and Delia Shephard (Town Clerk)

#### Min Ref

- FC22/23-24 **Councillors' apologies for absence**  
It was RESOLVED that the apologies for absence listed above be noted.
- FC22/23-25 **Councillors' declarations of interest in matters on the agenda**  
There were no declarations of interests made by councillors.
- FC22/23-26 **Minutes of the previous meeting of the committee held on Tuesday 23 August 2022**  
It was RESOLVED that the draft minutes of the last meeting be approved.
- FC22/23-27 **Public Speaking Time**  
There were no representations from members of the public.
- FC22/23-28 **Financial management information report showing income and expenditure against budget for the year to 30 September 2022**  
It was RESOLVED that the report be noted.  
  
Members again commented on item 622-4575 in the report ie overspend of £19,863 against budget for electricity at Newton Leys Pavilion. As previously reported to the committee this was a consequence of a faulty electricity meter which had caused the supplier to fail to issue invoices to the council. Following negotiations a back payment for supplies from January 2021 had been agreed.  
  
Members noted the overspend against budget on community engagement (302-4102) of £1,692 which was a consequence of the decision to hold the Big Street Eat event using funding from Milton Keynes Council.
- FC22/23-29 **Cash and investment reconciliations to 30 September 2022**  
It was RESOLVED that the cash and investment reconciliations be noted.
- FC22/23-30 **Balance sheet as at 30 September 2022 and individual transactions over £500.00**  
It was RESOLVED that the balance sheet to 30 September 2022 be noted.  
It was RESOLVED that the individual transactions over £500 for the period be noted.
- FC22/23-31 **List of payments made or due to be made to 31 October 2022**  
It was RESOLVED that the list of payments made or due to be made which had been published with the agenda be ratified.



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### FC22/23-32 **Outcome of any tender processes completed since the last meeting of the council**

The clerk reported that the tender process for cleaning of Albert Street Public Conveniences was still open and would close on 31 October 2022.

The clerk reported that the tender process for the public art Women's EUROS legacy project had been completed as agreed by the town council in collaboration with Milton Keynes City Council. The successful artist had been notified and the formal contract was due to be awarded following a meeting on 27 October 2022. Further information and news releases would follow after that meeting.

### FC22/23-33 **Electric vehicle charging point at Newton Leys Pavilion**

Members had noted a short report from the Finance Manager requesting a decision on whether or not to repair the BP Pulse electric vehicle charging point at Newton Leys Pavilion and detailed discussion followed.

It was RESOLVED that:

- i the existing EV charging point be repaired (cost would be call out fee of £250 plus cost of repairs) though it was considered that the existing unit was unsatisfactory in the long term
- ii the Environment and Premises Manager be asked to undertake research and provide a report on alternative EV charging point provision for Newton Leys Pavilion which would provide a faster and more reliable service and be more cost effective (to include relevant costings for installation and running/maintenance)
- iii the Environment and Premises Manager be asked to undertake research and provide a report on options and costings for extending the council's CCTV camera coverage of the Newton Leys Pavilion including the car park and football pitches
- iv the chair of the council gather the views of residents of Newton Leys with a view to consideration of a more formal consultation by the council on the EV charging points at a later date.

### FC22/23-34 **VAT partial exemption calculation and need for advice from VAT specialists**

Members noted correspondence received from DCK Accounting Solutions confirming that, as expected, the council had breached its de-minimis VAT limit for 2021-2022 with £12,725.17 being attributable to exempt activities and therefore the council was liable for repayment. It was anticipated that the council was liable to breach again in 2022-23 due to all the VAT incurred at Newton Leys Pavilion being attributable to exempt income and the council should either opt to tax Newton Leys Pavilion or budget for approximately £12,000 of irrecoverable VAT each year.

The Finance Manager noted that the planned refurbishment of Sycamore Hall would also contribute to the complexity of the council's VAT position and therefore quotations had been sought for sector specific VAT advisors.

It was unanimously RESOLVED that a quotation from The Parkinson Partnership LLP to provide the council with a report on the VAT implications of the proposed refurbishment and options available to the council to maximise VAT recovery at a fixed fee of £1,400 (plus mileage of up to £90 for one visit) be approved and the advice obtained as quickly as possible. This would be funded from the existing professional fees budget (409-4594).



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- FC22/23-35 **Review of policies for recommendation to full council**
- FC22/23-35i **Investment Policy**  
It was RESOLVED that the draft investment policy circulated before the meeting be recommended to full council for adoption with no changes.
- FC22/23-35ii **Procurement Policy**  
The Finance Manager introduced a new draft procurement policy based on the NALC model and the current relevant NALC legal topic note (LTN87 Procurement, 22 March 2022) and this was discussed at some length.  
It was RESOLVED to recommend the draft procurement policy for approval without any changes.
- FC22/23-36 **Proposed scale of Charges 2023-2024**  
The Finance Manager introduced a report proposing that the council's scale of charges should be renewed annually prior to the budget preparation and that a specific methodology should be considered for approaching all increases in charges. As with allotment charges the existing charges had been reviewed and rates increased by 8.8% based upon CPI from July 2022. Rates had been rounded to the nearest 5p, 50p or £1 depending on type. Market stall rates were reduced by 75% from 1 September 2020 to encourage return of traders and the 8.8% increase had been applied to this discounted rate.  
It was RESOLVED to recommend to council that  
i the proposed scale of charges be adopted to take effect from 1 April 2022 except that photocopying charges should not be increased  
ii the scale of charges be increased every year on 1 April on the basis of the published CPI from the previous July
- FC22/23-37 **Provision of additional dog bins**  
Following discussion it was RESOLVED that four additional dog bins be installed and added to the dog waste contract in the following locations:  
  - Staplehall Road
  - corner of Westfield Road and Birchfield Road
  - Newton Leys Pavilion
  - Additional site in Newton Leys to be confirmedon the basis that the costs for installation and for emptying could be met from the agreed current budget.  
It was noted that any further additions to the provision of dog bins would need to be included in the 2023-2024 budget.
- FC22/23-38 **Premises report**  
The clerk gave an oral report on scheduled and anticipated maintenance works to premises. It was noted that previously approved works to modernize plant and increase energy efficiency at Fenny Stratford Community Centre were taking place during half term. Previously approved painting of interior of windows at Sycamore House would begin on 21 November 2022 and previously approved structural repairs to the roof of Sycamore House were to be completed in December 2022.  
  
A temporary repair to the roof at Spotlight had been undertaken earlier in the month to mend broken tiles caused by items thrown onto the roof (eg bricks). A leak had



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resulted and quotations were being sought for a permanent roof repair.

The 2022-23 delivery plan included a “light refurbishment” of Albert Street WCs. Recent vandalism had been repaired but it was proving difficult to identify works which would make a difference to the premises without large expense. Members commented on the continued lack of security of tenure at these premises. Accompanied visits were to be arranged for all councillors to review the issues on site during November so that further consideration could be given to the best approach.

Members agreed that specific rooms at Newton Leys Pavilion (community hub and hall) and Fenny Stratford Community Centre (Bowden Room, entrance and studio) required repainting ideally over the Christmas period and the clerk advised that quotations were to be sought.

Following a recent fire risk assessment at Sycamore House installation of a fire door and fire boarding to the underside of the stairs had been recommended with minor alterations to the fire alarm and quotations for these works would be sourced.

It was RESOLVED that the update report be noted.

FC22/23-39

### **Remembrance Sunday 2022 civic event at Bletchley War Memorial, Queensway**

The clerk confirmed that arrangements had been made for this event.

The meeting closed at 8.34 pm



## Investment Policy

### INTRODUCTION

Under section 15(1)(a) of the Local Government act 2003, the Secretary of State for Local Government has issued “Statutory Guidance on Local Government Investments”. Local councils are required to “have regard” to this guidance and for each financial year local councils with investments over £100,000 are required to prepare an investment strategy.

This investment strategy has been prepared on the basis of the revised requirements set out in the Statutory guidance on local government investments issued in 2018 (3rd edition effective for financial years commencing on or after 1 April 2018).

When making investments over £100,000 local councils are required to adopt the guidance in full and to put an investment strategy in place.

Bletchley and Fenny Stratford Town Council acknowledges the importance of prudently investing surplus funds held on behalf of the community. All investments will be made in line with the Council’s financial procedures and observations or advice received from the Council’s internal and external auditors, supported as necessary by advice from the Council’s financial advisors.

The Council will ensure it has adequate though not excessive cash resources or standby facilities to enable it at all times to have the level of funds available which are necessary for the achievement of its service objectives.

## **INVESTMENT OBJECTIVES**

The Council is required to prioritise Security, Liquidity and Yield in that order of importance.

1. The Council's investment priorities are the security of reserves and adequate liquidity of its investments
2. The Council will aim to maximise its income from its investments commensurate with proper levels of security and liquidity
3. The Council will seek to ensure that investment income is consistent one year to the next
4. Where external investment managers are used, they will be contractually required to comply with this strategy.
5. In balancing risk against return, the Council will be careful to avoid risks rather than to maximise returns.
6. All investments will be in sterling,
7. The council will not make any loans.
8. The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis.
9. The Council will only invest in institutions of high credit quality – based on information from credit rating agencies (ie Standard and Poor's; Moody's Investors Service Ltd; or Fitch Ratings Ltd.).
10. Investments will be spread over different providers where appropriate to minimise risk.

## **SPECIFIED INVESTMENTS**

Specified investments are those offering high security and high liquidity, made in sterling and maturation of no more than a year. Such short-term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.

For prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Bletchley and Fenny Stratford Town Council will use:

- Deposits with banks, building societies, local authorities or other public authorities.
- Other recognised funds specifically targeted at the Public Sector.
- The choice of institution and length of deposit will be subject to approval by the Full Council.

## **NON-SPECIFIED INVESTMENTS**

These investments have greater potential risk such as investments in the money market, stocks and shares. The Council will use the services of an appointed FSA accredited financial advisor on the investment of these funds. The choice of investment company will be reviewed within the first year of every new administration following an election or more frequently if the performance of the investments is not meeting the required objectives

Long term investments, defined as greater than 36 months, will, if considered appropriate, be used to support the 3-5 year Capital Programme which will be reviewed and agreed annually. Capital growth of the fund should be maximised but at least equal to RPI whilst being consistent with the required level of security and all other public investment criteria.

The Council will expect the investment to be in a balanced portfolio that will yield a consistent income/growth year on year whilst having regard to the Council's objectives and security of its investments. When considering any investments, this Council will be encouraged to consider social, ethical and/or environmental factors or criteria when selecting, retaining or disposing of assets.

## **END OF YEAR INVESTMENT REPORT**

At the end of each financial year the Responsible Financial Officer will present a report on the Investment activity to Full Council.

## **REVIEW AND AMMENDMENT OF REGULATIONS**

This Strategy will be reviewed annually by the Finance & General Purposes Committee. The Committee reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council.

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# **BLETCHLEY & FENNY STRATFORD TOWN COUNCIL**

## **PROCUREMENT POLICY 2022**

**Adopted 25 October 2022**

**Bletchley and Fenny Stratford Town Council, hereinafter referred to as “the Council”, is aware of the Public Contracts Regulations 2015 and has set out this policy to comply with relevant legislation and the current adopted Standing Orders and Financial Regulations.**

## **1. Introduction**

1.1. Every Contract by the Council or person acting on its behalf shall comply with this Procurement Policy.

1.2. The purpose of this policy is to provide guidance on the factors that will be taken into account when purchasing goods and services.

1.3. A Contract is an agreement between the Council and an individual or organisation for the individual or organisation to provide works, goods or services (including the engagement of consultants) for which the Council will provide consideration. The following contracts are exempt from the requirements of these rules:

- Contracts relating solely to disposal or acquisition of land
- Employment contracts
- Individual agency contracts for the provision of temporary staff

1.4. Persons involved in the awarding of a Contract on behalf of the Council must ensure that the best value for money is obtained. Before commencing a procurement, it is essential that the authorised person leading the procurement has identified the need and fully assessed the options for meeting those needs. The best use of purchasing power shall be sought by aggregating purchases wherever possible.

1.5. Exceptions from any of the following provisions of these Contract Procurement Rules may be made under the direction of the Council where they are satisfied that the exception is justified in special circumstances. Every exception and reason, therefore, will be recorded.

## **2. Local contractors preferred**

The Council recognises the benefits to the economy of using local businesses and will seek out local contractors and suppliers wherever possible.

## **3. Competence of contractors and due diligence**

3.1. The Council shall only enter into a contract with a supplier if it is satisfied as to the supplier’s suitability, eligibility, financial standing and technical capacity to undertake the contract by carrying out appropriate due diligence.

3.2. All contractors and suppliers working on Council sites will be required to comply with the Council’s Health & Safety policy and any rules specific to the site of operation. Provision of suitable risk assessments and method statements will be a condition of all such contractors.

3.3. The Council requires all contractors working on Council sites and projects to maintain adequate insurance, including but not limited to Public Liability insurance.

#### **4. Equality and sustainability**

4.1. The Council recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions.

4.2. The Council recognises its duty to protect biodiversity under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006. To meet this duty the Council will wherever possible purchase products that protect biodiversity, for example peat-free compost.

4.3. The Council will, wherever possible, purchase goods that meet international Fairtrade standards (or similar).

#### **5. Prompt payment of invoices**

The Council understands the importance of paying suppliers promptly and will wherever possible settle accounts within a maximum of 30 days, or earlier, by agreement. In order to comply with current legislation all payments (apart from petty cash payments) are made by internet bank transfer.

#### **6. Best value**

6.1. Normally the Council will accept the quotation, estimate or tender that provides best value for money, however, the Council is not obliged to accept the lowest of any tender, quotation or estimate, but must give valid reasons for not doing so. S.135 (3) gives Councils the power to exempt contracts below £25,000 from a tendering exercise (see also NALC LTN 87 – Para 6).

#### **7. Contracts below £3,000 but above £500**

While not obliged to seek competitive tenders for works below £3,000, where there are opportunities for competitive savings, 3 written formal quotations shall be sought (subject to Para 6 above). For purchases below £500 quotes may be sought in order to achieve price comparisons.

#### **8. Contracts between £3,000 and £25,000**

Written quotations must be sought from not less than three individuals or organisations that could undertake the contract.

#### **9. Contracts above £25,000**

-A public notice for invitation to tender must be made setting out any particulars of the contract and inviting persons/companies interested to tender for the contract. The public notice should be advertised on the Council's website and the "Contract Finders" website.

- Tenders to be submitted and opened in accordance with no.10 in this document.

## **10. Submission of Tenders**

- Where an invitation to tender is made, such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare such a specification in appropriate cases.

-The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, or by emailing in PDF format to a specified email address. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

-All sealed tenders and/or emails shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one Member of the Council.

## **11. Acceptance of Quotations and Tenders**

-The tender that offers best value to the Council shall be accepted. Each tender shall be evaluated for the price and quality to ascertain the most economically advantageous tender. Local companies should be encouraged to apply.

-For procurements over £25,000 the questions and scoring system used shall be written before tenders are received. The basis of this exercise shall be explained in any invitation to tender documentation

-Where the authorised person considers it in the best interest of the Council, he or she may negotiate with the tenderers whose tenders are being considered for acceptance. No negotiation on contracts whose value is in excess of £25,000 can take place without reference to the Chairman of the Council. Any negotiation which would distort competition is expressly forbidden. Details of the negotiation must be placed on the contract file

-Arithmetical errors found in any tender when checking shall be dealt with as follows: the tenderer shall have the error pointed out to them and be offered the opportunity to stand by their original tender, or their corrected tender, or withdraw it.

## **12. Signing and Sealing of Contracts**

Every successful quotation/tender shall be accepted in writing and reference the terms and conditions of contract issued at the tender stage. The full contract will include the specification, the bid and the terms and conditions of the contract.

## **13. Nominated Sub-Contractors and Suppliers**

Where a sub-contractor or supplier is to be nominated to a main contractor, the procurement of the services of the sub-contractor or supplier shall be subject to these Contract Procedure Rules. The main contractor holds responsibility for the delivery of the contract and any associated penalties, financial or otherwise, to the Council as agreed in the main contract.

#### **14. Contracts Record**

A record of all contracts in excess of £25,000 in value placed by the Council shall be kept by the RFO. This record shall specify for each contract the name of the contractor, the works to be executed or the goods or services to be supplied, the contract value and contract period. It is the responsibility of the person authorising the contract to ensure that an accurate record is maintained.

#### **15. Contract Variations**

Any necessary instructions to vary a contract shall be made in writing by the Clerk or persons responsible for supervising the contract. Where a variation occurs during the currency of the contract that is material and cannot be met from within the original contract sum an immediate report shall be made to the Council who shall decide what further action is necessary.

#### **16. Insurance**

Consideration must be given as to the appropriate type (employee liability, public liability, professional indemnity, etc.) and level of insurance requirements for each contract.

#### **17. Termination of contracts**

The Council reserves the right to terminate any contract immediately for any of the following reasons: Termination for Cause – where a supplier commits a material breach of the agreement to deliver services, or fails to deliver agreed services, in the agreed timeframe without a plan to address the failings.

#### **18. Compliance with other relevant legislation**

In cases where any law, statutory instrument of Government regulation is found to be at variance with any section of this policy, then that shall be applied and this document shall be amended accordingly.

#### **19. Status of this policy**

This policy was adopted on 25 October 2022 and will be monitored and reviewed annually or in response to changes in legislation.

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Agenda Item	Scale of Charges 2023/24		
Council/Committee	Finance and Governance Committee		
Meeting Date	25 October 2022	Report Writer	Alison Brown
Summary	To approve an increase in the scale of charges from 1 April 2023 and establish a proposed methodology for future years.		
Strategic Priorities	3 Robust with resources		
Budget Codes and Costs	Various		
Environmental Implications	None pertaining to this report.		
Equality/Inclusion Implications	None pertaining to this report.		
Supporting Documentation (if any)	Proposed Scale of Charges 202/24		



## **Background**

The scale of charges should be reviewed annually prior to the budget preparation; this process has not been actioned in the last three years on a formal basis although additional charging mechanisms have been agreed at committee level.

## **Detailed Considerations**

The scale of charges for 2022/23 has been reviewed and rates have been increased by 8.8% based upon the CPI from July 2022. Rates have been rounded to the nearest 5p/50p/£1 dependant upon the type of charge. Market rent charges were reduced by 75% on 1 September 2020 to encourage stall holders to return; this was a temporary measure, however, market rates are still at the discounted rate.

## **Financial Implications**

Energy and other costs are continuing to increase at an exceptionally high inflation rate. The rental income generated at Newton Leys Pavillion, Fenny Stratford Community Centre and the Spotlight Resource Centre, needs to reflect the additional costs required to provide the service.

## **Recommendation**

**The Town Council adopt the proposed scale of charges from 1 April 2022 and agrees a policy whereby, the scale of charges are increased every year on the 1 April on the basis of the published CPI from the previous July.**

**The Town Council continues with the 75% discount on market rates from 1 April 2023.**





Newton Leys Pavilion		Scale of Charges 2023/24	
Sports Hall	Private Hire	£27.00 - Per Hour	
	Community Hire	£22.00 - Per Hour	
Community Hall	Private Hire	£22.00 - Per Hour	
	Community Hire	£16.50 - Per Hour	
<b>Combined Hall Weekend Rates</b>			
<b>Saturday</b>			
	Sports & Community Halls	5pm-11.45pm	£462 - Fixed Rate
	As Above but Sports Hall from	1pm	£544 - Fixed Rate
<b>Sunday</b>			
	Sports & Community Halls	5pm-10.30pm	£354 - Fixed Rate
	As Above but Sports Hall from	1pm	£400 - Fixed Rate
Meeting Room	Private Hire	£16.50 - Per Hour	
	Community Hire	£13.00 - Per Hour	
Counselling Room		£8.00 - Per Hour	
Storage Cupboard		£11.00 Per Week	
Please refer to our Terms and Conditions of Premises Hire for full information on Holding Fees and Damage Deposits			

Bletchley Market		Scale of Charges 2023/24 (Temporary)	
Regular (Monthly) Stall holders	Per 10ft Pitch	£11.80 - Each Trading Day	
	Mobiles Per Day	£17.65 - Each Trading Day	
Paid Monthly Online in Advance (to be paid by 12 noon on the last working day of the previous month for the next calendar month)			
Casual (Daily) Stallholders	Per 10ft Pitch	£4.10 - Per Day	
	Mobiles Per Day	£5.45 - Per Day	
Paid Online in Advance (to be paid by 12 noon on the preceding working day you intend to trade)			

Spotlight Resource Centre		Scale of Charges 2023/24	
Community Room	Private Hire	£11.00 - Per Hour	
	Community Hire	£8.50 - Per Hour	
Offices 1,2 &3		£5.50 - Per Hour	
Counselling Room		£5.50 - Per Hour	

Fenny Stratford Community Centre		Scale of Charges 2023/24	
Main Hall	Private Hire	£22.00 - Per Hour	
	Community Hire	£16.50 - Per Hour	
Bowden Room	Private Hire	£13.00 - Per Hour	
	Community Hire	£11.00 - Per Hour	
Studio	Private Hire	£16.50 - Per Hour	
	Community Hire	£13.00 - Per Hour	

Allotment Rents		Scale of Charges 1 Oct 2021 - 30 Sep 2023	
Plot	All	0.30 per m <sup>2</sup>	

Newsletter Advertising		Scale of Charges 2023/24	
Full Page Advertisement			£195.60
Half Page Advertisement			£97.90
Quarter Page Advertisement			£53.50

**Photocopying****Scale of Charges 2023/24**

A4 Black & White	Sycamore House	£0.11 per Copy
A4 Black & White	Spotlight	£0.11 per Copy (first 6 pages free of charge)
A4 Colour		£0.22 per Copy
A3 Black & White		£0.11 per Copy
A3 Colour		£0.44 per Copy

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## Bletchley and Fenny Stratford Town Council

**Minutes of a meeting of the Environment and Planning Committee of Bletchley and Fenny Stratford Town Council held at on Tuesday, 8th November, 2022 commencing at 7.30 pm**

**Present:** Cllrs R Haine, E Kelly-Wilson, E O'Rourke, S Porter and A Segebrecht

**Absent:** Cllrs L Campbell and R Graham

**Apologies:** Cllrs S Clark and A Palmer

**In attendance:** Delia Shephard, Town Clerk and Will Allen, Environment and Premises Manager acting as clerk to the committee

### Min Ref

- EPC22/23-13 **Councillors' apologies for absence**  
It was RESOLVED to note the apologies as listed above
- EPC22/23-14 **Councillors' declarations of interest in matters on the agenda**  
No declarations of interest were made.
- EPC22/23-15 **Minutes of the last meeting of the committee held on 12 July 2022**  
It was RESOLVED that the draft minutes of the last meeting be approved.
- EPC22/23-16 **Public Speaking Time**  
There were no representations from members of the public.
- EPC22/23-17 **Minutes of sub-committees and consideration of any recommendations therein**  
It was RESOLVED that the draft minutes of the last meeting of the Climate Change Subcommittee held on 1 November 2022 be noted.
- i It was RESOLVED to recommend to full council that the council's current scheme of delegations be amended by setting the status of the Climate Change Subcommittee to that of a working/task and finish group until such times as a carbon audit had been commissioned and a climate action plan agreed by the council.
  - ii It was RESOLVED to recommend to full council that the draft Environment policy approved by the sub-committee be adopted for immediate implementation but that this should be considered a version 1 of this document for future review.
- EPC22/23-18 **Planning applications due for determination by Milton Keynes Council**
- EPC22/23-18i **20/02405/FUL - The Pink Punter 2 Watling Street MK2 2BS - APPEAL for Provision of storage containers (retrospective)**  
It was RESOLVED that an appeal against refusal of retrospective planning permission 20/02405/FUL at Pink Punters 2 Watling Street MK2 2BS be noted.
- It was further RESOLVED that the comments made by The Council to the original application be submitted to the Planning Inspector in relation to the appeal: *Bletchley and Fenny Stratford Town Council objects to the proposed development on the grounds that the visual appearance of the stacked containers is not in keeping with the street scene and the other buildings on site.*



## Bletchley and Fenny Stratford Town Council

- EPC22/23-18ii **22/02561/FUL - Land Rear of 71-79 Victoria Road MK2 2NZ - The erection of x2 two-bedroom flats with associated car and cycle parking and refuse storage**  
An anomaly was noted relating to the application and the associated plans with the former detailing four parking spaces and the latter showing four spaces but with only three having been marked with "Parking." It was RESOLVED that no comments be made to the planning authority providing that four parking spaces are included and that officers would seek clarification that this is the case.
- EPC22/23-19 **Licensing application at 9 Stadium Way West, Denbigh North, Milton Keynes, MK1 1S**  
It was RESOLVED to advise the licensing authority that, whilst the town council did not object to the granting of the license, it noted that the license included off and on sales of alcohol at a time when other premises in the vicinity would be closing late at night. To prevent crime and disorder and public nuisance and to preserve community safety the town council asked the licensing officers to consider a condition of this license requiring provision of door security at these times.
- EPC22/23-20 **Public consultation by Milton Keynes Council on adoption of a dog fouling public space protection order**  
It was RESOLVED to note the public consultation from Milton Keynes Council on the adoption of a new PSPO dog fouling order and to make no comments except to support the order.
- EPC22/23-21 **Update report on allotment site occupancy and maintenance**  
It was RESOLVED that an update report on allotment site occupancy and maintenance circulated with the agenda be noted. Whilst the high level of occupancy was positive, it was RESOLVED to advertise the vacant allotment plots in next town council newsletter.
- EPC22/23-22 **Update report on progress with preparations for landscaping delivery in September 2023**  
It was RESOLVED that an update report on progress with preparations for landscaping delivery in September 2023 be noted.
- EPC22/23-23 **Provision of planters in Queensway and consideration of any other projects to be suggested by members for inclusion in the 2023-24 budget which pertain to the responsibilities of this committee**  
A report on the condition of current planters in Queensway had been circulated with the agenda and the contents were noted and discussed.  
  
It was RESOLVED that the planters be dug out, the existing false bottoms be removed, and the council commit to refilling, planting and maintaining these planters for at least one more year pending further information about the town deal public realm improvement project and the outcome of the town council's community infrastructure applications.

The meeting closed at 8.14 pm



## **DRAFT** Environmental Policy

Filename and version	Status	Date adopted	Review date
V2	<b>Draft</b>		<b>2024</b>

## **Introduction**

Bletchley and Fenny Stratford Town Council declared a climate emergency in January 2020 and made commitments including the following:

- to work towards making Bletchley and Fenny Stratford carbon neutral by 2030
- to work with Milton Keynes City Council towards assisting that council in realising the aspirations of making Milton Keynes the World's Greenest City (making Milton Keynes carbon neutral by 2030 and carbon negative by 2050)
- to act as a voice for the community and to lobby for action on climate change
- to deliver these goals through all relevant town council strategies and plans.

The town council is committed to transforming Bletchley and Fenny Stratford into a cleaner and greener town, with healthy and active residents and a high quality built and natural environment. The aims of this policy are to set out the town council's broad objectives to

- reduce its own negative impact on the environment whenever practical and affordable
- protect and enhance the local environment directly and by influencing others.

The town council recognises the importance of sustainable development as defined in the Brundtland Report (Our Common Future, 1987), ie development which "meets the needs of today's society without compromising future generations' ability to meet their own needs" and seeks to promote sustainable development not least through its comments on planning applications and development of neighbourhood plans.

## **Scope of the policy**

The town council will affect the environment through its services and policies, compliance with laws, regulations and best practice and the choices made in buying goods and services. The council will also seek to affect the environment through its role as a community leader.

The policy will apply across all existing council operations and all new undertakings, actions and services (including those delivered for us by others) will be assessed in terms of their environmental impact.



## **Environmental policy statements**

### **General environmental statement**

The town council will:

- comply with all relevant environmental legislation and where possible exceed these requirements
- manage water and energy with a view to minimising its consumption
- work to ensure its operations minimise pollution of land, air or water
- manage and improve the ecology and biodiversity of assets
- act positively to reduce the production of waste and promote recycling
- provide training and information to educate staff and councillors
- act to promote awareness of climate change and sustainability practices within the wider community

### **Detailed Environmental Statements**

#### **1 Energy and water use**

The council will act positively to reduce the consumption of energy, water and other natural resources at all premises and property belonging to the town council. The council will maximise the efficiency of our existing heating systems and work towards the appropriate generation and use of renewable and low carbon energy. The council will minimise vehicle miles driven on council business and support use of public transport, walking and cycling.

#### **2 Vehicles and equipment**

The council will ensure its own vehicles and equipment are serviced and maintained to a high standard. The council will require suppliers to provide assessments of the environmental impact and life cycle analysis of vehicles and tools and high levels of environmental sustainability will be a consideration in product choices.

#### **3 Recycling and conservation**

At its own premises the council will encourage the recycling of wastepaper, cardboard and plastic and, where practical, glass and other materials. The council will also encourage and promote recycling within its area. The council will also encourage and promote initiatives to

keep the public realm free from litter, fly-tipping and dog waste as part of its commitment to having a clean and green town.

The council will minimise its printing and use of paper and continue its “digital first” communications commitment for dissemination of information. (The council will continue production of a quarterly printed newsletter which will be capable of being recycled.)

Before disposal of any council equipment or property consideration will be given to re-location or reuse before disposal. Waste electronic equipment and waste electrical items will be disposed of in accordance with current WEEE regulations.

#### **4 Sustainable procurement**

The council will seek to minimise environmental damage caused through the transportation of goods by sourcing materials and services locally so long as the requirements for best value and quality can be met in line with adopted procurement and financial regulations.

#### **5 Sustainable events**

The council will seek to minimise the use of fossil fuels at events where practicable, eg use of solar generators etc. The council will also seek to avoid single use plastic items and make appropriate arrangements for recycling and waste management.

#### **6 Sustainable travel**

The council will promote and support the use of public transport and active travel, eg walking and cycling and consider removal of barriers to using these forms of transport when undertaking business.

The council will encourage councillors and officers to share transport when a car journey must be made on council business.

#### **7 Biodiversity and green spaces**

The council will seek to protect and, if possible, enhance the quality and quantity of green infrastructure and open spaces within Bletchley and Fenny Stratford.

In its own activities the council will consider conservation and promotion and protection of local biodiversity particularly regarding management of land (eg allotments, community orchard) and delivery of any landscaping related services.

#### **8 Built environment**

In commenting on individual planning applications the council will support:

- i site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats
- ii appropriate applications for renewable energy
- iii design, layout and use of materials that encourage energy and water efficiency
- iv measures to encourage active travel or to remove barriers to active travel
- v

In commenting on planning policy matters the council will have regard to the importance of sustainable development and its commitment to achieving a carbon neutral Bletchley and Fenny Stratford by 2030.

### **9 Awareness and partnerships**

The council will promote awareness of environmental issues within the community eg through use of social media, council newsletters and events.

The council will initiate and support projects and partnerships which contribute towards the council's wider environmental goals.

### **Audit and Review**

The town council will undertake regular (annual) audits to measure the council's activity and progress against the broad objectives detailed in this policy. These will be reported to the Environment and Planning Committee which will identify additional measures and projects to be considered by full council for inclusion in the annual delivery plan.



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<b>Agenda Item</b>	<b>Coronation Hall – Confirmation of commitment to custodian trusteeship</b>		
Council/Committee	Full Council		
Meeting Date	22 November 2022	Report Writer	Delia Shephard
Purpose of report	To provide an update report and practical information to allow members to endorse commitment to becoming sole custodian trustee and to approve arrangements		
Strategic Priorities	2 Proud of our past and our future, 4 Closer to our community		
Supporting Documents	None – previous report on council website <a href="https://bletchleyfennystratford-tc.moderngov.co.uk/ie/ListDocuments.aspx?CId=137&amp;MId=298&amp;Ver=4">https://bletchleyfennystratford-tc.moderngov.co.uk/ie/ListDocuments.aspx?CId=137&amp;MId=298&amp;Ver=4</a>		
<b>Background</b> On 5 May 2022 the Town Council resolved unanimously to take on the role of sole custodian trustee for Water Eaton Coronation Hall at the request of the existing three custodian trustees.			
<b>Updated Information</b> Since this decision was made correspondence has been received by the town council from the charity. As a result the chair and vice-chair of the council, the chair of the finance committee and the clerk have had meetings with the custodian trustees and the clerk has attended two meetings of the managing trustees. Legal advice has also been secured for the town council and discussions have taken place about the long-term future of the charity. In the past the charity has experienced some difficulties in securing managing trustees but has recently confirmed that, whilst the three custodian trustees still wish to resign, it is anticipated that at the AGM (due to be held on 26 November 2022) existing managing trustees will confirm their intention to continue though a new chair of trustees will be required. It has been established that the property has not been registered with the land registry and a change of custodian trustees will trigger first registration. The charity has offered to meet the legal costs for this from its own funds and has made provision for this. The town council's legal advisors have agreed that it will be expeditious for them to undertake the legal work for change of trustees and subsequent registration with the land registry on behalf of the council. The council will be charged for this work the council would need to pay the invoices and recharge the charity. Legal fees are expected to be c£2,500 and there will be land registry fees in addition which will depend on the registered value of the building.			



### **Financial Implications**

As previously advised the ongoing costs to the council in becoming sole custodian trustee are primarily in officer and meeting time. There is a theoretical risk that the legal fees incurred by the council might not be met by the charity but see previous notes.

### **Legal Implications**

As always members of the council must have regard to any individual or corporate conflict of interest when considering acting as a trustee.

**Officer recommendation:** following discussions with the council's legal advisers and the chair of the existing trustees and bearing in mind the limited role of the custodian trustee, the clerk has no new information which would cause a need for a change in the advice given in the original report and therefore no reason for the council to change its original decision.



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## Customer and Community Services

**Reply to:** Sarah Gonsalves  
**Email:** Sarah.gonsalves@milton-keynes.gov.uk  
**Call:** 01908 253099

November 2022

Dear Clerks and Councillors

### **Cost of Living – funding for Parishes**

As part of the Council's Cost of Living Winter Plan, which was approved by Cabinet on 1 November, £180,000 has been allocated for Parish and Town Councils to help you open 'warm places' and run pop up cafes and other informal social activities where people can meet up, as well as to be warm and enjoy a hot meal. We appreciate that many Parish and Town Councils are already organising support and this funding can be used to extend initiatives so that more people can benefit.

The funding has been allocated on a one-off basis so this will need to be a consideration when putting arrangements in place.

The funding has been allocated based on current deprivation indices and parishes have been grouped (see table over). Group 1 has 10 parishes which have areas within them that are the most deprived according to the Index of Multiple Deprivation (IMD) sharing £120,000, Group 2 has 10 parishes which have areas in them which are the next most deprived according to the IMD sharing 40,000 and Group 3 has the remaining 28 parishes that may wish to draw from the remaining £15,000. Full details of the allocations are shown overleaf.

If you would like to access the funding, please contact [kay.pettit@milton-keynes.gov.uk](mailto:kay.pettit@milton-keynes.gov.uk) to confirm as soon as possible. A grant agreement will be drawn up setting out the terms of the funding. We may ask for periodic updates on spend so that we can summarise for the Council how the money has been used. We are also keen to hear about the initiatives you are working on so that we can signpost them through Council communications channels for the benefit of local people.

If you have any queries about the funding, please do feel free to get in touch with Kay Pettit.

Kind regards,



**Sarah Gonsalves**

Director of Communities and Customer Services

		<b>Allocated funding</b>
<p><b>Group 1</b> The 10 parishes which have areas within them that are the most deprived according to the IMD</p> <p><b>Total Allocation</b> <b>£120,000</b></p>	<p>Bletchley and Fenny Stratford TC Bradwell PC Campbell Park PC Great Linford PC New Bradwell PC Stantonbury PC Stony Stratford TC West Bletchley Council Wolverton and Greenleys TC Woughton CC</p>	<p>£12,000 each</p>
<p><b>Group 2</b> The 10 parishes which have areas in them which are the next most deprived according to the IMD</p> <p><b>Total Allocation</b> <b>£40,000</b></p>	<p>Abbey Hill PC Broughton &amp; MK Village PC Central Milton Keynes TC Loughton and Great Holm PC Newport Pagnell TC Shenley Brook End &amp; Tattenhoe PC Shenley Church End TC Simpson &amp; Ashland PC Walton CC Wavendon PC</p>	<p>£4,000 each</p>
<p><b>Group 3</b> The remaining 28 parishes</p> <p><b>Total allocation</b> <b>£15,000</b></p>	<p>All other parishes</p>	<p>Circa £500 each</p>





**Customer care policy  
and  
communication service statements**

Filename and version	Status	Date adopted	Review date
	<b>Draft</b>		<b>November 2024</b>

## **Introduction**

Bletchley and Fenny Stratford Town Council exists for the benefit of the people of our area and excellence in customer service is an integral part of all our activities. This policy is intended to document the council's commitment to customer care and to set expectations for our customers and for our employees. Our customer service standards are intended to establish a consistent approach within the council and our performance management system incorporates assessment and measurement of customer focussed behaviours. The council is committed to providing appropriate training to ensure all employees are equipped to support our customers in line with our service standards.

In the unhappy event that our customer service is unsatisfactory we welcome constructive feedback and, in the event of serious dissatisfaction, we encourage customers to consult and follow our formal complaints procedure which can be found on our website.

## **Customer Service Standards**

Customers can expect that we will

- identify ourselves and treat our customers with friendliness, civility and respect
- listen to our customers and respond to what has been communicated
- be well informed about council services and activities
- be positive and seek to find solutions to problems
- be honest when we cannot help and signpost to other services if possible
- treat customers fairly recognising that all individuals have unique needs

We also

- expect customers to treat our workforce with respect and consideration
- welcome feedback to help improve our services and activities

## **Policy statements**

### **Our customers**

Our most important customers are residents of Bletchley and Fenny Stratford but our customers also include visitors, councillors, contractors and suppliers, co-workers and workers from other organisations, and people acting on behalf of our customers.

### **Contacting Bletchley and Fenny Stratford Town Council**

We recognise that we need to provide multiple channels for communicating information and listening to our customers which include but are not restricted to digital channels.

Customers can communicate with us in the following ways:

#### **i Digital communications**

- email
- social media posts and direct messages

We aim to acknowledge all direct communications within three working days\* (\*Monday to Friday) and if we cannot provide the information requested immediately we will advise customers of how long they may have to wait. However, we may not respond to general social media posts.

- website

We provide contact details for all officers and councillors on our website and will ensure that the website is compatible with the current accessibility regulations for public sector bodies.

#### **ii Face to face visits**

Our primary office at Sycamore House is open to the public for drop-in visits on Mondays from 9 am to 12 noon and on Tuesdays, Wednesdays, Thursdays and Fridays from 9 am to 4 pm. We cannot guarantee that a specific named officer will be available unless an appointment is made in advance. Appointments may also be made in advance to meet specific officers at other town council locations. Appointments can also be made for customers to see members of the council via the officer team if required.

#### **iii Letter**

We will respond to all letters within 10 working days of receipt.

#### **iv Telephone**

We aim to answer all calls as quickly as possible and we will only use voicemail outside public office hours or when there are no employees available to answer the phone. We aim to respond to all voice mails within one working day.

#### **Payments**

The council makes charges for some of its services and our list of charges is published on our website. Our preferred method of payment for all services is digital (ie electronic bank transfer or online payment via Worldpay). Council officers are not authorised to accept cash payments for services.

#### **Planning our customer services**

The council aims to provide user friendly and customer focussed services. This means that councillors and officers must consider customer experiences when planning and resourcing services. In addition, consideration will be given to legislation, good practice, and national standards.



## Equality and Diversity Policy

Filename and version	Status	Date adopted	Review date
V3	<b>Draft</b>	<b>November 2022</b>	<b>November 2026</b>

## **Commitment to equality and diversity**

Bletchley and Fenny Stratford Town Council is committed to achieving equality of opportunity and valuing diversity in all aspects of its work. The council aims to provide services and activities which are accessible to as many people as possible whilst recognising the diversity of local need.

The Town Council's leadership role includes working to tackle direct and indirect discrimination, to promote social inclusion and to actively encourage greater participation of under-represented groups. This also includes fostering good relationships between different individuals and groups within the parish.

### **Purpose**

The purpose of this policy is to ensure that the council complies with current legislation and with its own commitment to promote diversity and equality and to tackle discrimination in all its activities and services.

### **Scope**

This policy applies to council decision-making, services and activities (including participation in the democratic processes) community consultation and engagement, procurement and employment. Specific employment policies are set out in detail in the council's employee handbook and the council has also adopted specific dignity at work and bullying and harassment policies.

### **Legal position**

The Equality Act 2010 makes it unlawful to discriminate against an individual on the grounds of the following protected characteristics:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Through the Public Sector Equality Duty, the Act also requires public bodies including town councils to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conducted prohibited by the Equality Act
- advance equality of opportunity between people who share a protected characteristic and people who do not share it
- foster good relations between people who share a protected characteristic and people who do not share it.

Detailed descriptions of types of unlawful discrimination are provided at Appendix 1.

### **Policy statements**

Bletchley and Fenny Stratford Town Council opposes all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010. The council is committed to the promotion and delivery of equal opportunities in the workplace and in the delivery of services and all other activities undertaken by the council and will have due regard to the three aims of the public sector Equality Duty in all its decision making.

The council will publish and promote its equality policy so that all councillors, employees, contractors, service users and members of the public are aware of its commitment to equality. The policy will be reviewed when there are changes in the law or (if less frequent) on a four yearly cycle.

The council will strive for equality of access to all its services and activities and will consider the equality policy when commissioning, designing, delivering or evaluating services.

The council will challenge any discrimination it recognises within the town council and the wider community. It is the responsibility of each individual member of council and each individual member of staff to challenge discrimination when it is encountered.

The council is an equal opportunities employer. This means that decisions concerning recruitment, promotion, dismissal or any other aspect of employment will be based on the needs of the council and not any assumptions based on sex, race, age, disability, gender reassignment, sexual orientation, married or civil partnership status, pregnancy or maternity, religion or belief. (Please see employment handbook.)

The council will apply equality principles to work undertaken for the council by external contractors or with partners. Decisions to make grant funding and/or to support other organisations and events or work in partnership with any third party will be informed by the equality policy and practice of the organisations concerned.

The Town Council will acknowledge and, where possible, celebrate the variety of lifestyles and cultures within the parish and will support the development of communities and assist them in challenging discrimination.

The Town Council will raise awareness and build capacity the council about the equality considerations by including equality and diversity training in its training plans for staff and members.

## **Appendix 1**

### **Types of unlawful discrimination**

**Direct discrimination** is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

**Indirect discrimination** is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

**Harassment** is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.



**Associative discrimination** is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

**Perceptive discrimination** is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

**Third-party harassment** occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

**Victimisation** occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. However, an employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

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## Community Grant Policy

Filename and version	Status	Date adopted	Review date
GrantpolicyV1.2022	<b>Draft</b>	<b>November 2022</b>	<b>November 2023</b>

## **Introduction**

Bletchley and Fenny Stratford Town Council aims to promote community resilience and build social capital by supporting the work of local organisations which are making a positive difference to our community. The council is particularly interested in supporting organisations and groups doing work which aligns with the council's own strategic priorities and delivery plans.

The council makes provision within its annual spending plans to provide community grant funding and help in kind to local groups and organisations who would benefit from this support. The purpose of this policy is to document the way decisions are made about award of such grants and provide guidance to applicants and decision makers.

Community grants come from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent. Decisions related to award of community grants have been delegated to the community committee or may also be considered by full council.

## **Eligibility**

The council will consider applications from:

- local community groups
- voluntary sector organisations
- registered charities
- community interest companies
- social enterprises
- sports clubs
- faith groups – although requests to support narrowly religious activities will not be considered

The council will not consider applications from:

- political parties
- individuals
- companies which aim to make a profit
- statutory bodies

Applicants may be asked to provide supporting information about their constitution, policies and finances.

### **Type of projects considered**

- activities or projects which add to the well-being of residents
- activities or projects which physically improve our area
- equipment or resources for the above
- pilot projects for the above
- development costs for new projects

The community grant funding scheme cannot be used to fund running costs, accommodation or staff salaries. (Consideration of funding for these may be considered through the development of a formal partnership agreement with the council which is outside the scope of this policy. For more information please contact the council.)

Applications for capital grants should be matched funded. The applicant should provide at least 50% of the cost of the project. All grants will be considered more favourably if funding has been requested or obtained from more than one funding stream. Applicants are therefore encouraged to look at alternative sources of funding in addition to this scheme.

### **Scale of awards**

Grants will be considered for any amount between £50 and £5,000, however, both the group and the project must meet our eligibility criteria. The council will consider whether the benefit to be derived from the grant will be commensurate with the sum requested and therefore will consider how many residents are likely to benefit from each award.

### **Evaluation**

All applications will be considered on their merits and grants will not be awarded retrospectively. Only one application for a grant from any organisation, for the same specified purpose, will be considered in a 12-month period.

Applications will be evaluated using an agreed scoring system which will consider

- evidence of local need

- information demonstrating this is the best way to deliver the project /activity
- information about who will benefit
- value for money
- evidence of funding or benefits in kind from other sources
- sustainability
- inclusivity

Applications will not be considered until all the requested supporting documentation is provided and applications may be rejected if documentation cannot be made available.

Evaluated applications will be considered and approved/declined by the council's community committee. A schedule of committee meeting dates is published on the council's website. Please contact the office for the relevant submission deadlines for grant applications for each committee.

Applicants will be advised of the committee's decision in respect of grant applications as soon as practicable following relevant committee meetings. Funds will be paid to the successful organisations by bank transfer and may only be used to fund the purpose(s) stated on the application. Proof of expenditure is required before funds are released. In exceptional circumstances (eg for very small organisations with limited cash flow) funds may be released in advance of expenditure at the council's discretion.

A condition of the award is that successful applicants will provide a simple report at the completion of the project, with photographic evidence if appropriate. The report will include evidence on how funds have been spent and detail how benefits have been delivered and must be submitted within 6 weeks of the completion of the activity or purchase. The council reserves the right to make such reports and/or photographs public, eg in the council's newsletters or via social media channels and this should be considered when preparing photographs for inclusion with the report. This will enable outcomes achieved to be celebrated, as well as raise community awareness of local organisations and the benefits to Bletchley and Fenny Stratford residents from the grant funding.

Completed applications and supporting documentation should be sent to:

Bletchley and Fenny Stratford Town Council

Sycamore House

Drayton Road

Bletchley

MK2 3RR

or emailed to [info@bletchleyfennystratford-tc.gov.uk](mailto:info@bletchleyfennystratford-tc.gov.uk)

If you have any questions about the application process, the application form, or any other aspect of the Community Grants Scheme, please do not hesitate to contact us on 01908 649469

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**16 November 2022**

<p><b>The Council confirms by resolution that all documentation and information is in place for a specified award</b></p>	<p>Does the council meet this requirement?</p>	<p>Hyperlink to council resolution:</p>
<p><b>Criteria</b></p>	<p>Do you meet these criteria?</p>	<p>Where are these published online?</p>
<p>1 Its standing orders</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies">https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies</a></p>
<p>2 Its financial regulations</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies">https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies</a></p>
<p>3 Its Code of Conduct and a link to councillors' registers of interests</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies">https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies</a></p> <p>Additional weblink to be added</p>
<p>4 Its publication scheme</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies">https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies</a></p>
<p>5 Its last annual return</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/auditannual-returns-202122">https://www.bletchleyfennystratford-tc.gov.uk/auditannual-returns-202122</a></p>
<p>6 Transparent information about council payments</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/monthly-financial-reports">https://www.bletchleyfennystratford-tc.gov.uk/monthly-financial-reports</a></p>
<p>7 A calendar of all meetings including the annual meeting of electors</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/transactions-over-ps500">https://www.bletchleyfennystratford-tc.gov.uk/transactions-over-ps500</a></p>

8	Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/council-meetings">https://www.bletchleyfennystratford-tc.gov.uk/council-meetings</a>
9	Current agendas	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/council-meetings">https://www.bletchleyfennystratford-tc.gov.uk/council-meetings</a>
10	The budget and precept information for the current or next financial year	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/current-budget">https://www.bletchleyfennystratford-tc.gov.uk/current-budget</a>  Precept link to be added
11	Its complaints procedure	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies">https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies</a>
12	Its accessibility statement	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/accessibility">https://www.bletchleyfennystratford-tc.gov.uk/accessibility</a>
13	Its privacy notice	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/privacy-policy">https://www.bletchleyfennystratford-tc.gov.uk/privacy-policy</a>  additional link to policy
14	Council contact details and councillor information in line with the Transparency Code	Yes	<a href="https://bletchleyfennystratford-tcintranet.moderngov.co.uk/mgMemberIndex.aspx?bcr=1">https://bletchleyfennystratford-tcintranet.moderngov.co.uk/mgMemberIndex.aspx?bcr=1</a>
15	Its action plan for the current year	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/sites/default/files/2022-10/Gov_2022-23%20Delivery%20Plan%20V2.pdf">https://www.bletchleyfennystratford-tc.gov.uk/sites/default/files/2022-10/Gov_2022-23%20Delivery%20Plan%20V2.pdf</a>
16	Evidence of consulting the community	Yes	Add annual survey outcome link etc
17	Publicity advertising council activities	Yes	Newsletters and social media
18	Evidence of participating in town and country planning	Yes	Town Council meeting minutes and data

<b>The Council confirms by resolution that all documentation and information is in place for a specified award</b>	Does the council meet this requirement?	Hyperlink to council resolution:
<b>Criteria</b>	Do you meet these criteria?	Where are these published? Can they be provided electronically?

19	A risk management scheme	Yes	Not published online, can be provided electronically
20	A register of assets	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/asset-register">https://www.bletchleyfennystratford-tc.gov.uk/asset-register</a>
21	Contracts for all members of staff	Yes	Not published online, can be provided electronically
22	up-to-date insurance policies that mitigate risks to public money	Yes	Not published online, can be provided electronically
23	Disciplinary and grievance procedures	Yes	Not published online, can be provided electronically
24	A policy for training and training and development of and councillors	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies">https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies</a>
25	A record of all training undertaken by staff and councillors in the last year	Yes	Not published online, can be provided electronically
26	A clerk who has achieved 12 CPD points in the last year	Yes	Not published online, can be provided electronically



<p><b>The Council confirms by resolution that all documentation and information is in place for a specified award</b></p>	<p>Does the council meet this requirement?</p>	<p>Hyperlink to council resolution:</p>
<p><b>Criteria</b></p>	<p>Do you meet these criteria?</p>	<p>Where are these published online?</p>
<p>1 Draft minutes of all council and committee meetings within four weeks of the last meeting</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/council-meetings">https://www.bletchleyfennystratford-tc.gov.uk/council-meetings</a></p>
<p>2 A Health and Safety policy</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies">https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies</a></p>
<p>3 Its policy on equality</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies">https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies</a></p>
<p>4 Councillor profiles</p>		<p>To be added by 22/11/2022</p>
<p>5 A community engagement policy involving two-way communication between council and community</p>	<p>Yes</p>	<p><a href="https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies">https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies</a></p>
<p>6 A grant awarding policy</p>		<p>To be adopted 22/11/2022</p>
<p>7 Evidence showing how electors contribute to the Annual Parish or Town Meeting</p>	<p>Yes</p>	<p>Minutes link to be added</p>
<p>8 An action plan and related budget responding to community engagement and setting out a timetable for action and review</p>	<p>Yes</p>	<p>Annual delivery plan and budget</p>
<p>9 Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins</p>	<p>Yes</p>	<p>Link to annual reports, news letters and news items</p>
<p>10 Evidence of helping the community plan for its future</p>	<p>Yes</p>	<p>Bletchley and Fenny Stratford Neighbourhood Plan activities to be linked</p>



<b>The Council confirms by resolution that all documentation and information is in place for a specified award</b>	Does the council meet this requirement?	Hyperlink to council resolution:
<b>Criteria</b>	Do you meet these criteria?	Where are these published? Can they be provided electronically?
11 a scheme of delegation (where relevant)	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/sites/default/files/2022-10/Gov_2022-23Scheme%20of%20Delegations.pdf">https://www.bletchleyfennystratford-tc.gov.uk/sites/default/files/2022-10/Gov_2022-23Scheme%20of%20Delegations.pdf</a>
12 at least two-thirds of its councillors who stood for election	Yes	Minimum of 14 elected members required, Currently 4 co-optees and one casual vacancy Election notices to be provided
14 an annual report that is actively shared with the community	Yes	<a href="https://www.bletchleyfennystratford-tc.gov.uk/annual-report">https://www.bletchleyfennystratford-tc.gov.uk/annual-report</a>
15 Evidence of a customer service in how the council handles correspondence with the public	Yes if policy adopted 22/11/2022	
16 a qualified clerk	Yes	On personnel record
17 a formal appraisal process for all staff	Yes	Can be provided electronically
18 a training policy and record for all staff and councillors	Yes	Can be provided electronically



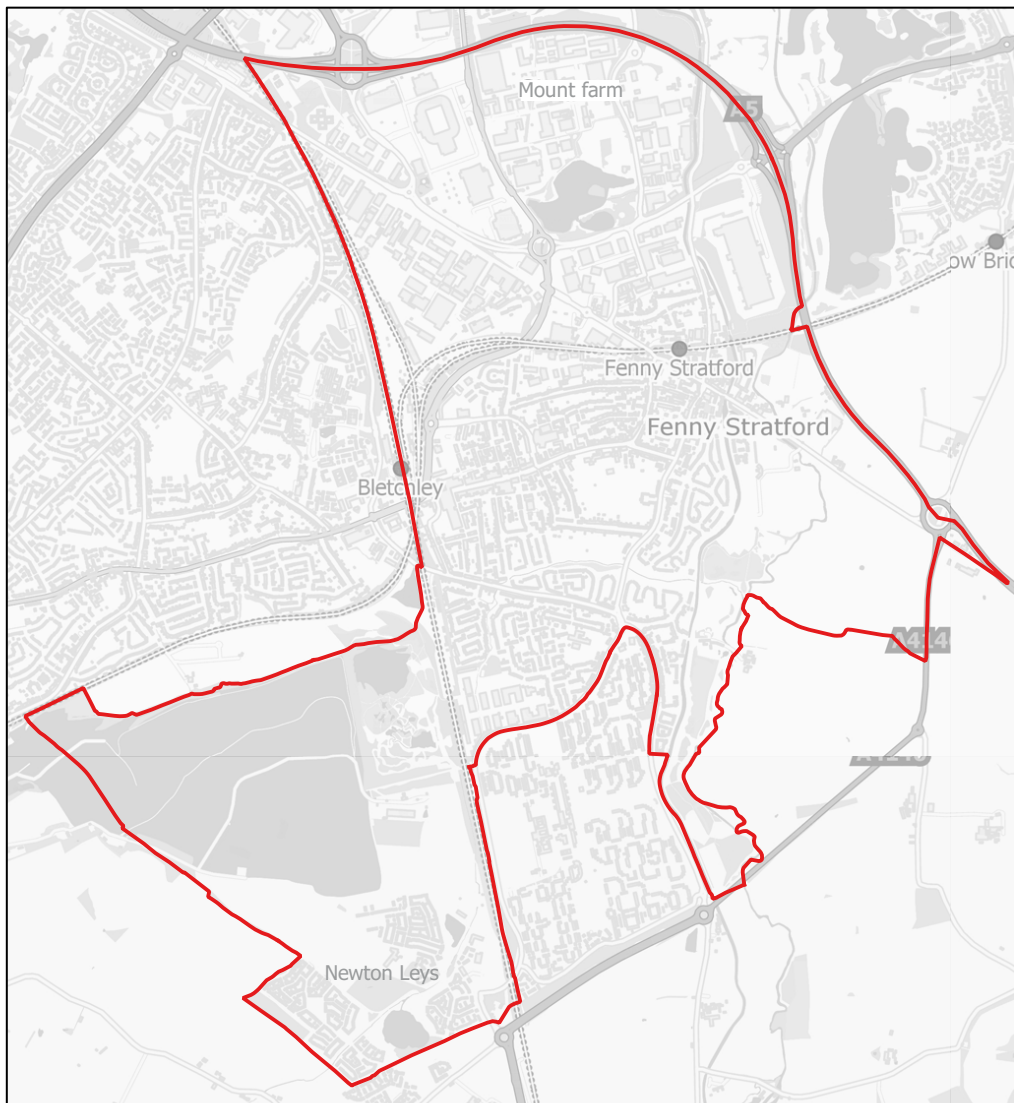
<p><b>The Council confirms by resolution that all documentation and information is in place for a specified award</b></p>	<p>Does the council meet this requirement?</p>	<p>Hyperlink to council resolution:</p>
<p><b>Criteria</b></p>	<p>Do you meet these criteria?</p>	<p>Where are these published online?</p>
<p>1 A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community</p>	<p>Partly</p>	<p>Medium term financial plan in place but a fuller business plan needed</p>
<p>2 An annual report, online material, news bulletins and other council communications with evidence of</p>	<p>At least partly</p>	
<p>a engaging with diverse groups in the community using a variety of methods</p>		<p>Events, social media, pop ups, surveys etc</p>
<p>b community engagement influencing council activity and priorities</p>		<p>Albert St Wcs, more examples needed perhaps</p>
<p>c A wide range of council activities, including innovative projects, that produce positive outcomes for the community</p>		<p>Well-being, partnerships</p>
<p>d co-operating constructively with other organisations</p>		<p>Partnerships, etc</p>

<b>The Council confirms by resolution that all documentation and information is in place for a specified award</b>	Does the council meet this requirement?	Hyperlink to council resolution:
<b>Criteria</b>	Do you meet these criteria?	Have you provided these to the accreditation panel?
3 Ensures that the council delivers value for money	Yes	<a href="#">Procurement policy etc</a> <a href="#">Evidence of tendering process</a>
4 Provides leadership in planning for the future of the community	Yes	<a href="#">Neighbourhood Plan, Town Deal involvement</a>
5 Engages with the community on issues related to the environment and climate change	Need more activity	
6 Manages the performance of the council as a corporate body	Partly	Governance documents, training etc might need to produce evidence of internal reviews of performance
7 Manages the performance of each individual staff member to achieve its business plan	Yes	<a href="#">Individual objectives are set in line with corporate priorities and delivery plan</a>



# BLETCHLEY & FENNY STRATFORD NEIGHBOURHOOD PLAN

SCOPING SESSION NOTE: OCTOBER 2022



## 1. INTRODUCTION

Bletchley & Fenny Stratford Town Council (BFSTC) has engaged Oneill Homer (OH) to support the Steering Group (SG) in the production of the first Bletchley & Fenny Stratford Neighbourhood Plan (BFSNP). The Parish lies in the local planning authority area of Milton Keynes Council (MKC). An initial session took place on 6 October 2022 to explore the scope of the BFSNP. A slide pack of background information was prepared to inform the session.

This note does not repeat that information – the slide pack is published separately – and instead captures the essence of that discussion and recommends an action list and timetable for the project. It is for the SG to consider in agreeing how to take the project forward.

The absence of a policy idea from this note does not mean that the issue is not important, nor that it cannot be explored as the project proceeds. The paper is not an expression of the final content of the BFSNP, it simply sets out a starting point to assist in defining a manageable project focussing limited resources. The action plan may lead to ideas that the SG wishes to explore that is not currently included within this note. Equally, once the evidence has been explored further, it may suggest that the issue is adequately dealt with through existing or forthcoming national and MKC policies.

## 2. KEY POINTS RAISED

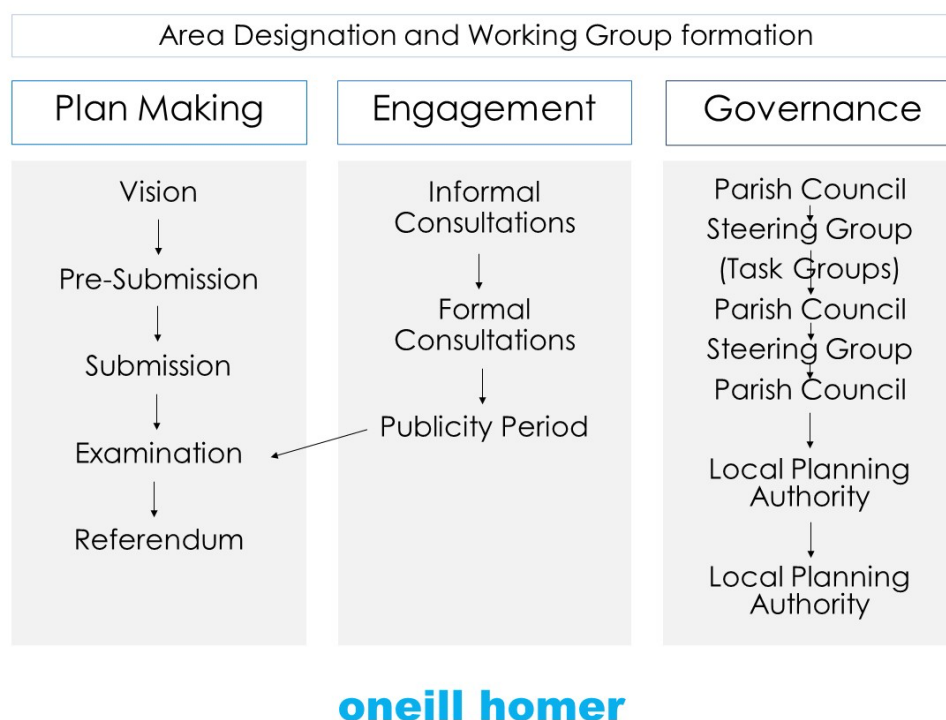
### NEIGHBOURHOOD PLANNING

Managing expectations of what a Neighbourhood Plan can and can't do is important. For example, concerns around traffic management are often raised but it is not always possible for a Neighbourhood Plan to address this.

It will be important for the SG to provide regular updates to BFSTC as the 'qualifying body' who will take the plan through its formal stages (see Figure 1 below).

A key difference in preparing Neighbourhood Plans from other development plan documents is the requirement to secure a successful referendum from the local community before the plan can be 'made'.

# The Process and Roles



**Figure 1: The neighbourhood planning process and rules**

## THE NEIGHBOURHOOD AREA

The plan area contains six parts: Bletchley, Fenny Stratford, Denbigh, Water Eaton, Newton Leys and Eaton Leys. Each has its own character and history and in the case of the latter two, geographic separation from the main urban area.

Bletchley and Fenny Stratford form the two largest residential areas and have a much longer history than MK itself. Bletchley is the larger of the two, with its town centre (Queensway) and railway station, but Fenny also has an established commercial street (Aylesbury Street) and station. The boundary between the two is blurred in practice though many in their communities would regard themselves as 'belonging' to one or the other. Bletchley has seen, and is seeing, some development around the edges of the town centre (Bowling Green, Leisure Centre, South Terrace/Bus Station); Fenny less so in recent years.

The much smaller Water Eaton area is also a historic centre and distinct from its larger neighbours, with important social infrastructure. The Lakes Estate lies to its south (and outside the plan area) – and would regard itself as distinct – with the new Eaton Leys housing scheme further south on the new edge of MK (most of which lies in neighbouring Bucks, which has yet to be built).

Newton Leys is another recent urban extension to MK and Bletchley but lies on the other side of the main railway line. It lies adjacent to the Lakes and is separated from them by the Blue Lagoon Nature Reserve and waste management area. It is large enough to be a relatively self-contained settlement in terms of local services but its connectivity with the rest of the plan area is limited. A smaller southern part of the settlement lies in neighbouring Stoke Hammond Parish in Bucks.

Denbigh is very different in its almost exclusive commercial land uses, some of which serve a city/region-wide purpose (e.g. MK Stadium, IKEA), with only Granby Court housing scheme in a different use.

The River Ouzel, Grand Union Canal and Waterhall Park run north-south through the area forming a major green infrastructure asset of increasing importance with the build out of Eaton Leys to its east in the coming years. The railway line and A5 form the other two major physical features of the area that define its northern and western boundaries respectively. Both serve to separate the plan area from West Bletchley to the west and from the rest of MK (Simpson, Ashland etc) to the north.

## **PLANNING ISSUES**

### **Plan: MK**

- The adopted Local Plan runs to 2031 and together with the Site Allocations Plan of 2018 it contains a wide range of strategic and non-strategic policies and proposals covering the BFSNP area
- In which case, the goal for the BFSNP is to either fill a policy gap, refine an existing MK policy so that it better suits the plan area and/or update and replace a non-strategic MK policy where necessary and justified
- The BFSNP must avoid repeating or wordsmithing existing MK (or national) policy as this will add no value, it will take up valuable time and resource, and very likely the examiner will recommend to MKC it is deleted from the referendum version
- In the evidence base of Plan: MK is a wide range of [technical studies](#) that may inform the BFSNP if they remain up to date, e.g. the 2018 retail study
- In support of those plans, MKC has adopted a series of [Supplementary Planning Documents](#) on a variety of subjects, of which the BFSNP must be mindful – again there is likely to be little or no value to add to the content of those documents and so this should also be avoided; the most recent SPD covers [parking standards](#)
- MKC has begun the process of rolling forward Plan: MK to [2050](#) but is some way off publishing draft proposals; some evidence has been gathered and this is likely to be published during 2023 (e.g. ‘Call for Sites’, Open Space Survey)

## **Milton Keynes: Strategy for 2050**

- This [document](#) published in 2020 sets out MKC's thinking for the longer term future of the city, including how it might relate to its wider hinterland
- Ambitious plans for population growth, not all of which may be possible by continuing to expand outwards, which may increase interest/pressure on those existing urban areas that have the potential for significant intensification – will parts of the BFSNP area face this?
- The document will inform MKC's proposals for the new Local Plan

## **Central Bletchley Urban Design Framework**

- Adopted by MKC in March 2022 this [document](#) sets out detailed proposals for the Queensway and Station area (as well as into West Bletchley)
- It is relatively narrowly focused in terms of its geographic area and is not clear about how its fringes into the rest of the town will be affected by change
- Some of its proposals will be taken forward with funding from the [Town Deal](#)

## **COMMUNITY SURVEY 2022**

The community engagement work carried out so far has been regarded as a successful initial step in gauging local opinion on planning (and other) matters. A report of the May 2022 workshop is published separately but it highlighted a series of priority issues for the BFSNP to tackle if it could.

At the vision session, we focused on the following that were given the highest priority and are considered to relate to land use and development and therefore fall within the scope of the plan:

- Additional off-street car parking as part of the regeneration
- Larger housing developments to include sustainable transport plans
- Greater variety in the types of housing available for new and existing residents
- Ensure the local ecology with greater access to outside green spaces - walking routes, bike trains, etc.
- New housing to incorporate low carbon technology e.g. solar panels, and sustainable building practices
- Generation of new wild spaces (ponds, woodlands, etc) to counterbalance the environmental impact of new builds, particularly increased susceptibility to flooding
- Increased emphasis on renewable energy schemes e.g. electric vehicle charging points
- Preserve and promote local heritage
- Prioritise the regeneration around brownfield sites

- Higher standard of new developments in the town centre, particularly around the Queensway achieved through a stronger planning policy, bringing back a sense of civic pride
- More shops, bars, cafes, restaurants and new supermarket in the town centre

## **SESSION DISCUSSION SUMMARY**

The following points and observations were noted during the session:

### General

- Divisions between Bletchley and Fenny Stratford
- Water Eaton is another distinct area - has more of a 'village' feel to it and its own sense of identity perception that you shouldn't assume Fenny is simply a part of Bletchley
- Some residents can't pinpoint where Fenny starts and ends
- Green infrastructure – much to be recognised, protected and improved
- Also need a better articulation of the good/benefits of the green infrastructure in and around B&FS
- Noted Environment Act 2021 and its proposals for Biodiversity Net Gain and Local Nature Recovery; could a policy relating to the waterways also be drawn into this, especially with the importance of the Grand Union Canal

### Bletchley

- Future of the town centre - success and 'feel' of a town are often based on the state of its town centre
- Every neighbourhood should have its own distinct 'beating heart' (town centre) - need to find ways the NP can 'help the heart beat' and a cultural purpose
- Was the Urban Design Framework a success? Has only made observations about Central Bletchley; before the expansion of Milton Keynes, Bletchley was far more of a shopping hub; Bletchley's use has changed over time, more built around being a transport hub
- There is a feeling that the town centre is drifting westwards with the major investments in West Bletchley ('station quarter')
- Eastern entrance to the railway station is something the community has always wanted, but are not optimistic about
- The 'beating heart' of the Queensway needs to come from the transport links, provided by the railway station
- West and Central Bletchley should complement each other
- Could think more about how the NP will affect the fringes of Bletchley, including Fenny which the Central Bletchley document ignored

- Already concerns about opportunistic development in the Town Centre e.g. Bletchley View (either side of Burger King); quite dense
- Concerns about permitted development and the effect this is having on the town centre, notably properties on the Queensway
- Quality of the residential developments aren't good
- Noted former Jobcentre site being redeveloped into 27/28 flats
- Adjustments have been made to vehicle access and parking
- Speculative Home Bargains development
- If there was a significant development, it could be an option to designate a specified number of plots for local start-ups at an affordable rate
- Could add a list of locally significant buildings, either for historical or social reasons

### Fenny

- History, culture and defined places within Fenny Stratford
- Historic similarities between Fenny and Stoney Stratford at either end of Milton Keynes on Watling Street (A5)
- Fenny used to be a coaching town, Bletchley was a railway town
- To reinforce the differences between the two, or whether they don't matter?
- Fenny has a very distinctive high street, Bletchley has a very distinctive Queensway
- Fenny has the benefit of the Grand Union Canal
- There are no good connections between the waterway and Aylesbury Street (Fenny High Street)
- Fenny Lock is the only one in MK and is a significant heritage asset
- Aylesbury Street is seen to have more potential, particularly architecturally
- Fenny Stratford station is likely to close down to achieve better frequency and journey times for the East-West rail; will this be a considerable loss? There will have to be alternative transport provisions – a bus service? The level crossing would be shut for most of the day due to the frequency of trains in any event; there will need to be some kind of pedestrianised crossing over the train line
- Noted Travis Perkins site proposal for over 100 houses – a signal of wider changes of use here?

### Denbigh

- There is a residential community (Granby Court) in Denbigh; cannot see being rebuilt within 10 years (the scope of this NP) but is physically disconnected
- Denbigh is key leisure, retail area – including the stadium
- To what extent should the Denbigh area be focused on in the Neighbourhood Plan? Engagement with business community would be very difficult and there is no obvious planning policy gap for the NP to fill, so leave outside policy scope for now

### Eaton Leys

- The B&FS part is onsite with completion soon; new public footpath network and a new footbridge over the river but there are still concerns about how well connected it will be to Fenny
- There will be 1 shop and a site allocated for health facilities, potentially replacing the current facilities in Fenny – will it be a ‘self-contained’ facility that doesn’t have to depend on places? But a number of people living in flats with no access to cars
- The larger Bucks part of Eaton Leys has yet to receive planning permission

### Newton Leys

- Seen as very car dependent; feels very separate/different to the surrounding area; looks very different architecturally; bus transport links are limited
- Is there any policy space left for the NP to fill? There may be 1 or 2 opportunities to move the goalposts for an outcome the developer would be interested in, e.g. site designated for the construction of a hotel
- No direct link with the Blue Lagoon
- Lots of residents who feel as they have no connection to Bletchley Town Centre
- East West Rail - will there be a willingness to invest due to the area becoming more attractive as a result of the travel connections?
- Belief that people may be more attracted to West Bletchley, than Central Bletchley as the shift moves towards the East, particularly the younger generation who are more likely to be commuters

### MKC's wider goals

- MK has not had to do much in-filling in previous years, due to the nature of its geographical expansion - will it have to work harder in the next 10-20 years to intensify the current urban area?



### 3. ACTION PLAN

With that priority list in mind, the following initial policy ideas are recommended for the project to pursue further and an action plan proposed for how each idea is explored.

#### **Brownfield Sites (DTT)**

- Identify, map and photograph all land that has been previously used but is now derelict, vacant or under-used or is currently in use but it is anticipated (or known from local knowledge) may be subject to redevelopment proposals over the next five years
- Check the recent planning history and planning status of each site (using the [MKC planning application website](#), the [Plan:MK Policies Map](#), the [2017 Urban Capacity Study](#) and the [2017 Employment Land Study](#)) to identify if proposals have been made in the past (approved but not implemented) and what policy constraints there might be on the land (e.g. protected employment land)
- Consider what other uses may be suited to the land assuming those constraints can be overcome (e.g. through new BFSNP policy) and briefly explain why
- Pull all this information and analysis together into a single report
- Consider if securing a Locality Technical Support Package (Site Options & Assessment) may be helpful in taking forward site-specific ideas
- If so, make an application to Locality
- Brief the consultants and comment on their draft report
- Receive and publish their final report

#### **Housing Types & Tenures (DTT)**

- Consider if securing a Locality Technical Support Package (Housing Needs Assessment) may be helpful in taking forward this idea
- If so, make an application to Locality
- Brief the consultants and comment on their draft report
- Receive and publish their final report

#### **Green Infrastructure (ETT)**

- Review a map of all existing GI features and opportunities for local nature recovery to be produced by OH
- Relate the map features to any other land that other actions are identifying (e.g. brownfield, town centre) to identify if and how that land may contribute to improving green infrastructure
- Identify opportunities to increase street tree planting either on single or groups of streets or as part of wider public realm improvements

- Review the [Urban Green Factor](#) policy and guidance of the London Plan to decide if this approach is desired in the plan area and to what extent, if any, the factor needs to be modified to suit the area
- Pull all this information and analysis together into a single report

### **Local Green Spaces (ETT)**

- Draw up a list of candidate spaces using the [Locality guide](#)
- Map and photograph each candidate and note ownership if possible
- Finalise list by describing what it is about each space that is special and write to each owner (where known) to invite comments on the possibility of their land being identified in the BFSNP
- Review and finalise list in a single report

### **Climate Change (ETT)**

- Review the types of policy that other recently made neighbourhood plans have included on the subject, e.g. zero carbon energy performance – to be provided by OH
- Consider which policy types may be suited to the BFSNP area
- Put this analysis in a single report

### **Walking & Cycling Routes (ETT)**

- Review the [MK Local Cycling & Walking Infrastructure Plan](#)
- Create a single plan of its proposals within the BFSNP area
- Identify and map any additional opportunities for connectivity improvements
- Show this information and analysis in a single report

### **Economic Development (DTT)**

- Identify, map and photograph all existing buildings in business, commercial and service (known as Class E) uses in Queensway, Aylesbury Street/Watling Street and other locations within the area, except Denbigh – the [Plan: MK Policies Map](#) and the [2018 Retail Study](#) (Main Report and Appendix 5) will be helpful as a starting point
- Note the type of ground floor uses and if upper floors are part of that use or are in a separate use (e.g. dwelling, office) and note vacancies
- Use local knowledge to record how the current use (or most recent use if vacant) has changed in recent years
- Make a simple table to record this information and to calculate the % of use types (e.g. shop, café, office etc) in each main frontage (say Aylesbury Street northside)
- Use local knowledge to note how the mix in each frontage has changed over recent years and to what extent change has occurred since Covid

- Ascertain from MKC planning application website how many buildings have changed use using the Prior Approval permitted development process rather than planning applications
- Summarise the above information for Queensway (Town Centre) and Aylesbury Street/Watling Street (Fenny) and make observations on the nature, scale and rate of change and how this has changed their overall success as economic as well as social 'hubs', relating the findings to those of the 2018 Retail Study (which was based on 2017 and earlier data)
- If possible, compare this information with other town/secondary centres (e.g. Stoney Stratford, Wolverton, Newport Pagnell) to consider how well the Town Centre and Fenny are performing
- Consider what the BFSNP might do to change policy to improve the viability and vitality of those two centres
- Identify and map all the commercial uses (existing and planned) at Newton Leys and Eaton Leys and consider if there is scope/desire to see these increased in future years to meet local needs
- Pull all this information and analysis together into a single report

#### **Local Heritage Assets (ETT)**

- Draw up a candidate list of buildings and structures of local architectural and historic interest using the [Bucks Council guidance](#) on what might qualify and the information needed to support the case
- Map and photograph each candidate and note of ownership if possible
- Finalise list by describing what it is about the building that is of local heritage value (and should therefore be taken into account in future planning proposals) and write to each owner (where known) to invite comments on the possibility of their building being identified in the BFSNP (explaining the implications and stressing this is not the same as 'listed building' status)
- Review and finalise list in a single report

#### **Bletchley Town Centre (BTT)**

- Review all of the above reports to identify linkages (or potential conflicts) between policy ideas for the town centre area, including its edges to the surrounding residential areas
- Produce a note making observations on if and how the mix of policy ideas will combine in the area, noting any implications for its functional relationship with Fenny and any issues that may influence the Town Deal and Urban Design Framework proposals

### **Fenny Stratford Centre (FTT)**

- Review all of the above reports to identify linkages (or potential conflicts) between policy ideas for the Fenny area
- Produce a note making observations on if and how the mix of policy ideas will combine in the area, noting any implications for its functional relationship with Bletchley

To manage the delivery of these actions, it is recommended that the SG forms two initial Task Teams: Development (DTT) and Environment (ETT). The teams should be drawn from members of the SG as well as invited others with an expertise and/or interest in those subjects. OH will provide support to both teams as they pursue their actions. Each should be chaired by an SG member whose role it is to report back to the SG on progress etc.

The SG should monitor the task teams' work to judge at what point two further task teams are set up: Bletchley Town Centre (BTT) and Fenny Stratford Centre (FTT). These teams will be used to make the valuable spatial connections of the DTT and ETT work outputs. It is likely they will be helpful before the DTT and ETT complete their work. Otherwise, the SG itself could retain responsibility for making those connections. It should also continue to plan for and deliver on its various engagement activities (as noted in the project plan).

## 4. TIMETABLE

Bletchley & Fenny Stratford Neighbourhood Plan: Project Plan (Basic)																	
14.10.22		2022			2023												
Action	Who	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	
<b>1 Strategic Context &amp; Policy Option Evaluation</b>																	
1.01 Project Inception	SG/OH	X															
1.02 Document Review & Slide Pack	OH																
1.03 Scoping session	SG/OH	X															
1.04 Session report	OH																
1.05 SG review	SG/OH	X															
<b>2 Task Teams</b>																	
2.01 Site investigations	OH/SG																
2.02 SG meetings	SG/OH	X	X	X	X	X											
2.03 Stakeholder engagement	SG/OH																
2.04 Policy idea generation	OH																
2.05 SG review	SG/OH							X									
2.06 Informal consultations	SG																
<b>3 Policy Drafting</b>																	
3.01 SG review	SG/OH								X								
3.02 Draft policy production etc	OH																
3.03 Stakeholder engagement	SG/OH																
3.04 Evidence base improvement	OH																
<b>4 Draft Plan Preparation (Reg 14)</b>																	
4.01 Document production	OH/SG																
4.02 SG review	SG/OH												X				
4.03 BFSTC approval	BFSTC												X				
4.04 Reg 14 consultation period	SG																
<b>5 Critical Review (Reg 15)</b>																	
5.01 Review comments	OH/SG																
5.02 SG review	SG/OH																
5.03 Final document production	OH																
5.04 Draft Basic Conditions Statement	OH																
5.05 Draft Consultation Statement	SG/OH																
5.06 SG review	SG/OH																X
5.07 BFSTC approval	BFSTC																X
5.08 Submission to MKC	BFSTC																X

## 5. NEXT STEPS

- This Note should be published (on the Town Council website for example) and sent to MKC for information – there will be a number of opportunities to discuss progress with them as the work progresses and its help can be secured when necessary (notably as part of tasks 2.03, 2.04, 2.06, 3.03 and 5.01)
- Assign actions based on tasks identified in the Note having set up the task teams and hold a joint 'orientation' session with them both to explain their tasks and to answer queries
- Apply for the technical support packages as soon as possible as these can take some time to secure and complete.

## **Bletchley and Fenny Stratford Town Deal**

### **Update Report**

The most recent full meetings of the Town Deal Board took place on 8 September 2022, and 10 November 2022 (with a short meeting also held on 21 October 2022). The next meeting will be held on 12 December 2022. Agendas and minutes can be found on Milton Keynes City Council's website within the CMIS system using the meeting dates or by consulting the Town Deal website at <https://groundbreakingbletchleyandfenny.co.uk/about/meetings>.

The clerk (or her deputy) has attended all board meetings this year to represent the town council's known policies. Board meetings are not open to the public and in recent months have primarily concerned the sign off and submission to Department of Levelling Up Housing and Communities (DLUHC) business cases for the different projects. At each meeting the board is presented with an overall update on progress with all the 9 projects within the Town Deal Investment Plan via a programme report document and risk assessment. Following review of this specific projects are discussed. A high-level risk assessment is also considered and currently the chief risk to the overall programme is the impact of inflation. The current position is that all business cases have been signed off and submitted save for the Transport Hub and the Innovations Hub and delivery of remaining projects is at different stages.

At the September and November meetings Board members receive updates on the **Redways project**. Planning permission for sections 2 to 4 is expected shortly. Delivery of sections 3 and 4 will be first but there is currently no funding in place to delivery sections 5 to 6.

The **Revolving Development Fund** was reported on in September 2022 and additional information about the background to the acquisition by MKDP of the Brunel Centre was given. It was noted that future decisions on acquisitions would be made by the Town Deal Investment Committee to expedite these and Board members would be communicated with at an appropriate time. The development brief for the former police and fire station site was also introduced. (This has since been considered and supported by the town council.)

At the October 2022 meeting Board members received information about progress with the **Innovations Hub** (to be located on the former police and fire station site). Since then a full feasibility study has been started and a full business case is due to be submitted to DLUHC by end of December 2022 to secure the funding for this project.

Councillors will remember that the Town Deal includes £3.91m for a **Transport Hub/Interchange**. This is a particularly complex project and it has become clear that an interchange with a new eastern entrance to the rail station cannot be realised within the town deal timescales given the lack of certainty over the delivery of the rail station entrance. The Board has agreed to submit a conditional full business case to DLUHC by the end of the 2022.

The **Public Realm Project** was noted at the November 2022 meeting but due to changes in personnel at Milton Keynes Council no update was provided. However the pedestrian environment review system audit has been completed though not published. The findings from this will inform development of a public realm masterplan. Since the board meeting the clerk has met with officers from MKCC to discuss next steps regarding this project and the community engagement which will be required.

The **Tech Park Bletchley Project** is in the delivery stage, the project is expected to go live in Spring/Summer 2023. The **Transformation at Bletchley Park** project is also in delivery with onsite works having begun in July 2022.

**Active marketing of vacant sites by MKCC** is continuing.

Finally, the **Fibre Connectivity** project has paused, City Fibre is unable to move forward with the project as it has reached its total of subsidised work and the Board is now awaiting further information about the government's Project Gigabit programme which starts in 2023.

Councillors are invited to contact the clerk with any questions on this report or any other aspect of the Town Deal.

D Shephard  
Town Clerk  
18 November 2022





<b>Agenda Item</b>	<b>Implementation of new pay scales backdated to 1 April 2022</b>		
Council/Committee	Employment Policy Committee		
Meeting Date	15 November 2022	Report Writer	Delia Shephard
Purpose of report	To notify committee of financial implications of contractual commitments		
Budget Codes and Costs	501 – Staff Costs		
Equality/Inclusion Implications	Equality Act and all employment legislation (Part time employees must be treated in the same way as full-time employees)		
Supporting Documentation (if any)	NJC national pay scales effective from 1 April 2022		

The pay increase for the year beginning 1 April 2022 has been agreed. The pay offer was for a flat rate payment of £1,925 on each scale point with effect from 1 April 2022.

In addition, the National Joint Council (NJC) has agreed that **from 1 April 2023**, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement. This may require, in some organisations, that a local agreement must be reached in order for the extra day to be applied. The NJC's full expectation is that the additional day's leave will be applied for all NJC staff, regardless of existing local arrangements.

The National Agreement Green book will, with effect from 1 April 2023, be amended to read as follows:

*“7.2 Annual Leave*

*With effect from 1 April 2023, the minimum paid annual leave entitlement is twenty-three days with a further three days after five years of service.”*

**Financial Implications:**

The pay award is significantly higher than that estimated when setting the 2022-23 budget. This is mitigated however by the fact that the council has not appointed to the part time caretaker post included in the staff structure for the year.

Financial report with projections for the year is attached.

**Officer Recommendation – None, information only**

2 November 2022

## **E02-22 | 2022-23 NATIONAL SALARY AWARD**

The LGA has notified us they have come to an agreement on the new pay scales for 2022-23 to be implemented from 1 April 2022. Employers are encouraged to implement this pay award as swiftly as possible.

### **“Pay**

Agreement has been reached on rates of pay applicable from 1 April 2022.

Employers are encouraged to implement this pay award as swiftly as possible.

### **Backpay for employees who have left employment since 1 April 2022**

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2022 to the employee’s last day of employment.

When salary arrears are paid to ex-employees who were in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in [section 15 of the HR guide](#) which is available on the [employer resources section](#) of [www.lgpsregs.org](http://www.lgpsregs.org)”

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations are based on the changes agreed by the NJC. These should be retrospectively applied from 1 April 2022.

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## ANNEX 1

SCP	1 April 2021		1 April 2022		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
<b>1</b>	£18,333	£9.53	£20,258	£10.53	Below LC Scale (for staff other than clerks)
<b>2</b>	£18,516	£9.62	£20,441	£10.62	
<b>3</b>	£18,887	£9.82	£20,812	£10.82	
<b>4</b>	£19,264	£10.01	£21,189	£11.01	
<b>5</b>	£19,650	£10.21	£21,575	£11.21	LC1 (5-6) (below substantive range)
<b>6</b>	£20,043	£10.42	£21,968	£11.42	
<b>7</b>	£20,444	£10.63	£22,369	£11.63	LC1 (7-12) (substantive benchmark range)
<b>8</b>	£20,852	£10.84	£22,777	£11.84	
<b>9</b>	£21,269	£11.05	£23,194	£12.06	
<b>10</b>	£21,695	£11.28	£23,620	£12.28	
<b>11</b>	£22,129	£11.50	£24,054	£12.50	
<b>12</b>	£22,571	£11.73	£24,496	£12.73	
<b>13</b>	£23,023	£11.97	£24,948	£12.97	LC1 (13-17) (above substantive range)
<b>14</b>	£23,484	£12.21	£25,409	£13.21	
<b>15</b>	£23,953	£12.45	£25,878	£13.45	
<b>16</b>	£24,432	£12.70	£26,357	£13.70	
<b>17</b>	£24,920	£12.95	£26,845	£13.95	
<b>18</b>	£25,419	£13.21	£27,344	£14.21	LC2 (18-23) (below substantive range)
<b>19</b>	£25,927	£13.48	£27,852	£14.48	
<b>20</b>	£26,446	£13.75	£28,371	£14.75	
<b>21</b>	£26,975	£14.02	£28,900	£15.02	
<b>22</b>	£27,514	£14.30	£29,439	£15.30	
<b>23</b>	£28,226	£14.67	£30,151	£15.67	

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
<b>24</b>	£29,174	£15.16	£31,099	£16.16	LC2 (24-28) (substantive benchmark range)
<b>25</b>	£30,095	£15.64	£32,020	£16.64	
<b>26</b>	£30,984	£16.10	£32,909	£17.10	
<b>27</b>	£31,895	£16.58	£33,820	£17.58	
<b>28</b>	£32,798	£17.05	£34,723	£18.05	
<b>29</b>	£33,486	£17.40	£35,411	£18.40	LC2 (29-32) (above substantive benchmark range)
<b>30</b>	£34,373	£17.87	£36,298	£18.87	
<b>31</b>	£35,336	£18.37	£37,261	£19.37	
<b>32</b>	£36,371	£18.90	£38,296	£19.90	
<b>33</b>	£37,568	£19.53	£39,493	£20.53	LC3 (33-36) (below substantive range)
<b>34</b>	£38,553	£20.04	£40,478	£21.04	
<b>35</b>	£39,571	£20.57	£41,496	£21.57	
<b>36</b>	£40,578	£21.09	£42,503	£22.09	
<b>37</b>	£41,591	£21.62	£43,516	£22.62	LC3 (37-41) (substantive benchmark range)
<b>38</b>	£42,614	£22.15	£44,539	£23.15	
<b>39</b>	£43,570	£22.65	£45,495	£23.65	
<b>40</b>	£44,624	£23.19	£46,549	£24.19	
<b>41</b>	£45,648	£23.73	£47,573	£24.73	
<b>42</b>	£46,662	£24.25	£48,587	£25.25	LC3 (42-45) (above substantive benchmark range)
<b>43</b>	£47,665	£24.77	£49,590	£25.77	
<b>44</b>	£48,857	£25.39	£50,782	£26.39	
<b>45</b>	£50,074	£26.03	£51,999	£27.03	
<b>46</b>	£51,334	£26.68	£53,259	£27.68	LC4 (46-49) (below substantive range)
<b>47</b>	£52,607	£27.34	£54,532	£28.34	
<b>48</b>	£53,768	£27.95	£55,693	£28.95	
<b>49</b>	£55,274	£28.73	£57,199	£29.73	

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
50	£56,658	£29.45	£58,583	£30.45	LC4 (50-54) (substantive benchmark range)
51	£58,070	£30.18	£59,995	£31.18	
52	£60,007	£31.19	£61,932	£32.19	
53	£61,938	£32.19	£63,863	£33.19	
54	£63,878	£33.20	£65,803	£34.20	
55	£65,831	£34.22	£67,756	£35.22	LC4 (55-62) (above substantive benchmark range)
56	£67,759	£35.22	£69,684	£36.22	
57	£69,712	£36.23	£71,637	£37.23	
58	£71,626	£37.23	£73,551	£38.23	
59	£73,441	£38.17	£75,366	£39.17	
60	£75,295	£39.13	£77,220	£40.14	
61	£77,193	£40.12	£79,118	£41.12	
62	£79,144	£41.14	£81,069	£42.14	

#### \* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs. Please also note that NJC have resolved to delete SCP 1 w.e.f. 1st April 2023

01/11/2022

## Bletchley & Fenny Stratford Town Council

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### Invoices Due for Payment by 30 November 2022

#### For Purchase Ledger

#### Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
<b>Auditing Solutions Ltd [AUDITINGSO]</b>									
19/10/2022	A7712		A7712/Auditing Solutions Ltd		16/11/2022	576.00		576.00	
Telephone :01380 850588						<b>Total of Invoices Due (AUDITINGSO)</b>	<b>576.00</b>	<b>0.00</b>	<b>576.00</b>
<b>Eastern Shires Purchasing Organisation [ESPO]</b>									
10/10/2022	6717013		6717013/Eastern Shires Purchas		09/11/2022	33.43		33.43	
Telephone :0116 2657095 orders						<b>Total of Invoices Due (ESPO)</b>	<b>33.43</b>	<b>0.00</b>	<b>33.43</b>
<b>St Frideswides Parochial Church [FRIDESWIDE]</b>									
11/10/2022	WECC028		WECC028/St Frideswides Parochi		11/11/2022	45.00		45.00	
31/10/2022	31/10/22		31/10/22/St Frideswides Paroch		31/10/2022	60.00		60.00	
						<b>Total of Invoices Due (FRIDESWIDE)</b>	<b>105.00</b>	<b>0.00</b>	<b>105.00</b>
<b>Initial Washroom Hygiene [INITIAL]</b>									
23/05/2022	34303651		34303651/Initial Washroom Hygi		23/05/2022	-70.98		0.00	
Telephone :0203 668 5711						<b>Total of Invoices Due (INITIAL)</b>	<b>-70.98</b>	<b>0.00</b>	<b>0.00</b>
<b>MK Council [MKCOUNCIL]</b>									
14/03/2022	69003054722		69003054722 22/23/MK Council		13/04/2022	1,437.00		1,437.00	
14/03/2022	69002910350		69002910350 22/23/MK Council		13/04/2022	495.00		495.00	
Telephone :01908 252502						<b>Total of Invoices Due (MKCOUNCIL)</b>	<b>1,932.00</b>	<b>0.00</b>	<b>1,932.00</b>
<b>NPower</b>									
15/10/2022	IN05031615		IN05031615/NPower		14/11/2022	94.63		94.63	
15/10/2022	IN05031620		IN05031620/NPower		14/11/2022	29.55		29.55	
15/10/2022	IN05031622		IN05031622/NPower		14/11/2022	57.19		57.19	
15/10/2022	IN05031665		IN05031665/NPower		14/11/2022	15.94		15.94	
15/10/2022	IN05056518		IN05056518/NPower		14/11/2022	15.70		15.70	
15/10/2022	IN05031666		IN05031666/NPower		14/11/2022	21.89		21.89	
15/10/2022	IN05031667		IN05031667/NPower		14/11/2022	15.72		15.72	
15/10/2022	IN05031669		IN05031669/NPower		14/11/2022	16.14		16.14	
Telephone :0845 070 9494						<b>Total of Invoices Due (NPOWER)</b>	<b>266.76</b>	<b>0.00</b>	<b>266.76</b>
<b>ORCA</b>									
25/10/2022	25/10/22		25/10/22/ORCA		25/10/2022	33.00		33.00	
						<b>Total of Invoices Due (ORCA)</b>	<b>33.00</b>	<b>0.00</b>	<b>33.00</b>
<b>Pink Ladies Cleaning Services [PINKLADIES]</b>									
30/10/2022	08		08/Pink Ladies Cleaning Services		14/11/2022	322.00		322.00	

## Invoices Due for Payment by 30 November 2022

## For Purchase Ledger

## Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
Telephone :07743214819						Total of Invoices Due (PINKLADIES)	<b>322.00</b>	<b>0.00</b>	<b>322.00</b>
Contact :Kay West									
<b>Bucks Event Medics [RAMSS]</b>									
11/10/2022	INV-3480		INV-3480/Bucks Event Medics		10/11/2022	629.28		629.28	
						Total of Invoices Due (RAMSS)	<b>629.28</b>	<b>0.00</b>	<b>629.28</b>
<b>Securitas Security Serves (UK) Ltd [SECURITAS]</b>									
09/10/2022	S-SIN1333996		S-SIN1333996/Securitas Securit		08/11/2022	43.50		43.50	
						Total of Invoices Due (SECURITAS)	<b>43.50</b>	<b>0.00</b>	<b>43.50</b>
<b>Shred-It</b>									
19/10/2022	9505563569		9505563569/Shred-It		18/11/2022	104.05		104.05	
Telephone :0800 028 1164						Total of Invoices Due (SHRED-IT)	<b>104.05</b>	<b>0.00</b>	<b>104.05</b>
<b>Support Maintenance Service Ltd [SMSLTD]</b>									
19/10/2022	60127		60127/Support Maintenance Serv		18/11/2022	2,358.54		2,358.54	
23/10/2022	60239		60239/Support Maintenance Serv		22/11/2022	151.63		151.63	
Telephone :01908 319494						Total of Invoices Due (SMSLTD)	<b>2,510.17</b>	<b>0.00</b>	<b>2,510.17</b>
<b>The Stage Bus [STAGE]</b>									
06/09/2022	796		796/The Stage Bus		06/09/2022	927.00		927.00	
						Total of Invoices Due (STAGE)	<b>927.00</b>	<b>0.00</b>	<b>927.00</b>
<b>Total Gas &amp; Power Ltd [TOTALGAS]</b>									
09/10/2022	279080972/22		279080972/22/Total Gas & Power		06/11/2022	47.18		47.18	
Telephone :01737 275800						Total of Invoices Due (TOTALGAS)	<b>47.18</b>	<b>0.00</b>	<b>47.18</b>
						Total of Invoices Due (Purchase Ledger)	<b>7,458.39</b>	<b>0.00</b>	<b>7,529.37</b>
						<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>	<b>7,458.39</b>	<b>0.00</b>	<b>7,529.37</b>



## Invoices Due for Payment by 30 November 2022

## For Purchase Ledger

## Pay by Direct Debit

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
<b>ACS Office Solutions [ACS]</b>								
14/09/2022	INV421659		INV421659/ACS Office Solutions		31/10/2022	18.00		0.00
31/10/2022	ON ACC 260		Purchase Ledger DDR Payment		31/10/2022	-1,080.00		0.00
Total of Invoices Due (ACS)						<b>-1,062.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Wave - Anglian Water Business [ANGLIANWAT]</b>								
17/04/2022	10390858		10390858/Wave - Anglian Water		16/05/2022	57.15		0.00
02/05/2022	10450526		10450526/Wave - Anglian Water		24/05/2022	0.43		0.00
02/06/2022	10598515		10598515/Wave - Anglian Water		24/06/2022	35.86		0.00
02/07/2022	10726038		10726038/Wave - Anglian Water		25/07/2022	35.56		0.00
02/08/2022	10843661		10843661/Wave - Anglian Water		24/08/2022	330.40		205.70
02/09/2022	10969417		10969417/Wave - Anglian Water		26/09/2022	83.52		83.52
02/10/2022	11095271		11095271/Wave - Anglian Water		24/10/2022	80.23		80.23
15/10/2022	11151036		11151036/Wave - Anglian Water		03/11/2022	159.40		159.40
18/10/2022	ON ACC 254		Purchase Ledger DDR Payment		18/10/2022	-51.00		0.00
25/10/2022	ON ACC 258		Purchase Ledger DDR Payment		25/10/2022	-48.00		0.00
26/10/2022	ON ACC 259		Purchase Ledger DDR Payment		26/10/2022	-154.70		0.00
Telephone :0345 070 4158 Total of Invoices Due (ANGLIANWAT)						<b>528.85</b>	<b>0.00</b>	<b>528.85</b>
<b>BT Telephone Payment Services Ltd [BT]</b>								
19/10/2022	Q018 56		Q018 56/BT Telephone Payment S		02/11/2022	810.00		810.00
Total of Invoices Due (BT)						<b>810.00</b>	<b>0.00</b>	<b>810.00</b>
<b>Konica Minolta Business Sol. (UK) Ltd [KONICAMIN]</b>								
19/10/2022	1162640520		1162640520/Konica Minolta Busi		18/11/2022	142.66		142.66
Telephone :01268 534444 A/cs Total of Invoices Due (KONICAMIN)						<b>142.66</b>	<b>0.00</b>	<b>142.66</b>
<b>PHS Group plc [PHS]</b>								
01/10/2022	69374536		69374536/PHS Group plc		31/10/2022	21.06		21.06
20/10/2022	69406980		69406980/PHS Group plc		19/11/2022	39.78		39.78
Telephone :029 2085 1000 Total of Invoices Due (PHS)						<b>60.84</b>	<b>0.00</b>	<b>60.84</b>
<b>Trade UK [SCREWFIX]</b>								
14/09/2022	1299591035		1299591035/Trade UK		31/10/2022	23.96		23.96
16/09/2022	1300274891		1300274891/Trade UK		31/10/2022	1.69		1.69
16/09/2022	1300141476		1300141476/Trade UK		31/10/2022	2.59		2.59
20/09/2022	1300702486		1300702486/Trade UK		31/10/2022	7.54		7.54
21/09/2022	1301265993		1301265993/Trade UK		31/10/2022	28.78		28.78
21/09/2022	1301266000		1301266000/Trade UK		31/10/2022	5.98		5.98

## Invoices Due for Payment by 30 November 2022

## For Purchase Ledger

## Pay by Direct Debit

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
10/10/2022	1307268471		1307268471/Trade UK		30/11/2022	17.99		17.99	
24/10/2022	1311504818		1311504818/Trade UK		30/11/2022	32.98		32.98	
Telephone :01908 630213									
						Total of Invoices Due (SCREWFIX)	<b>121.51</b>	<b>0.00</b>	<b>121.51</b>
<b>Vodafone Ltd [VODAFONE]</b>									
11/10/2022	B10-287142140		B10-287142140/Vodafone Ltd		04/11/2022	244.08		244.08	
Telephone :08704 500010									
						Total of Invoices Due (VODAFONE)	<b>244.08</b>	<b>0.00</b>	<b>244.08</b>
						Total of Invoices Due (Purchase Ledger)	<b>845.94</b>	<b>0.00</b>	<b>1,907.94</b>
						<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>	<b>845.94</b>	<b>0.00</b>	<b>1,907.94</b>

Budget Summary August 2022Year Ended 31st March 2023

	<u>2022/23</u>		Variance
	<u>Actual</u>	<u>Budget</u>	
<b>REVENUE EXPENDITURE</b>			
Community Grants	27933	28000	67
Democratic Services	12802	16300	3498
Planters	1040	1500	460
Youth Work	9600	16240	6640
Dog Bins	6749	16000	9251
Senior Youth Club	13499	30450	16951
Spotlight	7661	13390	5729
Bandstand	75	6240	6165
Community Engagement	26428	24556	-1872
Christmas Lights Overhead Exp	2050	31567	29517
Christmas Event	2907	17885	14978
Albert St Toilets	18028	37080	19052
Allotments & Community Orchard	14704	21885	7181
War Memorial	0	609	609
The Chapel	605	2510	1905
Manor Road Lockup	397	508	111
Fenny Stratford Community Centre	17950	35693	17743
Professional Fees	984	8496	7512
Community Infrastructure Fund	0	10000	10000
Community Projects/Services	1430	44540	43110
Well-being	23280	39200	15920
Sycamore House (Office)	10744	19790	9046
Sycamore Hall	11093	40530	29437
Staff Costs	246137	486140	240003
74/76 Queensway/Library	19322	38672	19350
Council Support Services	45525	70399	24874
Rolling Capital Programme Contribution	45000	45000	0
Town Council Vehicle	3776	6212	2436
Neighbourhood Plan	9923	30000	20077
Newton Leys Pavilion	60738	90982	30244
Market	2542	3614	1072
	<u>642922</u>	<u>1233988</u>	<u>591066</u>
<b>INCOME</b>			
Spotlight	7086	4970	-2116
Community Engagement	20063	0	-20063
Precept/Grant	1027883	1027883	0
Albert St Toilets	12950	12950	0
Allotments & Community Orchard	9301	8445	-856
Fenny Stratford Community Centre	22145	31740	9595
Sycamore Hall	330	30000	29670
74/76 Queensway/Library	10000	28000	18000
Council Support Services	5790	500	-5290
Neighbourhood Plan	0	10000	10000
Newton Leys Pavilion	41801	77000	35199
Market	1103	2500	1397
	<u>1158452</u>	<u>1233988</u>	<u>75536</u>
<b>NET REVENUE EXPENDITURE</b>	<u>-515530</u>	<u>0</u>	<u>515530</u>

**ROLLING CAPITAL PROGRAMME**

	<u>2022/23</u>		
	<u>Actual</u>	<u>Budget</u>	<b>Variance</b>
Balance Brought Forward	513138	513138	<b>0</b>
Revenue Contribution	45000	45000	<b>0</b>
Sycamore House	24852	32000	<b>7148</b>
Sycamore Hall	8465	125000	<b>116535</b>
Fenny Stratford Community Centre	5615	0	<b>-5615</b>
Landscaping	0	50000	<b>50000</b>
Sycamore Hall IT	0	16000	<b>16000</b>
Sub Total	38932	223000	
Balance Carried Forward	519206	335138	