




Public Document Pack

Bletchley and Fenny Stratford Town Council

There will be a meeting of the Full Council on Tuesday, 25th April, 2023 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, 17 April 2023

AGENDA

1. Councillors' apologies for absence
2. 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. Minutes of meeting Tuesday, 28 March 2023 of Full Council (Pages 1 - 6)
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

Please be aware that meetings may be recorded including the representations made by members of the public.
5. Draft minutes of recent meetings of committees of the council and to consider any recommendations therein not included on the agenda
 - (i) Draft Minutes of Community Committee 4 April 2023 (Pages 7 - 8)
 - (ii) Draft minutes of Finance and Governance Committee 18 April 2023 (Pages 9 - 12)
6. Changes to the financial regulations as recommended by the Finance and Governance Committee (Pages 13 - 32)
7. Receipt and approval of internal auditor's final report for the financial year 2022 -2023 (Pages 33 - 40)
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*

as recommended by the Finance and Governance Committee

8. To approve the council's annual governance statement and accountability return as recommended by the Finance and Governance Committee (Pages 41 - 46)
9. To note the arrangements for advertising the period during which electors and interested persons may exercise rights relating to the annual accounts (Pages 47 - 48)
10. To note and approve the Town Council's Annual Report for the year 2022- 23 to be presented at the annual meeting of electors on 11 May 2023 (Pages 49 - 76)
11. To review the Town Council's delivery plan for the year 2022-2023 (Pages 77 - 100)
12. To approve the Town Council's delivery plan for the financial year 2023-2024 (Pages 101 - 112)
13. To review the Town Council's new constitution document and associated policies including the scheme of delegations and committee structure (Pages 113 - 148)
14. To approve the Town Council's draft communications action plan for 2023-24 which includes resumption of live streaming of town council and committee meetings (Pages 149 - 152)
15. To consider a proposal to extend the free period of usage of Newton Leys Pavilion by Ping Pong Social at a cost of up to £2,574 (Pages 153 - 154)
16. To note the increase in swimming prices at Bletchley Leisure Centre and the impact this will have on the Town Council's free subsidised swimming scheme (Pages 155 - 162)
17. To review and comment on planning/licensing applications due to be considered by Milton Keynes Council
 - (i) DBI04474 New Premises Licence Application - B2B, Unit 3 Stanier Square, Bletchley, Milton Keynes, MK2 2FY - Sale of alcohol: 4pm - 10.30pm indoors only. Late Night Refreshment and sale of alcohol 11pm - 4am via online/phone deliveries only. (Pages 163 - 166)



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, 28th March, 2023 commencing at 7.30 pm

Present: Cllrs R Graham, Clark, Palmer, G Bedford, S Browne, L Campbell, K Ely, R Haine, E Hume, Hussein, M McDonald, E O'Rourke, Osumili, A Segebrecht, T Stephens and M Wymer

Absent: Cllr S Porter

Apologies: Cllrs E Kelly-Wilson, Elhasoglu, M Imran and A Khanom

In attendance: Delia Shephard (Town Clerk) (Clerk) and John Fairclough (Support Services Manager)

Min Ref

- FC22/23-102 **Councillors' apologies for absence**
It was RESOLVED that the apologies for absence and the absences without apologies listed above be noted. Cllr Hussein had sent apologies for anticipated late arrival and these were also noted.
- FC22/23-103 **Councillors' declarations of interest in matters on the agenda**
Cllr Hume declared an interest in agenda item 11 concerning the deed of surrender of the lease on Bletchley Library due to his role as a Milton Keynes City Councillor and signalled his intention to withdraw from the meeting for this item of business.
- FC22/23-104 **Minutes of meeting Tuesday, 24 January 2023 Full Council**
It was RESOLVED that the draft minutes of the meeting of full council held on Tuesday 24 January 2023 be approved as a correct record of proceedings with one alteration on page 2 minute reference FC22/23-93.ii. The draft included an extraneous line of text in a table of recorded votes saying "Alison Brown No vote recorded." It was RESOLVED that this line of the table be removed.
- FC22/23-105 **Public Speaking**
Two members of the public made oral representations to the council concerning agenda item 12 which was a motion about the Bletchley and Fenny Stratford Town Deal. Both speakers were broadly supportive of the motion and voiced their concerns (and those of fellow residents) about the level of community engagement which had taken place over the life of the Town Deal. Points raised included perceived failure of the Town Deal to comply with its own community engagement plan, dissatisfaction with the amount and accessibility of information provided to the community and disappointment with a recent meeting held locally. In addition speakers stressed the importance of providing information via a non-party political forum and noted residents' reliance on informal social media channels in the absence of information from more official channels.

On behalf of the council the vice-chair thanked both members of the public for their contributions.
- FC22/23-106 **Minutes of recent meetings of committees of the council and recommendations contained therein**



Bletchley and Fenny Stratford Town Council

- FC22/23-106.i **Draft minutes of meeting Tuesday, 7 February 2023 Community Committee**
It was RESOLVED that the draft minutes of the Community Committee meeting held on 7 February 2023 be noted.
- FC22/23-106.ii **Draft minutes of meeting Tuesday, 28 February 2023 Finance and Governance Committee**
It was RESOLVED that the draft minutes of the Finance and Governance Committee meeting held on 28 February 2023 be noted.
- FC22/23-107 **Draft minutes of meeting Tuesday 14 March 2023 Environment and Planning Committee**
It was RESOLVED that the draft minutes of the meeting of the Environment and Planning Committee held on Tuesday 14 March 2023 be noted.

It was further RESOLVED to approve the recommendation of the committee and to adopt the new Biodiversity Policy Statement with immediate effect.
- FC22/23-108 **To review and comment on planning applications due to be considered by Milton Keynes Council**
- FC22/23-108.i **23/00563/CLUE - 60 Laidon Close Bletchley Milton Keynes MK2 3NU - Certificate of lawfulness for existing use as a 4 bedroom House in Multiple Occupation (C4 dwelling)**
The clerk noted that this item had been included on the agenda as HiMOs were not included in officer delegated powers. The application for a certificate of lawfulness referred to a dwelling which was stated to have been operated as a HiMO for over 10 years (ie longer than the maximum enforcement period) therefore no action could be taken unless evidence could be provided showing that this usage is more recent.

Following member discussion it was RESOLVED to make no comments on the application for a certificate of lawfulness.
- FC22/23-109 **Summary financial report showing income and expenditure against budget to 28 February 2023**
(Cllr Campbell left the meeting.)

It was RESOLVED to note the summary report showing income and expenditure against budget.
- FC22/23-110 **List of payments due to be ratified**
(Cllr Campbell rejoined the meeting.)

It was RESOLVED that the list of payments circulated with the agenda be approved.

(Cllr Hussein joined the meeting.)
- FC22/23-111 **Comprehensive asset register as at 22 March 2023**
It was RESOLVED to note the full asset register as at 22 March 2023.
- FC22/23-112 **Funding from MKCC for celebration of the royal coronation in May and allocation of funds**
The clerk advised that correspondence had been received from MKCC offering the town council £1,500 to spend to support events and activities to celebrate the coronation of King Charles III. The funding has been allocated to town and parish



Bletchley and Fenny Stratford Town Council

councils on the basis of high street areas (where many events are likely to take place) and those with multiple community areas. Bletchley and Fenny Stratford fell into the group given the highest level of funding along with Wolverton and Newport Pagnell because of their large town centres/high streets with multiple community areas.

The clerk had provisionally accepted the funding and it was RESOLVED to refer arrangements for the use of this funding to a meeting of the Community Committee on 4 April 2023.

FC22/23-113

Clerk's update report on matters concerning the Bletchley and Fenny Stratford Town Deal

It was RESOLVED to note the Clerk's report on matters concerning the Town Deal along with correspondence received from members of the public.

The clerk advised that arrangements had been made for John Cove, Chair of Bletchley and Fenny Stratford Town Deal Board to attend the annual meeting of Bletchley and Fenny Stratford electors on Thursday 11 May 2023 to update the community on work undertaken so far and future plans.

FC22/23-114

Resolution regarding the former Sainsbury's supermarket site proposed by Cllr Ed Hume and seconded by Cllr Gavin Bedford

Cllr Hume introduced a motion welcoming the acquisition of the former Sainsbury's site by Milton Keynes Development Corporation and discussion followed.

(During discussion Cllr Wymer left the meeting briefly but returned before the discussion was completed and voting took place.)

It was RESOLVED that Bletchley and Fenny Stratford Town Council noted that:

- i the former Sainsburys supermarket had been purchased by Milton Keynes Development Corporation (MKDP) using the revolving fund from the Bletchley and Fenny Stratford Town Deal investment plan
- ii the Brunel Centre and associated landholdings were acquired by MKDP last year

and the council believed that:

- i the combined ownership of these sites by MKDP will unlock opportunities for the development of Bletchley including the opening up of Queensway, new retailers, new businesses, community facilities and a health hub
- ii the development of a transport hub nearby will enable better connections with the town centre and any development on the sites of Sainsburys and the Brunel Centre
- iii the community engagement on Town Deal projects and sites should be informed by an Advisory Working Group supporting the Town Deal Board, and made up of local residents, local businesses, faith representatives, town and parish councillors and other stakeholders that reflect the diverse community of Bletchley and Fenny Stratford.

It was further RESOLVED that the town clerk be asked to send a copy of the resolution above to the Chair and Vice-chair of the town deal board.

FC22/23-115

Progress report on Bletchley and Fenny Stratford Town Council Neighbourhood



Bletchley and Fenny Stratford Town Council

Plan

Cllr Gavin Bedford, chair of the Bletchley and Fenny Stratford Neighbourhood Plan Steering Group gave an oral report on progress with preparation of the Neighbourhood Plan. He noted that two volunteer task teams had been set up an Environment Team working on green and blue infrastructure and a Development Team focusing on the built environment. Cllr Bedford expressed his thanks for the hard work of the volunteers who were giving up their time to gather information and would be helping to shape the emerging policies. The steering group continued to meet monthly and two new members had joined recently: Cllr Ismail Hussein and Mr Patrick Ormonde.

It was RESOLVED to note the report.

FC22/23-116

Update report on Milton Keynes Council's Parishes Forum

Cllr Terry Stephens and the clerk had attended a meeting of MKCC's Parishes Forum on 16 March 2023. Cllr Stephens reported that the meeting included three useful presentations. The first was from Buckinghamshire Fire and Rescue Service. Stuart Grosse provided information about the service which had received 3000 emergency calls in 2022. Out of 43 arsons reported 25 were in Milton Keynes. The force had 300 full time firefighters with 96 on call at any given time. The service had an annual budget of £33.5 million and was working hard to reduce deliberate and secondary fires (eg those caused by fly tipping). During 2022 the heat wave caused considerable pressures with 220 call outs on 19 July and 157 on 12 August alone. In response to questions from Cllr Stephens, Stuart Grosse also talked about fire related problems at the Blue Lagoon and advocated for the planned new Public Space Protection Order, increased signage and ideally the introduction of wardens.

A second presentation concerned the National Energy Foundation's warmth and well being service and provided useful information about how those in fuel poverty could seek help and support. It was estimated that in 2020 3.16 million people in the UK were living in fuel poverty and in 2022 this had risen to 9.1 million.

Finally Jeremy Draper of MKCC had given a brief presentation on the City Council's Carbon Offset Fund which could provide opportunities for the town council in the future.

The clerk noted that once the slides from the presentations had been made available these would be distributed to members.

FC22/23-117

Correspondence from Thames Valley Police concerning review of local policing

It was RESOLVED to note correspondence from Jason Hogg, Deputy Chief Constable of Thames Valley Police including a Partner Feedback Report (February 2023) and a Force Review briefing (March 2023).

FC22/23-118

Deed of surrender on lease of Bletchley Library and to approve expenditure on MKCC's legal fees

(Cllr Hume left the room for discussion and voting on this item.)

It was RESOLVED to approve signature of a formal deed of surrender of the Town Council's lease of premises at Bletchley Library with Milton Keynes City Council.

It was RESOLVED to approve the payment of £545.00 to MKCC in respect of their legal fees including a Land Registration fee of £45.

(Cllr Hume rejoined the meeting.)



Bletchley and Fenny Stratford Town Council

FC22/23-119 **Replacement of town councillor tablets and ongoing remote technical support from Cloudy IT**

Following member feedback at a recent meeting the clerk had been asked to investigate replacement of councillor tablets (purchased in 2019) including provision of larger devices and remote IT support for members. A confidential quotation from the Council's current IT support provider Cloudy IT had been circulated and this had been compared with quotations for direct purchase of upgraded tablets by officers. Discussion followed and differing views were expressed.

It was RESOLVED that an order would be placed with Cloudy IT in the sum of £8,832.00 which included replacement of 18 existing councillor tablets with Lenovo Tab P11 (2nd Gen) ZABL tablets and Lenovo keyboards and a one off fee for set up and configuration of these and a monthly payment for councillor tablet device management of £36.00 per month. This resolution was passed on the proviso that the existing 18 tablets would be used for community engagement purposes or recycled/donated within the community.

FC22/23-120 **Lease on premises at 21 Barton Road**

A confidential solicitor's report on the proposed underlease of premises at 21 Barton Road was noted and members had the opportunity to ask any further questions about the underlease which had already been approved in principle on a previous occasion. It was further noted that a photographic condition report was appended to the underlease.

It was RESOLVED to approve the underlease relating and authorise signature of this and a statutory declaration to exclude the lease from the 1954 Act.

FC22/23-121 **Exclusion of Public**

It was RESOLVED that members of the public and press be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted which could result in legal action.

FC22/23-122 **Confidential property matter**

A confidential report was tabled which concerned arrangements for the execution of a break clause in leased premises in Bletchley and included recommendations for expenditure on dilapidations.

It was RESOLVED to note the report and to approve the recommendations therein.

The meeting closed at 8.50 pm

This page is intentionally left blank



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, 4th April, 2023 commencing at 7.30 pm

Present: Cllrs T Stephens, M Wymer, S Browne and E Kelly-Wilson

Absent: Cllrs L Campbell, R Graham and A Khanom

Apologies: Cllrs Clark, Palmer and Elhasoglu

In attendance: John Fairclough (Clerk) and Davina Pancholi-Ifould (Community Events Officer)

Min Ref

CC23/24-1 **Councillors' apologies for absence**

It was RESOLVED to note the apologies as listed above.

CC23/24-2 **Councillors' declarations of interest in matters on the agenda**

No declarations of interest were made.

CC23/24-3 **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.

CC23/24-4 **Public Speaking Time**

There were no representations from members of the public.

CC23/24-5 **Grant application in the sum of £1000 from the Stony Stratford Lions Club**

A representative from the Stony Stratford Lions Club was unavailable to attend to answer questions from members. However, it was RESOLVED that a grant of £1000 would be awarded towards the Coronation event.

CC23/24-6 **Grant application in the sum of £5750 from Fenny Poppers**

A representative from Fenny Poppers addressed the Council to share plans for the 2023 event and answered questions from members.

It was RESOLVED that a sum of £5,750 be awarded towards the event.

CC23/24-7 **Arrangements for events and activities to celebrate the coronation of HM King Charles III and allocation of funding provided by Milton Keynes City Council**



Bletchley and Fenny Stratford Town Council

It was RESOLVED that the Local of Lakes Resident Association with support from Leon and Central Bletchley Residents Association would organise an event to celebrate the Kings Coronation.

The event was proposed to take place on 6 May 2023 on Stanier Square, Queensway in Bletchley. A community grant application would need to be made to the town council for funding that will enable the event to go ahead.

CC23/24-8

March 2023 market and upcoming Town Council events

The community events and support services officer shared a report on the market held in March on Stanier Square, Queensway along with the 2023 event programme.

The market attracted a strong footfall for the town centre with a selection of food and craft stalls on offer. Plans are now underway for the second year of The Bletchley Big Eat which takes place on 29 July 2023.

CC23/24-9

Vegan market

The community events and support services officer shared a report on the next vegan market on 20 May 2023. The vegan market will be charged a fee by the town council to run the market to cover costs that are incurred when these events are held in the area.

CC23/24-10

Award of funding in the sum of £9757 from the National Lottery Community Fund to support Bletchley Big Street Eat

It was RESOLVED to note the award of funding from the National Lottery Community Fund to support the Bletchley Big Street Eat 2023.

The meeting closed at 8.26 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 Sports Hall - Newton Leys Pavilion on Tuesday, 18th April, 2023 commencing at 7.30 pm

Present: Cllrs S Browne, K Ely, R Haine, E Kelly-Wilson, M McDonald and M Wymer

Apologies: Cllrs R Graham, E O'Rourke and A Segebrecht

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

Min Ref

- FC23/24-1 **To note apologies for absence**
It was RESOLVED to note the apologies listed above.
- FC23/24-2 **To note councillors' declarations of interest in matters on the agenda**
Cllr Wymer declared an interest in agenda item 16 which concerned a grant application made by Locals of the Lakes Residents' Association of which she was chair and advised that she would leave the meeting for discussion and voting on this item.
- FC23/24-3 **To approve the draft minutes of the previous meeting of the committee**
It was RESOLVED that the draft minutes of the previous meeting on 28 February 2023 be approved as a correct record.
- FC23/24-4 **Public Speaking Time**
There were no representations from members of the public.
- FC23/24-5 **To review and comment on any planning applications due for review by Milton Keynes City Council**
There were no applications for consideration.
- FC23/24-6 **To note applications due to be considered by MKCC for trading licenses**
- FC23/24-6i **Licensing application 165863 Home Bargains, Beacon Retail Park MK1 1BN**
It was RESOLVED to make no comments on the licensing application.
- FC23/24-6ii **Street Trading Consent Renewal - Caz Bar. Days and Hours applied for: Mon – Fri 07:00 – 14:00 (Current: Mon – Sat 07:00 - 14:00)**
It was RESOLVED to make no comments on the licensing renewal.
- FC23/24-7 **To review and note a financial management information report showing income and expenditure against budget for the year to 31 March 2023**
The RFO reported that, for the financial year ending 31 March 2023, the council was reporting an underspend of £22,243, which would be transferred to general reserves.

It was RESOLVED that the report be noted.

The clerk informed members that for the financial year ending 31 March 2024, financial management information reports would be prepared on a committee basis and financial reports will be provided at each committee meeting whilst the full income



Bletchley and Fenny Stratford Town Council

and expenditure against budget would continue to be reported to the Finance and Governance Committee and Full Council.

FC23/24-8

To review and note cash and investment reconciliations to 31 March 2023

It was RESOLVED that the cash and investment reconciliations be noted.

FC23/24-9

To review and note the council's balance sheet as at 31 March 2023

It was RESOLVED that the balance sheet to 31 March 2023 be noted.

It was RESOLVED that the list of individual transactions over £500 for the period be noted.

FC23/24-10

To ratify a list of payments made or due to be made to 30 April 2023

It was RESOLVED that the list of payments made or due to be made which had been published with the agenda be ratified.

FC23/24-11

To receive a premises report and consider any recommendations therein

The clerk gave an oral report to members providing information on three areas;

- i Lease of premises at 74/76 Queensway – all required dilapidation works identified in the council's surveyor report had been completed to order that the break clause in the lease could be actioned on 7 April 2023 and confirmed that the building had been handed back to the landlord with vacant possession on 6 April 2023. A summary of dilapidations costs which had been approved in the usual way was tabled. The Town Council's solicitors would be taking steps to remove the registration lease from the Land Registry as soon as practical.
- ii Sycamore Hall – the further bat surveys would start in the first week of May 2023 and take place over a period of 6 – 8 weeks.
- iii 21 Barton Road – the lease for the landscaping depot is complete and ready for signing by members as previously approved by council. It was anticipated that the council would enter the premises within the next 4 weeks which would permit storage of council vehicles at the depot and preparation of the premises for use as the landscaping depot. It was noted that some additional costs would be incurred eg to install bollards at the depot to manage potential parking issues and these would be authorised and reported in the usual way.

Following discussion and questions councillors noted the exceptional work of the staff team on property matters during March which had involved considerable unpaid overtime. It was RESOLVED to recommend to the Employment Policy Committee that staff be compensated by way of an additional day's annual leave.

FC23/24-12

To review financial regulations and scheme of delegations

The RFO detailed the amendments to the financial regulations for the 2023/24 financial year, as detailed below;

Item 6.14 – updated to reflect the change to the single transaction limit approved in minute FC22/23-75. The item will now read as follows,

Any Debit Card issued for use will be specifically restricted to the Clerk [and will also be restricted to a single transaction maximum value of £1,500 unless authorised by council or finance committee in writing before any order is placed. On-line purchases for software that are in excess of £1,500, delegated officer powers should be used (RFO or Proper



Bletchley and Fenny Stratford Town Council

Officer) in consultation with the Chair and Vice-Chair of Finance and Governance whose approval would be sought in advance.

Item 6.16 a – the current petty cash float is £250, however, on the basis that the local NatWest branch is closing in June 2023, the RFO would like the limit increased to £500. The item will now read as follows,

The RFO shall maintain a petty cash float of £500 for the purpose of defraying operational and other expenses.

It was RESOLVED to recommend to full council that the draft Financial Regulations 2023 be formally approved on 25 April 2023.

Review of the scheme of delegation was withdrawn from consideration at this meeting and would be reviewed at full council.

FC23/24-13

To review the council's 2022-2023 delivery plan and to make recommendations to officers regarding preparation of the 2023-2024 delivery plan

Members reviewed the council's delivery plan for 2022/23 and it was RESOLVED to recommend this to full council on 25 April 2023 for approval.

Discussion followed on preparing the delivery plan for 2023/24, members felt that the current format provided a large quantity of information. It was RESOLVED that the new delivery plan would be split into plan into two separate plans one for specific projects/actions and an internal plan for "business as usual". The projects and actions delivery plan would be published and would continue to be reviewed at each Finance and Governance Committee. The "business as usual" plan would be managed internally by officers and made available internally as required.

FC23/24-14

To review the final internal audit report for 2022/23

It was RESOLVED to vary the order of the agenda and deal with the internal audit report next. Members reviewed a final internal audit report for the year 2022-23 completed on behalf of the Town Council by Auditing Solutions dated 12 April 2023. There were no matters brought to the attention of the Town Council. Discussion followed and the committee congratulated officers on their work

It was RESOLVED to recommend to full council that the report be formally approved on 25 April 2023.

FC23/24-15

To approve the Annual Governance and Accountability Return 2022/23

Members reviewed the Annual Governance and Accountability Return for the 2022/23 financial year. The clerk reminded members that the review not only relates to the financial data, but also to their responsibility to ensure a sound system of financial control as indicated by their agreement on page 4 of the governance statement.

It was RESOLVED to recommend to full council that the AGAR be formally approved on 25 April 2023.



Bletchley and Fenny Stratford Town Council

FC23/24-16

To approve a community grant to Locals of the Lakes to provide a coronation event

(Cllr Wymer left the meeting prior to any discussion of this item of business in which she had an interest.)

Members discussed a grant application from the Locals of the Lakes Residents Association to provide a Coronation Strawberry Fayre for the community, as part of The Big Lunch, on the 8 May 2023. The event would be supported by the Town Council and Leon Residents Association.

It was RESOLVED that a sum of £6,500.00 be awarded to enable the event to be organised. A sum of £5,500.00 to be taken from the coronation budget and the remaining £1000.00 to be taken from the community grants budget.

(Cllr Wymer returned to the meeting after the item was concluded.)

The meeting closed at 8.11 pm



BLETCHLEY & FENNY STRATFORD TOWN COUNCIL

FINANCIAL REGULATIONS 2023

Adopted

25 April 2023

INDEX

1. GENERAL.....	3
2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)	6
3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING	7
4. BUDGETARY CONTROL AND AUTHORITY TO SPEND	8
5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	9
6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS	10
7. PAYMENT OF SALARIES	12
8. LOANS AND INVESTMENTS	13
9. INCOME	14
10. ORDERS FOR WORK, GOODS AND SERVICES	15
11. CONTRACTS.....	15
12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)	17
13. STORES AND EQUIPMENT	17
14. ASSETS, PROPERTIES AND ESTATES.....	18
15. INSURANCE.....	18
16. RISK MANAGEMENT	19
17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS.....	19

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Finance Manager has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

¹ Standing Orders for Bletchley and Fenny Stratford Town Council 2023 are contained in a separate document available on our website

- determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference. In other words salaries of employees may be delegated to a nominated committee.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Smaller Authorities in England A Practitioners' Guide to Proper Practices to be applied to the preparation of statutory annual accounts and governance statements* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or

- direct the activities of any council employee, except to the extent those such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors unless this correspondence is purely an administrative matter (eg confirms receipt of information).

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee (if any) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the finance committee not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committees and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £20,000;
 - a duly delegated committee of the council for items over £3,000; or
 - the Clerk, for any items below £3,000 for routine expenditure (and £5,000 for emergency expenditure see below).

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement'). The Clerk is authorised to vire monies within budgets to a maximum of £2,000.
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in December for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the finance committee. The finance committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Finance Committee meeting.
- 5.5. The Clerk shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk /RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee;

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or
 - c) fund transfers within the councils banking arrangements up to the sum of £50,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council ,or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk /RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by internet bank transfer or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or a duly delegated committee. Evidence should be retained showing which members approved the payment. A member who is a bank signatory, having a connection by virtue of

family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two member[s] of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil if relevant.
- 6.6. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.7. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.8. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.9. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.10. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.11. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

- 6.12. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.13. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and a Member. A programme of regular checks of standing data with suppliers will be followed.
- 6.14. Any Debit Card issued for use will be specifically restricted to the Clerk [and will also be restricted to a single transaction maximum value of £1,500 unless authorised by council or finance committee in writing before any order is placed. On-line purchases for software that are in excess of £1,500, delegated officer powers should be used (RFO or Proper Officer) in consultation with the Chair and Vice-Chair of Finance and Governance whose approval would be sought in advance.
- 6.15. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any authorised employee and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.16. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
 - a) The RFO shall maintain a petty cash float of £500 for the purpose of defraying operational and other expenses.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and

on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee. Changes to monthly payments following payment of authorised overtime and the like are to be authorised by the Clerk.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council and/or the relevant committee acting under delegated powers.
- 7.8. Before employing interim staff the council must consider a full business case. This may then be considered and approved by either a Committee or the Clerk in conjunction with the Chair or Vice-chair of the Council.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be

subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person

is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The Clerk shall verify the lawful nature of any proposed purchase before the issue of any order.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds specified by the Office of Government Commerce is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement)².
 - c. Where the value of a contract is likely to exceed the threshold specified by the Office of Governments Commerce , the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Regulations 2016 apply to the contract and, if either of those regulations apply, the Council must comply with procurement rules When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
 - d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare 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. 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.
 - e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
 - f. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18d, and shall refer to the terms of the Bribery Act 2010.
 - g. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

² Thresholds currently applicable are:

Public supply and public service contracts £213,477 (inclusive of VAT)

Public works contracts £5,336,937 (inclusive of VAT)

- h. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- i. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The Clerk and other employees shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

16. RISK MANAGEMENT

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

This page is intentionally left blank



Bletchley & Fenny Stratford Town Council

Internal Audit Report 2022-23: Final

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Bletchley & Fenny Stratford Town Council since 2013.

This report sets out the work undertaken in relation to the 2022-23 financial year which was completed by the 20th October 2022 and 12th April 2023. We have again undertaken our initial reviews for the year remotely: we wish to thank the Clerk and the Finance Officer in assisting the process, providing all necessary documentation in electronic format to facilitate completion of our review for the year to date. We have examined various aspects of the Council management and administration and a sample of payments ensuring governance and financial controls remain effective.

Internal Audit Approach

In undertaking our reviews for the financial year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

No significant issues have been identified during the course of the review and we are able to conclude that, in the areas examined, effective systems of financial control continue to operate and help to ensure that transactions will be reflected accurately in the year-end Annual Governance and Accountability Return for 2022-23.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Checked and agreed the opening Trial Balance for 2022-23 to the closing Financial Statements for 2021-22 to ensure that all the detailed balances have been accurately rolled forward;
- Ensured that the coding structure is appropriate for purpose and provides appropriate detail to assist in the preparation of the Council's year-end Annual Return;
- Checked and agreed transactions in the Council's Unity Bank Current and Deposit account cashbooks to the relevant bank statements for April and September 2022 and March 2023;
- Checked and agreed all transactions, comprising inter account transfers and other sundry receipts and payments on the Unity Trust bank account cashbooks to the relevant bank statements for the year to date; and
- Checked detail on the bank reconciliations and nominal ledgers for the Current & Deposit accounts as at April and September 2022 and March 2023 to ensure that no long-standing uncleared cheques or other anomalous entries exist.

Conclusions

We are pleased to report that no significant issues have been identified in this area.

Review of Corporate Governance

Our objective here is to ensure that the Council has robust corporate governance documentation and processes in place; that Council and Committee (where appropriate) meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Noted previously that the Standing Orders and Finance Regulations were reviewed and re-adopted by the Council in May 2022 and 2021 respectively; and
- Examined the Council's minutes for the current year to date to determine whether or not any issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability.

Conclusions

We are pleased to report that no significant issues have been identified in this area.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed;
- All payments have been reported to Council; and
- VAT has been appropriately identified and continues to be reclaimed quarterly.

We have selected a sample of payments for examination to ensure compliance with the above criteria from the Current Account cashbook transactions, excluding salary related payments, irrespective of value processed in the year to March 2023.

We are pleased to note that members are provided routinely with and approve a schedule of payments, including detail of petrol card purchases and Direct Debits, together with monthly bank reconciliation detail, also that the Council's cheque signatories sign the schedule of cheques presented for payment as confirmation that they have reviewed and agreed the content to the supporting invoices, etc.

Finally, in this area, we have examined the content of the VAT reclaims submitted to HMRC for the year to March 2023 agreeing the returns to the underlying control account detail.

Conclusions

We are pleased to record that no significant issues have been identified in this area of review.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks identified in order to minimise the opportunity for their coming to fruition.

- We note that the Financial Risk Assessment programme was reviewed and adopted by the Council in September 2021 and will again be formally approved for this financial year;
- We also note that the Council has contracted with Ellis Whittam as a provider for both Health & Safety and Human Resources support.; and
- We have examined the current year's insurance with the Zurich noting that Employer's and Public Liability cover are each in place at £10 million, with Fidelity Guarantee cover at £2 million.

Conclusions

No issues have arisen in this area warranting formal comment or recommendation with appropriate insurance cover in place.

Precept Determination and Budget Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on Milton Keynes Council, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We note that the Council, at its 24th January 2023 meeting, approved a precept of £1,109,705.31.

We are also pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

No issues have been identified in this area warranting formal comment or recommendation.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources, to ensure that the income is invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies due to the Council. We have;

- At this interim review, we have reviewed the cash book and nominal ledger entries in respect of the market;
- Reviewed the collection of rentals, the management controls and the subsequent banking of fees;
- Also noted that members had reviewed the fees and the method of calculation for the market for 2021-22 and will again review them for 2022-23; and
- Ensured that the ledger controls are operating satisfactorily.

Conclusions

There are no issues arising from our examination of the operational controls and reviews undertaken in this area. No matters have arisen in this area of our review for the year.

Petty Cash Account

We note that the Council continues to operate a limited petty cash account in the administration office and at Spotlight.

We note that a payment card is now being used and we have completed a sample check of the cash book entries. We have also checked a sample of the petrol card payments through the cashbook.

We have not physically checked the cash but have reviewed the holding from the information that we have been provided and we consider that it continues to operate effectively. As we are working remotely, we suggest that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. This should be minuted accordingly.

Conclusions

No matters arise in this area warranting formal comment or recommendation.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2021 in relation to employee percentage bandings; we have

- Ensured that the Council reviews and approves pay scales for staff annually;
- Agreed the gross salary payment to each individual on the payroll as compiled by Payroll Options for September 2022 by reference to the Council's approved pay scales. Also verifying that the net payments corresponded to the salary return settlement statement for the month; and
- Checked to ensure that the correct Tax codes, National Insurance tables and LGPS salary banding pension rates have been accurately applied and that the deductions arising therefrom have been paid over to the respective agencies in a timely manner.
- Noted the revised 2022-23 NJC pay scales which had been implemented in accordance with the council's contractual obligations. Back pay due from 1 April 2022 had been included in the November payroll.

Conclusions

No significant matters arise warranting formal comment or recommendation.

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Council's Asset Register, noting that it has been prepared using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

Conclusion

No issues require formal comment or recommendation.

Investments and Loans

The Council has no investments requiring separate disclosure, any “surplus” funds being held are deposit accounts with Unity Trust Bank: we have, as noted above, verified detail of transactions for the year to date from bank statements to the cash books. We have also reviewed the deposit held with the CCLA.

The Council has no loans in place, either repayable by or to it.

Conclusions

No matters arise in this area of our review for the year.

Annual Governance and Accountability Return

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council’s financial affairs.

We have examined the Council’s procedures in relation to the preparation of the year-end detailed Annual Governance and Accountability Return data, also reviewing the arrangements for the identification of year-end debtors and creditors with no issues arising.

Conclusions

No issues have arisen in this review area and, on the basis of work undertaken during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.

This page is intentionally left blank

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

Bletchley and Fenny Stratford Town Council

www.bletchleyfennystratford-tc.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

20/10/2022 12/04/2023

Name of person who carried out the internal audit

Abram SHEPHERD-ROBERTS

Signature of person who carried out the internal audit



Date

12/04/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Bletchley and Fenny Stratford Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.bletchleyfennystratford-tc.gov.uk

Section 2 – Accounting Statements 2022/23 for

Bletchley and Fenny Stratford Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	1,615,654	1,277,168	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	732,147	963,259	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	325,455	289,451	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	335,033	434,787	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,061,055	850,609	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,277,168	1,244,482	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,348,118	1,371,970	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	689,200	707,774	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0		The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Alan M Braun

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Bletchley and Fenny Stratford Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Bletchley and Fenny Stratford Town Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. Date of announcement 25 April 2023

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:

Delia Shephard (Town Clerk)
Sycamore House
Drayton Road
Bletchley MK2 3RR
01908 639469 clerk@bletchleyfennystratford-tc.gov.uk

commencing on **Monday 12 June 2023**

and ending on **Friday 23 July 2023**

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)
15 Westferry Circus
Canary Wharf
London E14 4HD
(sba@pkf-l.com)

5. This announcement is made by (e) Alison Brown RFO

This page is intentionally left blank

Annual Report 2022-2023



www.bletchleyfennystratford-tc.gov.uk

Table of Contents

Chair's Foreword	Page 2
Planning and Development	Page 3
Community Grant Recipients	Page 4
Pride Awards 2022	Page 6
Town Council Highlights 2022-2023	Page 7
Core Services	Page 19
Council Governance	Page 20
Councillor Wards and Committees	Page 21
Strategic Priorities and Policies	Page 22
Council Finances	Page 23
Councillor Attendance	Page 25
Councillor Contact Details	Page 26

Chair's Foreword

Awaiting foreword copy from Ethan.



E Kelly-Wilson

Cllr Ethaniel Kelly-Wilson
Chair of Bletchley and Fenny Stratford Town Council
April 2023

Planning and Development



Update from Gavin Bedford,
Chair of the Bletchley and Fenny Stratford Neighbourhood Plan Steering Group

I am delighted to say that we have continued to make real progress with the Bletchley and Fenny Stratford Neighbourhood Plan over the last year. When completed, the plan will be a document that will outline our community's shared vision for the development and growth of our local area.

The last twelve months have seen the steering group continue to build upon the public consultation from the year before. We held a series of workshops to expand upon the priorities identified in our online survey, helping to set the main focus of the future plan. These workshops were very successful and I would like to thank everyone who attended.

With the help of our newly appointed planning consultants, O'Neill Homer, we have recently launched our two task forces. These are made up of local volunteers who will help gather evidence to support the policies in the plan. This is a very important part of the process and I am excited to see the teams' progress. We are very grateful to these volunteers for their time and efforts.

There are still plenty of opportunities to get involved, and the steering group would welcome the input of as many local people as possible in the development of the plan. If there is a local issue important to you, let us know on our interactive map that can be accessed at our website: <https://bfsnpfeedback.commonplace.is/>

We are also open to new members of our steering group. This is composed of local people and businesses set up to steer the preparation of the plan and to seek the views of local people.

For more information on joining the group or the neighbourhood plan in general, please visit www.bfsnp.org.uk, email info@bfsnp.org.uk, or call 01908 649 469.

The neighbourhood plan gives our community the once in a generation opportunity to have our say in how our local area should look and feel. I hope you can help in this by either taking part in future public consultations or joining the steering group.



Community Grant Recipients

April 2022 - March 2023

A quote from Milton Keynes Hospital NHS Foundation Trust on receiving a community grant:

'We are really pleased to announce that we have recently been awarded £1,000 from Bletchley and Fenny Stratford Town Council as a contribution towards the refurbishment of the Family Room for the Neonatal Unit. We have been seeking funding to make the room more comfortable for those parents and relatives of very unwell new-born babies who are often, sadly, fighting for their lives. A comfortable, inviting space – although not essential – can make a huge difference for those processing difficult news, or needing to step away from the ward to rest and reset.

Amy Sharp, Trust Fundraiser at Milton Keynes Hospital Charity said: 'The aim of this project is to turn the space from a bland, uncomfortable room into somewhere that offers a space to reflect, a chance to have a much-needed rest, and a calming space to quietly process. We want to provide a home away from home, for those that spend hours in the ward. This donation, alongside a donation from the Stephen Searle Remembrance Fund, will enable us to support this very worthwhile development.'



A quote from Friends of Bletchley Station on receiving a community grant:

'Thank you for all your advice and assistance in facilitating our recent bids for funds for our projects to help make Bletchley Station a more attractive, inviting and interesting place. As you can imagine, the group are delighted that our bid to your council for the projects on 'Greening the station' and our presence on Media Platforms (forgive the pun!) as adding value to the life and community of Bletchley and Fenny Stratford was successful.'

A quote from Milton Keynes Irish Welfare Support Group:

'We were delighted to have received funding from B&FS Town Council to help us put on an event for newly arrived Ukrainian refugee to welcome them into the local community. The event was a huge success with around 200 enjoying a fun day for these people who had gone through so much.'



Community Grant Recipients



A quote from Anouar Kassim MBE, Founder-Director, Milton Keynes Islamic Arts and Culture:

'The funding from Bletchley & Fenny Stratford Town Council Grant allowed Milton Keynes Art and Culture (MKIAC) to fund a set of art workshops for students that contributed to The City of Codes + Light festival and the MK City status celebration in October 2022. The workshops were led by renowned artists, Aphra Shemza and Maryam Smit, they recycled plastic into geometric-shaped tiles which were then fashioned into a light installation. It was displayed at MK Library for all to see. The workshops prompted conversations around environmental challenges and included art, science and technology. They allowed young people to play an active role in the solution towards the climate emergency and to raise awareness, using the festival audience as a platform. The grant helped MKIAC highlight and utilise young people's entrepreneurial, creative, and critical skills in this parish.'

The town council supports a range of initiatives and projects in our area through our community grants scheme. Below are grant recipients from the last year:

Fenny Festival Community Group - Fenny Poppers Festival	£5,500
Milton Keynes Islamic Arts and Culture	£4,000
Residents' Associations for Platinum Jubilee Bletchley Big Lunch	£4,000
Milton Keynes Irish Welfare Support Group	£500
Fenny Stratford Canal Festival	£343
Ride High	£1,800
Friends of Bletchley Station	£700
Milton Keynes Hospital NHS Foundation Trust	£1,000
MK Bangladeshi Association	£940
St Joseph's Community Litter Pick Newton Leys	£463
Spectrum Community Arts	£2,383.50

PRIDE of Bletchley and Fenny Stratford Community Awards



In 2022, Bletchley and Fenny Stratford Town Council launched a new community awards scheme. There were awards in the following categories:

- Culture Award – for those people who have made a contribution to artistic or cultural projects
- Sport Award – for those people who have made a significant contribution to sport
- Customer Service Award – for those people with businesses in Bletchley and Fenny Stratford who offer the best customer service
- Volunteer or Charity Award – for those people who work incredibly hard for the community with little recognition – nominations need not be for volunteering only
- Young Volunteer or Charity (under 21) – this is for young people who deserve recognition for volunteering regularly or have raised money for charity
- Lifetime Achievement Award – for those people who have gone that extra mile during their life
- Best Allotment Plot – An overall winner, and a winner per site

This was the first year of the PRIDE of Bletchley and Fenny Stratford Community Awards. Over 30 nominations were received across all award categories. The judges were hugely impressed by the dedication and hard work of the nominees to our area and local community. This was a very competitive year and the judging panel's scores were very close. The awards were presented at the Bletchley Big Street Eat in July 2022 and at the Fenny Poppers Festival in August 2022.

Congratulations to all winners:

- Culture Award Winner: Lulu McCoy
- Sport Award Winner: Bletchley and District Swim Club and Highly Commended: Geoff Aldridge
- Lifetime Achievement Award Joint Winners: Alan Pearce and Ken Mott
- Customer Service Award Winner: Café Mediterraneo and Highly Commended: Emporium MK
- Volunteer or Charity Award Winner: Sarah Evans and Highly Commended: Bletchley Green Gym
- Young Volunteer Award Winner: Megan Webb and Highly Commended: Carrie's Clean Up Crew
- Best Allotment Awards Manor Fields: Mosiewicz Wojciech, Larch Grove: Michelle Logan, Newton Leys: Mark Fishwick, Orchardside: Natalie Forrest

Highlights from 2022-2023

April 2022

Community Litter Picks

Thank you and well done to everyone who took part in our Community Litter Picks. Please remember to take any rubbish back home with you or bin it. Tiny wrappers and bottle caps all add up to huge amounts of waste. Littering causes so much harm to our local environment and wildlife so we must all do what we can to look after our local area.



Easter Egg Hunt in Queensway

The town council held its first Queensway Easter Egg Hunt on Saturday 16 April. This fun free to attend event for children included a Easter egg trail along the high street.



MKPA Easter Play Sessions

Funded by the town council, MKPA Easter Play sessions returned to our area on the Lakes Estate, Leon Rec and Newton Leys. 159 children in total attended the six MKPA Easter Play sessions.



May 2022

Local Elections

Elections for two additional councillors for Newton Leys and an additional councillor for the new Manor North and Eaton Leys ward took place on 5 May 2022.

Cllr Stuart Clark was elected a councillor for Manor North and Eaton Leys Ward. No candidates were nominated for the two vacancies on Newton Leys ward and were later filled by way of co-option.



Annual Meeting of Electors

The Annual Meeting of Electors took place on Thursday 12 May at Fenny Stratford Community Centre. The meeting included the presentation of the Annual Report, accounts and reports from Milton Keynes City Council ward members, Thames Valley Police and Community Grant Recipients.

June 2022

Platinum Jubilee Bletchley Big Lunch

Everyone had a fantastic time at the Bletchley Big Lunch to celebrate Her Majesty Queen Elizabeth II's Platinum Jubilee. A big thank you and well done to everyone involved, especially to the local Residents Associations of Leon and Central Bletchley, Locals of the Lakes, Water Eaton and Fenny Stratford Community Association who worked together to organise this great event. The Residents Associations received grants from Bletchley and Fenny Stratford Town Council and Milton Keynes City Council for this event. Officers also attended to help support the event and provide resources on the day.





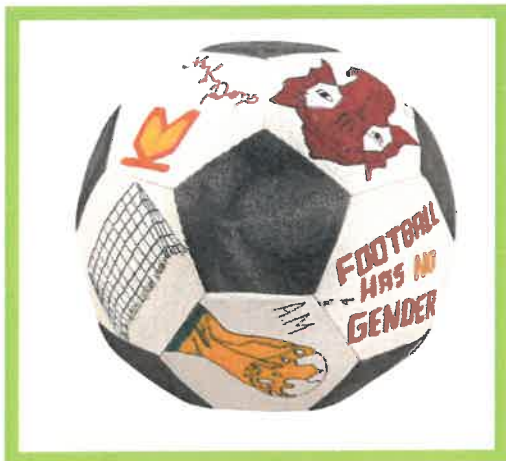
Bletchley Food and Craft Market

The town council have been organising this quarterly market since March 2022 and are now welcoming over 40 stalls of local artisan makers and crafters alongside delicious bakers and food stalls.

The market fills Stanier Square, bringing wares from all over Milton Keynes and beyond. The town council is committed to bringing more public events to the area and have been growing a catalogue of local events for the local community to enjoy. Hosting these markets, alongside our events programme, is part of our larger initiative to help promote and support our town centre going forward.

July 2022

Public Art Legacy Commission Inspired by UEFA Women's Euros 2022



Working in partnership with Milton Keynes City Council and in association with West Bletchley Parish Council, we began the tender process looking to appoint an innovative creative practice to create and deliver a new public art commission. This project would build upon the aims, objectives and vision of the UEFA Women's Euros 2022 Cultural Programme and deliver to Ground-breaking Bletchley and Fenny – the Bletchley and Fenny Town Deal.

Local artist Ciara Callaghan was appointed to deliver the Legacy Public Art Commission which went live in March 2023 (read more about the opening on page 18). Ciara developed a creative programme based in Queensway with opportunities for everyone to get involved.

July continued to be a busy month with the one year anniversary of Electra. The town council contributed to the set-up costs for the Electra project and this grant has also supported further development of the Community Boat, including its activity and events programme which continues to benefit groups and communities within our area. The town council also continued its ongoing partnership with the Waterway Trust.

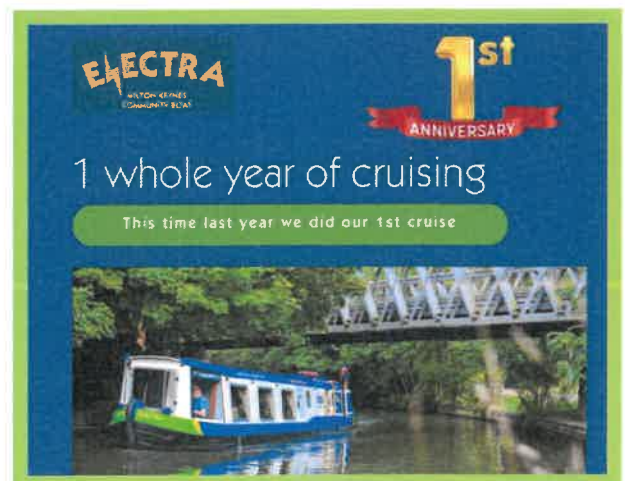


Photo credit: Gill Prince Photography

July 2022

Bletchley Big Street Eat

Free to attend, the town council's first Bletchley Big Street Eat brought the carnival vibe to Queensway on Saturday 30 July. It was a huge celebration of art, culture, music, food and entertainment that everyone fully immersed themselves in. The event's highlights video can be watched on our Facebook Page and on our YouTube Channel.



New councillor

Councillor Shay Elhasoglu joined the town council in July 2022 representing Queensway and Denbigh North ward.

Summer MKPA Play Sessions

Funded by the town council, MKPA Summer Play Sessions returned across our area over the summer holidays.



August 2022

Fenny Poppers

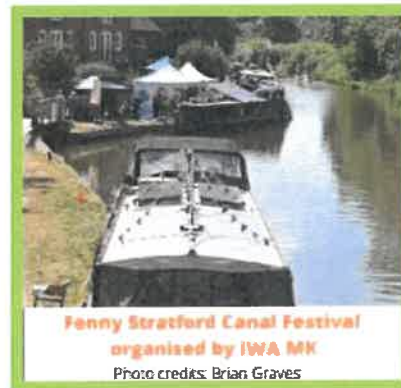
Fenny Poppers Festival returned on 14 August in Aylesbury Street organised by the Fenny Festival Community Group.

The town council supported the Fenny Poppers Festival 2022 with a community grant and by attending the festival with a stall on the day.



Fenny Stratford Canal Festival

Organised by the IWA MK, the annual Fenny Stratford Canal Festival was held on 6-7 August. This event received a community grant from the town council. The Canal Festival featured a range of stalls and a visit from Electra Community Boat.



Storytelling Session at Bletchley Library

At the end of August, the town council funded a Summer Storytelling session at Bletchley Library which was run by Theatre of Widdershins and featured two tales: 'The Hare and the Hedgehog' and 'The Three Wishes'.



September 2022

Bletchley Food and Craft Market

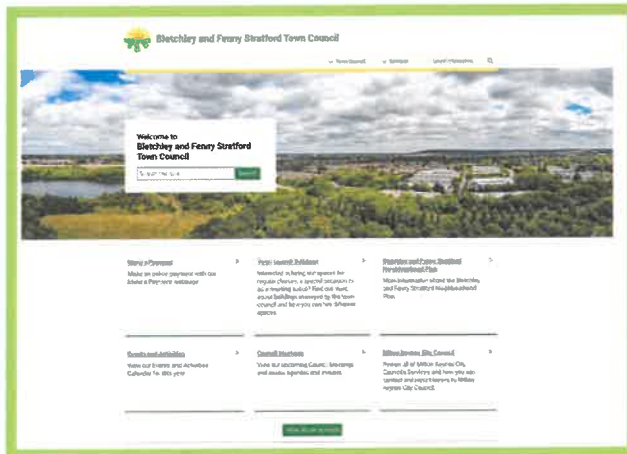


New councillor

Councillor Ismail Hussein joined the town council in September 2022 representing Newton Leys ward.

October 2022

New website



The town council's new website, which is more user friendly, accessible and easier to navigate on mobile devices, went live in October 2022.

Halloween Trick or Treat Trail



Our popular free trails returned on Saturday 29 October, with shops along Queensway displaying a clue. Once the children had collected all the clues, they won a Halloween themed prize.

November 2022

Remembrance Sunday Wreath Laying Ceremony



Organised by the town council working with Bletchley Freemasons and Queensway Methodist Church, this year's Remembrance wreath laying ceremony took place on 13 November 2022. Starting at 9am, there was Silent Community Walk from Elizabeth Square in Queensway. On arrival at Queensway War Memorial, the wreath laying ceremony was led by Revd. Edson Dube. As took place last year, the ceremony was livestreamed and available to watch on our Facebook Page.

White Ribbon Torchlit Vigil and the 16 Days of Action

White Ribbon is a global campaign that encourages people, and especially men and boys, to individually and collectively take action and change the behaviour and culture that leads to abuse and violence. The town council gained White Ribbon Accreditation in early 2022. A Torchlit Vigil was held at MK Rose on White Ribbon Day (25 November), organised by the Voices of Women MK Network, Community Action:MK, Bletchley and Fenny Stratford Town Council and Milton Keynes City Council. This Vigil included a range of powerful speeches and readings by the following speakers: Nana Oguntola, Cllr Emily Darlington, Det Supt Kelly Gardner, our Chair Ethaniel Kelly-Wilson, Lisa Lovell, MK Youth Cabinet Members, Halimet Sharifat, Cllr Shery Delfan and Frozan Marofi. You can watch the full video of the Vigil on the town council's YouTube channel.

The town council also arranged for White Ribbon Ambassadors and Champions to speak at Water Eaton Community Larder's Soup for the Soul Café as well as lighting up the outside of our main office with to mark White Ribbon Day.



Cost of Living Survey

We launched a cost of living survey on 15 November, where 242 responses were received. Residents' responses informed the action taken and support provided by the town council with the Money Saving Surgeries and Warm Space events in early 2023. Read more on page 17.



Plans for Sycamore House and Sycamore Hall

The town council was excited to share plans for the renovation of Sycamore Hall. We are working towards Sycamore Hall being renovated and reopened as a community hub, delivering services and facilities for our local community. Two drop-in sessions were held in November where the public could view the plans, speak to the architects and learn more about our vision for Sycamore House and Sycamore Hall.

The Hall requires significant updating and renovating and we aim to:

- improve disabled access
- install disabled toilets
- replace the defunct heating system
- replace the flat roof and add insulation
- join the Hall to Sycamore House

We have since withdrawn our application pending further ecological surveys of resident bats (possibly brown long eared bats). In May 2023, when the hibernation season, is over nocturnal observations will be taking place over several weeks. Once we know more, we will be able to plan bat mitigation measures and the planning application will be resubmitted as soon as possible.

New plans for Sycamore House and Sycamore Hall
Come along to our drop-in sessions

Thursday 17th November 2022
at Water Eaton Church Centre 11am-1pm and 5pm-7pm



Firing of Fenny Poppers

The ancient practice of the firing of the Fenny Poppers, by St Martin's Church in Fenny Stratford, took place on Friday 11 November. The Fenny Poppers were fired at 12 noon, 2pm and 4pm in Leon Recreation Ground.

The Chair of the town council, Cllr Ethaniel Kelly-Wilson, was kindly invited to fire one of the Fenny Poppers as part of this year's celebrations.



Planting of a tree as part of The Green Canopy for HM Queen Elizabeth II

Following the first firing of the Fenny Poppers, the town council planted a black alder tree in Leon Recreational Grounds in memory of Her Majesty Queen Elizabeth II as part of The Queen's Green Canopy. Videos of the firing of the Fenny Poppers and the planting of tree are available to view on our YouTube Channel.

December 2022

Christmas Lights

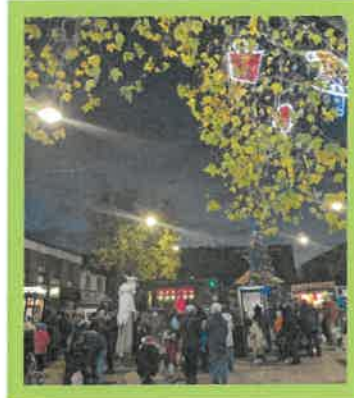
Our magical Christmas lights were switched on ahead of our Christmas on Queensway event on 2 December 2022.



Christmas on Queensway 2022

This magical event got everyone in the festive spirit with a day full of free to enjoy entertainment, brilliant live music and fun for all ages. There was the opportunity to meet Santa in his Grotto, enjoy fairground and train rides or to take part in some Christmas crafts alongside Christmas character visits and face painting.

Visitors also enjoyed delicious food and drink from local vendors as well as supporting local businesses as part of our Christmas market alongside the local high street. A highlights video of the day can be watched on our Facebook Page and on our YouTube Channel.



New councillor

Councillor Uche Osumili joined the town council in December 2022 representing Newton Leys ward.



January 2023

Money Saving Surgeries and Warm Space Sessions

Following residents' responses in our cost of living survey and receiving funding from Milton Keynes City Council, the town council launched a range of Money Saving Surgeries and warm spaces activities in our area in the new year open to all our residents.

The town council, Milton Keynes City Council and a range of local organisations offering money saving support and advice attended Money Saving Surgeries in different locations across our area. All attendees received a free winter warm pack on arrival put together by the town council team.


Also organised by the town council with Cllr Mariee Wymer, Spotlight Community Centre hosted a weekly family-friendly Movie Monday Night where board games were played and free hot refreshments served. There was also a weekly Brunch held at Spotlight on Wednesday mornings.

Finally, the town council and Cllr Mariee Wymer, working with Water Eaton Church Centre, organised a weekly Family Bingo and Games Night where bingo and board games were played and free refreshments served. These sessions ended in March 2023.





Do you want to save on your bills
or get help with your finances
this winter?

**Come to our Money Saving Surgeries
and receive a free winter warm pack.**



**MOVIES
POPCORN
GAMES
FULL OF FUN**

you are invited to
**MOVIE
MONDAYS**
& board games



5pm to 7pm spotlight free
refreshments & warm space

February 2023

Royal visit for MK Food Bank Staff and Volunteers by HM King Charles III



Volunteers and staff were delighted to meet His Majesty King Charles III for a royal visit at the MK Food Bank Distribution Centre in February. During his visit, The King met with and spoke to MK Food Bank trustees, staff, volunteers, partners and supermarkets. This included the town council's Support Services Manager, John, who spoke with His Majesty about the town council's own Food Bank Collection Point based at Spotlight Community Centre.

Photo credit: Alex Lawrence Photography

March 2023

New Community Events and Support Services Officer

The town council advertised for a new Community Events and Support Services Officer.

Davina Pancholi-Ifould joined the town council team in March 2023.



Opening of Blecca-Lea

Saturday 25 March was the opening day for the Bletchley and Fenny Stratford WEURO 2022 Legacy Public Art Commission - 'Blecca-Lea - Home of' - by Ciara Callaghan in the Brunel Shopping Centre. Blecca-Lea is a free-year long programme of creative and sports related activities which will be delivered in collaboration with local community and sporting groups.

March 2023

**Volunteers needed - Thursday mornings
MK Food Bank Top Up Shop
at Sir Herbert Leon School Car Park**



New MK Food Bank Top Up Shop

We have continued to support MK Food Bank with advertising volunteer opportunities and town council staff attending to support its new mobile top up shop at Sir Herbert Leon Academy car park every Thursday between 10am-11.30am.

We have continued working with MK Food Bank with Spotlight Community Centre as a designated Food Bank Collection Centre on weekday afternoons.

The town council also has an ongoing partnership with Water Eaton Community Larder, where there are now over 100 members registered.

Community Litter Pick

Thank you and well done to everyone who took part in our most recent Community Litter Pick, especially to the volunteers from the local teams at John Lewis and McDonald's. We collected over 48 bags of rubbish and litter in total.



Alongside these highlights and events in the past year, the Town Council continues to maintain our core services:

- Allotments
- Albert Street Toilets
- Christmas Lights
- Community Events
- Community Grants
- Community Orchard
- Community Well-being
- (Funding access to free counselling and free swimming for our residents)
- Dog Waste Bins
- Fenny Cemetery Chapel
- Fenny Stratford Community Centre
- Market Stalls
- Newton Leys Pavilion
- Play Schemes
- Queensway War Memorial
- Spotlight Community Centre
- Street Furniture
- Sycamore House and Sycamore Hall
- Youth Clubs

as well as acting as an advocate for the community

Find out more on our website: www.bletchleyfennystratford-tc.gov.uk or call 01908 649 469.



Overview of Council Work 2022-2023

Council Governance

Town councillors are people who live or work in this area and have been elected by the community to decide how the council should carry out its activities. Their job is to represent everyone in their community so when they vote they must consider the best interests of everyone in the community. All councillors are responsible for the finances of the town council.

In early 2022, Milton Keynes City Council conducted a community governance review, with the outcome of this review meaning that the size of the town council increased from 18 councillors to 21 councillors. Town Council elections took place in May 2022. There are now two additional councillors for Newton Leys and an additional councillor for the new Manor North and Eaton Leys ward. Three further councillors were co-opted throughout the year.

Ward and committee information for all our councillors is available to view on page 21.

Meetings continue to be held in the Sports Hall at Newton Leys Pavilion. At the annual meeting, Cllr Ethaniel Kelly-Wilson was re-elected as Chair of the council and Cllr Richard Graham was re-elected as Vice Chair. A full list of councillors who have served during 2022-2023 is included at the end of this report together with their attendance records.

Agendas and minutes of meetings together with financial and other reports from the year are available to view on the town council website www.bletchleyfennystratford-tc.gov.uk. The council's unaudited accounts are also included in this report.

This report can only give a flavour of these but all readers are welcome to contact the town council for more detailed information on any topic by email info@bletchleyfennystratford-tc.gov.uk, phone 01908 649469 or by calling in to our offices at Sycamore House, Drayton Road, Water Eaton, MK2 3RR.



Residents and councillors at a town council meeting

Councillor Wards and Committees

Councillor	Ward	Committees
Cllr Richard Graham	Central Bletchley	Appeals Committee Climate Change Subcommittee Community Committee Community Events Subcommittee Environment and Planning Committee Finance and Governance Committee Full Council (Vice Chair)
Cllr Samantha Browne	Eaton North	Appeals Committee Community Committee Finance and Governance Committee Full Council
Cllr Ed Hume	Eaton North	Clerk's Performance Management Subcommittee Climate Change Subcommittee Employment Policy Committee (Chair) Full Council
Cllr Andrew Palmer	Eaton North	Community Committee Environment and Planning Committee Full Council
Cllr Gavin Bedford	Eaton South	Employment Policy Committee (Vice-Chair) Full Council
Cllr Michael McDonald	Eaton South	Appeals Committee Finance and Governance Committee Full Council
Cllr Marlee Wymer	Eaton South	Community Committee (Vice-Chair) Community Events Subcommittee (Chair) Finance and Governance Committee Full Council
Cllr E'Amonn O'Rourke	Fenny Stratford	Environment and Planning Committee Finance and Governance Committee Full Council
Cllr Sean Porter	Fenny Stratford	Environment and Planning Committee (Chair) Full Council
Cllr Axel Segebrecht	Fenny Stratford	Appeals Committee Climate Change Subcommittee (Chair) Community Events Subcommittee Environment and Planning Committee (Vice-Chair) Finance and Governance Committee Full Council
Cllr Mohammad Imran	Granby	Clerk's Performance Management Subcommittee Employment Policy Committee Full Council
Cllr Stuart Clark	Manor North & Eaton Leys	Climate Change Subcommittee (Vice-Chair) Community Committee Community Events Subcommittee Environment and Planning Committee Full Council
Cllr Liz Campbell	Manor North	Community Committee Environment and Planning Committee Full Council
Cllr Keith Ely	Manor South	Employment Policy Committee Finance and Governance Committee Full Council
Cllr Ayesha Khanom	Manor South	Appeals Committee Community Committee Full Council
Cllr Terry Stephens	Manor South	Community Committee (Chair) Community Events Subcommittee Full Council
Cllr Ismail Hussein	Newton Leys	Environment and Planning Committee Full Council
Cllr Ethaniel Kelly-Wilson	Newton Leys	Clerk's Performance Management Subcommittee Climate Change Subcommittee Community Committee Employment Policy Committee Environment and Planning Committee Finance and Governance Committee Full Council (Chair)
Cllr Uche Osumili	Newton Leys	Full Council
Cllr Shay Elhasoglu	Queensway & Denbigh North	Community Committee Full Council
Cllr Ron Haine	Queensway & Denbigh North	Environment and Planning Committee Finance and Governance Committee Full Council

Strategic Priorities and Policies

Cleaner & greener

- We want our neighbourhoods and towns to be pleasant and attractive places to live and work
- We will contract with people who support our vision
- We will seek to be carbon neutral before 2030

Proud of our past and our future

- We will seek to protect the history of our neighbourhoods and towns
- We will work with the community to plan for the development and regeneration of our neighbourhoods and towns
- We will do our best to leverage both residential and transport infrastructure investments coming into our community for the benefit of residents

Robust with resources

- Our goal is to allocate money to things that improve our residents lives
- We will build a long-term financial plan
- We will look to deliver services in the most efficient way, through partners or joint working with other bodies
- We will invest in digital service provision to make us more efficient
- We will use local service providers wherever we can

Closer to our community

- We will consult on major decisions affecting our community and our decision making will reflect what is important to our community
- We will support the development of local community groups/social enterprises and initiatives which promote community resilience
- We will listen before we act, and we will explain our decisions

Supporting wellbeing and safety

- We will work with partners and other statutory services to increase community safety
- We invest in services which allow our residents to feel healthy and safe on both an emotional and physical level
- We encourage our community to treat each other with kindness and respect

We will make things happen

- We will be open to working in different ways and adopting new services, even if they are currently provided by another authority
- We will work in active partnership with other bodies but as the democratically elected body closest to voters we want to be the lead for our community
- We are here to make a difference for now and for the future

Council Finances 2022/2023

Draft annual accounts for the year ending 31 March 2023 are included in this report to provide a comparison with last year's accounts. These accounts will be subject to internal audit during April 2023 and subsequently to external audit. Full details of the audit process and all our audit reports are available on our website www.bletchleyfennystratford-tc.gov.uk and any questions about the accounts should be addressed to the Finance Manager at finance@bletchleyfennystratford-tc.gov.uk.

During the last financial year income generated from bookings at the council's community properties has exceeded pre-Covid levels and the original budget. The council has also benefitted from increased revenue in respect of interest on reserves held. However, the council has not been sheltered from the inflationary pressures in costs in respect of energy supplies and consumables; costs that were never anticipated in the original budget. The council took a decision to not recruit for an additional post, identified in the original budget, to mitigate potential increases in costs.

The overall outcome of the year's finances was an underspend of £27,243 against the original budget, which will be transferred to the general reserve.

Draft Unaudited Accounts for 2022/2023

Income and Expenditure account for the Year Ended 31/03/23

2021/22	Operating Income	2022/23
135,000	Community Grants	868
3,894	Spotlight	9,536
800,629	Precept/Grant	1,027,883
20,000	Christmas Event	20,777
1,000	Albert Street Toilets	12,950
9,479	Allotments & Community Orchard	9,358
14,714	Fenny Stratford Community Centre	41,430
0	Town Council Vehicles	250
0	Neighbourhood Plan	4,200
10,035	74/76 Queensway/Library	13,333
863	Council Support Services	35,720
460	Sycamore Hall	330
59,206	Newton Leys Pavilion	74,230
2,323	Market	1,845
1,057,603	Total Income	1,252,710

2021/22**2022/23****Running Costs**

28,122	Community Grants	26,780
10,415	Democratic Services	22,402
465	Planters	1,792
10,428	Youth Work	12,240
10,143	Dog Bins	13,724
17,795	Senior Youth Club	26,057
9,441	Spotlight	14,817
527	Bandstand	432
22,273	Community Engagement	38,370
16,168	Christmas Lights	31,065
14,688	Christmas Event	14,809
25,076	Albert Street Toilets	33,418
11,364	Allotments and Community Orchard	19,432
793	The Chapel	1,200
0	Manor Road Lockup	482
110,532	Fenny Stratford Community Centre	50,218
423,664	Professional Fees	50,729
4,417	Community Infrastructure Fund	6,760
26,255	Community Projects/Services	27,092
33,226	Well-Being	38,084
341,109	Staff Costs	449,637
0	Landscaping	8,680
28,325	Sycamore House	49,617
2,355	Sycamore Hall	31,940
83,722	74/76 Queensway/Library	109,220
90,980	Council Support Services	67,051
5,149	Town Council Vehicle	20,413
7,661	Neighbourhood Plan	13,426
57,630	Newton Leys Pavilion	101,862
3,366	Market	3,647
1,396,089	Total Expenditure	1,285,396

Councillor Attendance

(April 2022- March 2023)

Councillor	Expected	Present (% of expected)	Absent (of expected)	Apologies (of absences)
Councillor Ethaniel Kelly-Wilson (Chair)	29	25 (86%)	4 (14%)	4 (100%)
Councillor Richard Graham (Vice Chair)	26	18 (69%)	8 (31%)	6 (75%)
Councillor Axel Segebrecht	21	14 (67%)	7 (33%)	7 (100%)
Councillor Mariee Wymer	21	18 (86%)	3 (14%)	3 (100%)
Councillor Sam Browne	20	19 (95%)	1 (5%)	1 (100%)
Councillor Terry Stephens	20	18 (90%)	2 (10%)	2 (100%)
Councillor Keith Ely	19	14 (74%)	5 (26%)	5 (100%)
Councillor Ron Haine	19	17 (89%)	2 (11%)	2 (100%)
Councillor E'Amonn O'Rourke	19	17 (89%)	2 (11%)	1 (50%)
Councillor Andrew Palmer	19	16 (84%)	3 (16%)	3 (100%)
Councillor Liz Campbell	18	6 (33%)	12 (67%)	0
Councillor Stuart Clark	18	9 (50%)	9 (50%)	5 (56%)
Councillor Michael McDonald	16	10 (62%)	6 (38%)	6 (100%)
Councillor Ed Hume	15	15 (100%)	0	0
Councillor Ayesha Khanom	15	5 (33%)	10 (67%)	4 (40%)
Councillor Gavin Bedford	14	11 (79%)	3 (21%)	3 (100%)
Councillor Sean Porter	14	5 (36%)	9 (64%)	6 (67%)
Councillor Mohammad Imran	13	4 (31%)	9 (69%)	2 (22%)
Councillor Shay Elhasoglu	7	2 (29%)	5 (71%)	4 (80%)
Councillor Ismail Hussein	6	6 (100%)	0	0
Councillor Uche Osumili	3	3 (100%)	0	0

Bletchley & Fenny Stratford Town Councillors

Newton Leys

Chair

Cllr Ethaniel Kelly-Wilson

ethaniel.kellywilson@
cldr.bletchleyfennystratford-tc.gov.uk



Cllr Ismail Hussein

ismail.hussein@
cldr.bletchleyfennystratford-tc.gov.uk



Cllr Uche Osumili

uche.osumili@
cldr.bletchleyfennystratford-tc.gov.uk



Central Bletchley

Vice Chair

Cllr Richard Graham

richard.graham@
cldr.bletchleyfennystratford-tc.gov.uk



Queensway & Denbigh North

Cllr Ron Haine

ron.haine@
cldr.bletchleyfennystratford-tc.gov.uk



Cllr Shay Elhasoglu

shay.elhasoglu@
cldr.bletchleyfennystratford-tc.gov.uk



Manor South

Cllr Keith Ely

keith.ely@
cldr.bletchleyfennystratford-tc.gov.uk



Cllr Ayesha Khanom

ayasha.khanom@
cldr.bletchleyfennystratford-tc.gov.uk



Cllr Terry Stephens

terry.stephens@
cldr.bletchleyfennystratford-tc.gov.uk



Granby

Cllr Mohammad Imran

mohammad.imran@
cldr.bletchleyfennystratford-tc.gov.uk



Manor North

Cllr Liz Campbell

liz.campbell@
cldr.bletchleyfennystratford-tc.gov.uk



Manor North & Eaton Leys

Cllr Stuart Clark

stuart.clark@
cldr.bletchleyfennystratford-tc.gov.uk



Eaton North

Cllr Samantha Browne

samantha.browne@
cldr.bletchleyfennystratford-tc.gov.uk



Cllr Andrew Palmer

andrew.palmer@
cldr.bletchleyfennystratford-tc.gov.uk



Cllr Ed Hume

ed.hume@
cldr.bletchleyfennystratford-tc.gov.uk



Fenny Stratford

Cllr E'Amonn O'Rourke

eamonn.orourke@
cldr.bletchleyfennystratford-tc.gov.uk



Cllr Sean Porter

sean.porter@
cldr.bletchleyfennystratford-tc.gov.uk



Cllr Axel Segebrecht

axel.segebrecht@
cldr.bletchleyfennystratford-tc.gov.uk



Eaton South

Cllr Mariee Wymer

mariee.wymer@
cldr.bletchleyfennystratford-tc.gov.uk



Cllr Michael McDonald

michael.mcdonald@
cldr.bletchleyfennystratford-tc.gov.uk



Cllr Gavin Bedford

gavin.bedford@
cldr.bletchleyfennystratford-tc.gov.uk



Contact Us

Phone 01908 649 469

Website: www.bletchleyfennystratford-tc.gov.uk

Email: info@bletchleyfennystratford-tc.gov.uk

The Town Council's main office is based at Sycamore House, Drayton Road, Water Eaton, Bletchley, MK2 3RR
These offices are currently open to the public between 9am-1pm on Mondays and 9am-4pm on other weekdays.

The best way to keep up to date is by following us on our social media channels.





Bletchley and Fenny Stratford Town Council
Sycamore House
Drayton Road, Bletchley
MK2 3RR

Telephone: 01908 649 469

Email: info@bletchleyfennystratford-tc.gov.uk

Website: www.bletchleyfennystratford-tc.gov.uk

Cleaner and Greener

Project/Action	Governance	Notes	Timescale	Progress	Officer Lead
Climate Initiative		To be linked with NP			
Undertake carbon audit	E&P Committee	Environment and carbon audit now commissioned.	March 2023	Completed for year	EPM
Develop action plan	E&P Committee	See above	March 2023	Target not met	EPM
Establish or join local Climate Forum	E&P Committee		March 2023	Target not met	EPM
2022-2023 actions from audit	E&P Committee		To March 2023	Target not met	EPM
2022-2023 actions from action plan	E&P Committee		To March 2023	Target not met	EPM
Response to Landscaping devolution					
Complete feasibility study	E&P Committee		April 2022	Completed for year	TC/EPM
Council decision	Council		April 2022	Completed for year	TC/EPM
Preparation of action plan and transfer	E&P Committee	Contract date deferred to September 2023.	to be included in next year's delivery plan	Completed for year	EPM
Potential devolution of street cleansing					
Undertake initial discussion with MKC	Council	Long term goal. Not feasible in next five years due to renewal of waste contract Dec 2022	Remove from plan for 2023-24	Completed for year	TC

Manor Road Site								
Development of site	E&P Committee	Proposal to E&P Committee 12.7.2022 and approved. Work in progress.	March 2023	Target partially met	EPM			
Pinewood Drive Allotment Site								
Completion of works	E&P Committee	Fencing replaced		Completed for year	EPM			
Bletchley & Fenny Stratford								
Deep clean and painting of street furniture and improvements to tree pits	Council	Welcome back funding	March /April 2022	Completed for year	EPM			
Continued monitoring and liaison with MK Council	E&P Committee		To March 2023	Completed for year	TC/EPM			
Information boards project	Council	Funding approved, work in progress but waiting for Ringway installation dates	To March 2023	Completed for year but project not finished.	EPM			
Mount Farm								
Preparation for landscaping transfer and discussions about future management	E&P Committee	Work in progress. Contract deferred to September 2023 by MKCC.	To March 2023	Completed for year	TC/EPM			

Blue Lagoon		Further meeting scheduled for 21 July 2022	Completed for year	TC/EPM
Preparation for landscaping transfer		Ongoing meetings with MKCC throughout year. Blue Lagoon to be withdrawn from devolved landscaping contract.	Completed for year	TC/EPM
Discussions about future development and management with MKCC	E&P Committee	Participating in strategic and stakeholder groups	Completed for year	TC/EPM
All green spaces				
Do all we can to preserve the natural environment, parkland, biodiversity and important landscapes. Initiate wildflower and tree-planting, while also seeking to develop additional wildlife areas and community gardens.	E&P Committee	M	Completed for year	EPM
Provide more flower beds including some raised beds to be enjoyed particularly by the disabled	E&P Committee	No budget - Manor Road only for 22-23	Target not met, no budget	EPM
"Grot Spots"				
Remove at least one untidy area from the town which currently encourages anti-social behaviour and discourages visitors.	E&P Committee	Area yet to be identified	Target not met	

Core Business	Governance	Notes	Timescale	Progress	Officer Lead
Adopt a Council Environmental and Sustainability Policy to reduce adverse impact on environment	E&P Committee	Adopted December 2022		Completed for year	MT
Gather baseline data on the environment and sustainability within the Town, on which to prioritise future actions.	E&P Committee	Baseline territorial and household carbon footprint data gathered for B&FS	To March 2023	Completed for year	MT
Produce a Biodiversity Statement to define how the Council will meet its statutory obligation	E&P Committee	Adopted February 2023	Sept 2023	Completed for year	EPM
Act as an advocate and gateway to other agencies to resolve nuisance complaints.	Council	Ongoing	To March 2023	Completed for year	MT
Review the benefits of working with like-minded organisations to make the Town sustainable via a Local Authorities "joint pledge" approach	Council	"Together we can" updated and published September 2022	May 2022	Completed for year	TC
Promote Environmental awareness in the Town.	E&P Committee	Tour de Moon Event in May 2022	To March 2023	Completed for year	SSM/EPM
Provide a car charging point at Sycamore House/Hall	TC	Deferred by council		Target not met	TC

Community clean up events	TC	Equipment being loaned to families, individuals and groups ongoing, several community litter picks organised by TC.	To March 2023	Completed for year	SSM/EPM

Proud of our past and our future

Project/Action	Governance	Notes	Timescale	Progress	Officer Lead
Partnership with Bedford and MK Waterways Trust					
Develop 3 year partnership objectives	Community Committee		Approved December	Completed for year	SSM
Deliver 2022-23 targets	Community Committee	Approved December 2022	To March 2023	Completed for year	SSM
Deliver 2023-24 targets	Community Committee		To March 2024	Completed for year	SSM
Central Bletchley SPD to be considered when reviewing all planning applications and preparing NP	Council	SPD adopted. All members notified of document and need to consider when reviewing planning applications.	To March 2023	Completed for year	MT
Deliver programme of market and community events in Town Centre aimed at stimulating economic recovery, celebrating the Town's diversity with different cultural foods, sustainable foods, vegan foods etc and encouraging footfall into the town.	Community Committee and E&P Committee	Programme approved and some funding secured from MK Council. 2022 programme delivered. 2023 programme to be discussed at Community Committee 6.12.2022	To March 2023	Completed for year	MT
Continue Discussions with MK Council and West Bletchley Council re joined up approach to affordable housing etc	Council	First meeting held, briefing note secured from MKC. Report to Council in May 2022		Target partially met	TC

Recognise People and Places Project								
Core Business	Governance	Notes	Timescale	Progress	Officer Lead			
Gather information on the history of the town, its people, businesses and places.	Council	Work in progress - delayed by lack of resources	To March 2023	Target not met	SSM			
Gather more information and keep website updated with partners	Council	Work in progress - delayed by lack of resources	To March 2023	Target partially met	SSM			
Continue to maintain the War Memorial	F&G Committee		To March 2023	Completed for year	EPM			
Remembrance Day Civic Event	F&G Committee		Nov 22	Completed for year	SSM			
Develop Civic award scheme and Hold Civic Award Ceremony	Council	Scheme approved and advertised	To March 2023	Completed for year	MT			
Provide festive illumination display at Christmas	E&P Committee	Contract awarded, light installation completed		Completed for year	EPM			
Ensure the Town's heritage is recorded and made accessible to all. Look to develop more online content on our new website that captures the Town's look, memories, and history.	Council	Preparatory work on heritage trail undertaken and funding application in progress	To Sept 2023?	Completed for year	SSM			

Consider working with community partners to develop a strong image or "brand" for the Town. (MKC Economic development team, business associations and Town Deal)	Council	Delay with development of Business Association. Work ongoing with Economic Recovery team at MKC	To 2025	Target not met, long term goal	MT
Planning Develop and adopt planning policy to set out what the Council is striving to achieve for the Town through the observations it makes on planning applications	Council	Suggest Scheme of delegations adjusted but new June 2022		Completed for year	TC
Respond to all relevant planning applications and consultations to make the best case for Bletchley and Fenny Stratford	Council		To March 2023	Completed for year	MT
Respond to all highways consultations.	E & P Committee			Completed for year	MT
Developing a comprehensive regeneration policy to build on TIP, to help boost the Town's economy, retail and tourism offer.	Council	Long term goal, to be developed alongside Town Deal and MKC strategies and policies	To 2025	Target not met, long term goal	TC
Develop a business directory on the new website and advertise the Town's businesses	Community Committee		To March 2023	Target not met	SSM

Robust with Resources

Projects/Actions	Governance	Notes	Timescale	Progress	Officer Lead
Development of 5 year financial including forward budgets and planned annual review of charges	F & G Committee	Approved 12.4.2022	by May 2022	Completed for year	TC and RFO
VAT planning	F & G Committee	Partial exemption calculation received, VAT adviser appointed decisions made on application for options to tax		Completed for year	TC and RFO
Investment of reserves	F & G Committee	Council agreed delay due to capital projects		Target not met as agreed by council	TC and RFO
Sycamore Buildings					
Refurbishment of Sycamore House for office purposes	Council	Complete but for implementation of fire risk assessment mitigations	Ongoing	Completed for year	MT
Develop and implement phased refurbishment of Sycamore Hall (and House) to provide flexible multi-use space for the community and increased capacity for local delivery of services	Council	Planning application approved for submission by town council, subsequently withdrawn pending further ecological surveys	Ongoing LT project	Planned target not met, planning permission withdrawn	MT
Develop capacity to hold hybrid meetings for committees at Sycamore House in first instance	Council	First phase completed ie committees can be webcast from Sycamore House, and equipment now installed at NLP	Ongoing	Completed for year	MT
Develop large meeting room at Sycamore Hall to be used as permanent Council chamber and let for business/community use with hybrid meeting capacity	Council	Decisions needed depending on feasibility study outcomes	Ongoing	Target not met as long term goal	MT

Sub-let of 74-76 Queensway and issue notice to exercise break clause	F & G Committee	Dilapidations completed, sub-tenant left in March 2023 and building handed back on 6 March 2023.		Completed for year	TC and EPM
Review of facilities bookings systems and procedures and development of out of hours and caretaker services	Council	Interim arrangements in place for weekend cover etc		Target partially met	MT
Core business	Governance	Notes	Timescale	Progress	Officer Lead
Finance					
Locate external funding for Council and other local community initiatives	Council	Funding application of £10K for Big Street Eat successful, £1K secured for digital trail	To March 2023	Completed for year	MT
Develop and update all financial management procedures	F&G Committee			Completed for year	RFO
To determine a balanced budget and precept for 2023/24.	Council		Jan 2023	Completed for year	MT
Revise Medium Term Financial Plan for 2022-2025.	F&G Committee			Completed for year but due for revision	RFO/TC
Revise Medium-Term Financial Plan for 2022-23 following year end	F&G/TC		May 2023	Completed for year	RFO/TC
Ensure budget and accounts are published in a timely manner	F&G/TC		To March 2023	Completed for year	TC/RFO
Monthly financial reports (including summary front sheet) to Council/ F & G Committee and on website with explanatory notes as required.	F&G/TC		To March 2023	Completed for year	RFO

Continue to make all financial transactions in a timely manner according to financial regulations.	F&G Committee		Ongoing	Completed for year	RFO
Review and update Asset Register and expand information on major assets	F&G Committee	Continuous process, but reviewed 24.5.2022 at Annual Meeting of Council	May 2022	Completed for year	RFO
Consider developing separate Standing Orders for Contracts in the longer term.	F&G Committee			Completed for year	TC and RFO
Review Investment/Treasury Management Policy	F & G Committee		December 2022	Completed for year	TC and RFO
Undertake VAT partial exemption calculation with external provider and make appropriate policy recommendations	F & G Committee			Completed for year	TC and RFO
Business and Performance					
Make routine performance management reports including progress on the delivery plan, officer delegated decisions and formal minutes not implemented.	Council	Reports to go to Finance and Governance	Ongoing	Completed for year	MT
Prepare an internal Business Continuity Plan.	F & G Committee	Incorporated with risk management assessment		Completed for year	MT
Complete corporate Business/Financial Risk Assessment for 2022/23 and build recommendations into the Delivery Plan	F & G Committee	December 2022 Finance and Governance Committee	October 2022	Completed for year	TC and RFO

Undertake Project Reviews to ensure that objectives met and value for money-learn lessons	F & G Committee/Council	Ongoing	Completed for year	MT
Digital and Information Technology				
Phased implementation of new IT services & work procedures	F & G Committee/Council	Initial phase completed, but further work planned	Completed for year	TC and SSM
Continue robust & secure back up.	F & G Committee/Council		Completed for year	MT
Ensure IT provision, maintenance and security contracts are operational for the required period	F & G Committee		Completed for year	SSM
Ensure hosting and maintenance contract for websites remain in place.	F & G Committee		Completed for year	SSM
Ensure compliance with GDPR, FOI and Data Protection requirements	R & G Committee/Council	Now scheduled for last quarter of council year	Completed for year	TC and SSM

Closer to our community

Projects/Actions	Governance	Notes	Timescale	Progress	Officer Lead
Meet targets in Communications Strategy and Action Plan:	Community Committee				SSM and TC
New website	Community Committee		Oct-22	Completed for year	SSM and TC
Increased use of video/social media/newsletters	Community Committee		Ongoing	Completed for year	
Annual survey - analyse and report	Community Committee	Making plans for 2023		Completed for year	SSM and TC
Marketing and development of FS Community Centre	Community Committee	Usage increasing	to March 2023	Completed for year	MT
Review communications policy (as in situation analysis report) including review of town branding	Community Committee and Town Council	Decision made not to pursue this year		Completed for year	
Undertake a study as to how best to involve young people in the governance of council	F & G Committee		Long term goal	Target not met this year, long term goal	
Update and provide improved signage potentially including digital signage		CIS Project, digital trail project wip		Target partially met as CIS funding and funding for town trail approved	
Establish Civic Awards Scheme to recognise contribution to the Town	Community Committee		October 2022	Completed for year	

Core business	Governance	Notes	Timescale	Progress	Officer Lead
Communication & Transparency Continue to engage communities through a variety of channels as set out in Communications plan, ensuring communication is two way and that we listen	Community Committee		Ongoing	Completed for year	SSM
Update transparency information and add cookie policy to new website	Community Committee		Ongoing	Completed for year	SSM
Support Democracy by continuing to	Full Council		Ongoing	Completed for	TC
Continue to hold a public participation session at all public meetings., introduce hybrid technology and reintroduce live streaming of meetings as soon as possible	Full Council	Hybrid technology installed at NLP in March 2023.	Ongoing to March 2023	Completed for year	TC and SSM
Maintain and develop the use of the council's social media platforms	Community Committee	Increased activity and following has increased to date	Ongoing to March 2023	Completed for year	TC and SSM
Continue to publish and distribute The Neighbour quarterly	Community Committee			Completed for year	SSM
Prepare and publish annual report for 2021-2022	Council	published for annual meeting of electors in May		Completed for year	MT
Hold councillors surgeries	Council		To March 2023	Target not met	TC and SSM
Community buildings Work with the community on planning how to develop and support community buildings, initiating a community buildings forum and identifying shared goals	Council/Community Committee	Discussions ongoing with Water Eaton Church Centre, Coronation Hall and Milton Keynes Council	To March 2023	Target partially met through discussions with partners etc but forum not established	MT

Make community buildings as accessible as possible	Community Committee	Work ongoing with Sycamore buildings working group	Ongoing to March 2023	Completed for year but long term target	MT
Engage with and support voluntary and charitable organisations in the town which help us deliver our aims	Community Committee	Working with MKAct on White Ribbon, Living Archive and others on projects	Ongoing to March 2023	Completed for year	MT
Continue Grant Award Scheme where it takes forward the priorities in the delivery plan	Community Committee	Grants expenditure for year exceeded. Grant policy adopted December 2022	Ongoing to March 2023	Completed for year	SSM

Supporting well-being and safety

Projects/Actions	Governance	Notes	Timescale	Progress	Officer Lead
White Ribbon Maintain accreditation by developing programme of work and events	Community Committee	Report to Community Committee 6.12.2022	Ongoing to March 2023	Completed for year but new action plan due	TC/SSM
Support events and publicise on website/newsletters/ social media	Community Committee	See above	Ongoing to March 2023	Completed for year	TC/SSM
Future provision of public toilets					
Develop minor refurbishment and improvement programme	F & G Committee		To included in 23-24 plan	Target not met	EPM
Continue negotiations with MK Council and Town Deal for provision of improved permanent facilities	Council	See above, discussions ongoing	to March 2025	Completed for year	TC
Installation of defibrillator at Irish Club, Fenny Stratford	Council		To April 2022	Completed for year	EPM
Second defibrillator installed 2022-23	Council		To March 2023	Completed for year	EPM
Safety					
Safer walking cycling routes					
Work with MKC and Town Deal Board and others on provision of additional cycle routes in Bletchley and Fenny	Council		To March 2023	Completed for year	TC
Support provision of walking and cycle route maps for the Town and surrounding area	Council	Depends on provision of red ways via Town Deal TIP, therefore delayed	Suggest move to March 2024	Target not met	EPM

Core business	Governance	Notes	Timescale	Progress	Officer Lead
Safety					
Continue the provision of CCTV in the Town	Community Committee	Contract renewed Dec 2022		Completed for year	MT
Work with police and other partners on community safety initiatives	Community committee		Ongoing	Completed for year	SSM
Disseminate information on community safety and crime prevention through our website, social media and other channels	Community Committee		Ongoing to March 2023	Completed for year	SSM
Provide access to home safety, including water and fire safety information through website, social media and other channels	Community Committee	Disseminating information as usual and via warm spaces initiative	Ongoing to March 2023	Completed for year	SSM
Undertake a crime reduction audit on the council's activities	Council	Work undertaken on some services, delayed due to lack of resources		Completed for year	SSM
Lobby for Highways improvements which improves safety and parking	Council/E & P Committee	Ongoing	To March 2023	Completed for year	EPM
Ensure a Council presence at events discussing anti-social behaviour	Council	Relying on members to attend TVP Community Forum. Officers attending other events	To March 2023	Completed for year	MT
Well-being and Health					
Support and partner initiatives that encourage residents to live a healthier lifestyle	Community Committee	Lakes Club support	Ongoing to March 2023	Completed for year	SSM
Provide access to health advice and information through our website, social media and other channels	Community Committee	new website to be further populated	Ongoing to March 2023	Target partially met	SSM
Lobby to ensure the community has enough health and social care facilities and services and to contribute at local level where appropriate	Council	Correspondence ongoing	Ongoing to March 2023	completed for year	TC

To work in partnership to address food poverty wherever evident including 3 year funding and support partnership with WE Community Larder	Community Committee		Ongoing to March 2025	Completed for year	SSM
Work with specialist partners to continue counselling/well being	Community Committee		Ongoing to March 2023	Completed for year	SSM
Support and promote a range of sporting and physical activities including funding of free swimming at Bletchley Leisure Centre	Community Committee		Ongoing to March 2023	Completed for year	SSM

Making things happen

Projects/Actions	Governance	Notes	Timescale	Progress	Officer Lead
Neighbourhood Plan Continue development	Council	Work in progress	to December 2023	Completed for year	TC
Following adoption of NP Council to consider whether to develop a Town Design Guide	Council		Long term goal post NP adoption	Completed for year	TC/EPM
Develop relationships with businesses and support new business association	Council	Work in partnership with MKCC has continued over the year.	To end March 2023	Completed for year	MT
Town Deal involvement	Council	Clerk attending meetings and reporting back to Full Council	To March 2025?	Completed for year	TC
Core business	Governance	Notes	Timescale	Progress	Officer Lead
Training and Development					
Adopt new training and development policy for both councillors and staff	Employment Policy Committee	Policy approved October 2022		Completed for year	TC
Adopt Annual Training and Development Plan for 2022/23	Employment Policy Committee	Live plan for staff and members which is being updated		Completed for year	TC
Deliver training and development plan 2022/23	Employment Policy Committee	Live plan which is being updated	March 2023	Completed for year	TC
Introduce regular safety toolbox talks and briefings to supplement formal safety training		Ongoing	April 2022 to March 2023	Completed for year	TC
Staffing Structure and HR					

Revise employee development review scheme and undertake all employee development reviews for year	Employment Policy Committee		To March 2023	Completed for year	TC
Review Employee Handbook and HR policies as per Situational analysis	Employment Policy Committee		May 2022	Completed for year	TC
Operational Efficiency & Quality Ethos					
Local Council award scheme foundation level	Council	Submission in January 2023	January 2023	Target not met, new submission date May 2023	MT
Local Council award scheme quality level	Council	Submission in January 2023	January 2023	Target not met	MT
Local Council award scheme Gold level	Council	Further work needed suggest new target date	December 2023	Target not met	MT
Adopt new performance management plan	Employment Policy Committee	Adopted and implemented	December 2022	Completed for year	TC
Remain eligible for the general power of competence and embrace other new powers made available which benefit our aims	Council	no new powers anticipated	To March 2025	Completed for year	TC
Review, document and implement top 20 priority SOPs	Employment Policy Committee	Ongoing but further work needed		Completed for year	TC
Adopt new customer service standards	Council	Policy adopted, further training due	January 2023	Completed for year	TC
Constitution					
Adopt a constitution as a framework for the council's governance and policy documents	Council	Suggest date is deferred due to lack of capacity	March 2023	Target not met in March 2023	TC

Have completed the governance documents and policy documents considered in the situational analysis review	Council				Completed for year	TC
Annual review of standing orders and financial regulations	Council			May 2022	Completed for year	TC
Review of any governance and policy documents with review date in 2022/23	Council			To March 2023	Completed for year	TC
Undertake a review of committee structure and arrangements for planning	Council		Adopted at annual meeting	April 2022	Completed for year	TC
Review and clarify terms of reference for Council and all committees and include clear levels of delegation to committees and officers	Council		Adopted at annual meeting	April 2022	Completed for year	TC
Update the Member Code of Conduct at the 2022 review	Council		Adopted	Sept 2022	Completed for year	TC
Social Media Protocol to be revised	Council		Civility and Respect doc adopted		Completed for year	TC
Information Management						
Revise the complete suite of information and data protection policies ensuring they relate to other associated documents	Council		Original target missed, suggest April 2023 for new target		Target not met	TC
Formal decision on whether council needs DPO	Council		Original target missed, suggest March 2023 for new target		Target not met	TC
Health and Safety						
Complete all health and safety risk assessments for the year, including action plans for each set of premises and RAs for each event and regular activity	Council			To March 2023	Completed for year	EPM

Complete all statutory periodic safety inspections and checks	Council		To March 2023	Completed for year	EPM
Services					
Continue to deliver our existing services and develop outcome based standards	Council		To March 2023	Completed for year	MT
Continue to operate a public office for the Town Council and signposting to other services	Council		To March 2023	Completed for year	MT
Continuation of Bletchley Market through provision of specialist market events	E & P Committee		To March 2023	Completed for year	MT
Continue operation of allotment sites	E & P Committee		To March 2023	Completed for year	MT
Continue to service dog bins and litter bins	E & P Committee		To March 2023	Completed for year	MT
Continue to operate Ranger Service	E & P Committee		To March 2023	Completed for year	MT
Continue to provide public toilets	Council		To March 2023	Completed for year	MT
Maintain community orchard	Council		To March 2023	Completed for year	MT
Continue to support Jobs clubs operated by MKC	Council		To March 2023	Completed for year	MT
Continue to manage Fenny Stratford Community Centre	Council		To March 2023	Completed for year	MT
Continue to manage Spotlight Centre	Council		To March 2023	Completed for year	MT
Continue to manage NL Pavilion	Council		To March 2023	Completed for year	MT
Adopt and manage outdoor pitches at NL	Council	Adoption was expected in January 2023, now expected April 2023		Target not met due to delay in transfer	

Continue to support Youth Clubs and Play Schemes	Council	Report to Community Committee in August 2022	To March 2023	Completed for year	MT
--------------------------------------------------	---------	----------------------------------------------	---------------	--------------------	----

This page is intentionally left blank

Bletchley and Fenny Stratford Town Council Delivery Plan 2023-24 - Draft

This table shows the abbreviations used in the draft delivery plan attached. Please note that the draft is incomplete and councillors are being asked to approve the project/actions in the plan. A fully completed plan will be provided at the annual meeting of council in May 2023.

Strategic priorities	Governance	Officer Lead	Progress
1 - cleaner and greener	Council - Bletchley and Fenny Stratford Full Council	TC - Town Clerk	On track
2 - proud of our past and our future	NSPG - Bletchley and Fenny Stratford Neighbourhood Plan Steering Group	SSM - Support Service Manager	Needs work
3- Robust with resources	E&PC - Environment and Planning Committee	RFO - Responsible Financial Officer/Finance Manager	Urgent work needed
4 - Closer to our community	MKCC - Milton Keynes City Council	EPM - Environment and Premises Manager	Completed for year
Key	Town Deal - Bletchley and Fenny Stratford Town Deal	MT - Management Team	
6 - Making things happen	F&GC - Finance and Governance Committee		
	CC - Community Committee		
	EPC - Employment Policy Committee		

This page is intentionally left blank

Bletchley and Fenny Stratford Town Council Delivery Plan 2023-24 - Draft

(Organised by strategic priority)

1 Cleaner and Greener									
Project/Action	Lead governance	Related governance	Notes	Timescales	Progress	Lead officer	Linked strategic priorities		
Climate Initiative		Council	To be linked with NP				1, 6		
Publish carbon and environmental audit when completed	E&PC	F&GC		audit commencing early May 2023	On track	EPM	2, 3,		
Develop action plan arising from carbon and environmental audit	E&PC	F&GC		asap	Needs work	EPM	2, 3,		
Implement actions from the plan based on timetable therein	E&PC	F&GC		asap	Needs work		2, 3		
Establish or join local Climate Forum	E&PC	CC		asap	Needs work	EPM	2		
Manor Road Site									
Further development of site including planting permanent signage and maintenance	E&PC			to September 2023 and thereafter	Needs work	EPM	2		
Pinewood Drive Allotment Site									
Support Green Gym Group to become independent and sustainable	E&PC	CC		to March 2024	Needs work	EPM	4, 5		

Blue Lagoon									
Continue partnership work with MKCC through Blue Lagoon User group and Strategic Group to restore Blue Lagoon	E&PC	CC/Council	Ongoing	On track	TC/EPM	4, 5			
All green spaces									
Aim to preserve the natural environment, parkland, biodiversity and important landscapes. Initiate wildflower and tree-planting, while also seeking to develop additional wildlife areas and community gardens.	E&PC	Council	Ongoing		EPM	4, 5			
Provide more flower beds including some raised beds to be enjoyed particularly by the disabled	E&PC		Ongoing	Needs work	EPM	4, 5			
Boundary marking of land behind Newton Leys Allotments and agreement about future usage	Council	E&PC			EPM				
Installation of additional EV chargers at NLP	F&GP	E&PC/ Council		Needs work					

2 Proud of our past and of our future

Project/Action	Lead governance	Related governance	Notes	Timescales	Progress	Lead officer	Linked strategic priorities
Sycamore Buildings							
i) Develop and implement phased refurbishment of Sycamore Hall (and House) to provide flexible multi-use space for the community and increased capacity for local delivery of services. (See separate project plan.)	Council	F&GC	Awaiting further ecological surveys prior to resubmission of planning application	Ongoing		TC	1, 3, 4, 6, 6
ii) Develop large meeting room at Sycamore Hall to be used as permanent Council chamber and let for business/community use with hybrid meeting capacity	Council	F&GC	Dependent on progress with item above			TC	3, 4, 5, 6
Town Deal & Town Centre							
Engage with partners including Town Deal to influence future development of town. Work to include development of NP policies, influence on public realm improvement project, input to development briefs, policy on affordable housing etc and support of community engagement on	Council	E&PC				TC	2, 4, 5, 6

Work with partners to support the development a strong image or "brand" for the Town. Continued partnership working with MKC Economic development team, business associations and Town Develop relationships with businesses and support new business association	Council	MKCC/ Town Deal	To 2025	TC	4
CIF Project 1 (2023-2024) - planters on Queensway	Council	CC	By 31 March 2024	EPM	4
CIF Project 3 (2023-2024) - signage to BLC	E&PC	Council	By 31 March 2024	EPM	4
Public Art					
i) Women's Euros Legacy Project - Blecca Lea	Council	MKCC	to end 2023	On track	SSM 4
ii) Turing Project - continue engagement with partners on public art commission	MKCC	Council		On track	TC 4
iii) Leon Dinosaur - continue engagement with MKCC on future of dinosaur and regent of Warren field	Council	MKCC	Ongoing in line with regeneration	Needs work	TC 4

3 Robust with resources

Project/Action	Lead governance	Related governance	Notes	Timescales	Progress	Lead officer	Linked strategic priorities
Development of 5 year financial including forward budgets and planned annual review of charges	Council	Council	Approved 12.4.2022	Review by annual meeting 2024	On track	RFO	3, 6
Request the partial exemption calculation for 2022/23 and review the financial impact of the Option to Tax on the income of FSCC and NLP. The review of the Scale of Charges for 2024/25 should include any negative impact on the income generated by FSCC and NLP as a result of the Option to Tax.	Council	Council	Awaiting VAT partial exemption calculation and outcome of option to tax applications	By August 2023	On track	RFO	3, 6
Review of facilities bookings systems and procedures and development of out of hours and caretaker services	Council	F&GC, CC and EPC	Interim arrangements in place for weekend cover, LT plan for weekend cover needed			MT	3, 6
Review of staffing arrangements in the light of changing council needs	EPC	Council	Linked to above	end May 2023		TC	3
Asset valuation of Fenny Stratford Community Centre	F&GP	Council		within financial year		TC	
Investment of reserves	Council	F&GP	Carried over from 22-23 plan, wider distribution of reserves including separate investment of S106 for NL allotments	Depends on progress with Sycamore Hall		RFO	3

4 Closer to our community

Project/Action	Lead governance	Related governance	Notes	Timescales	Progress	Lead officer	Strategic priorities
Deliver community events programme (see separate action plan)	CC	Council		Ongoing through year		SSM/ MT	1, 2, 3, 5
ClF Information boards project (2022-2023) - install and maintain new ClS information boards also review and refurbish council noticeboards		F&GC	Complete installation and maintain new and refurbished information boards	to March 2024	Needs work	EPM	3
Partnership with Bedford and MK Waterways Trust							
i) Agree and deliver approved objectives for 2023-24		Council			Needs work	SSM	1, 2,
ii) Raise awareness of importance of canal in B&FS		Council			Needs work	SSM	1, 2
Undertake a study as to how best to involve young people in the governance of council	Council	F&GC		Long term goal			4
Develop a business directory on the new website and advertise the Town's businesses		Council		to March 2024		SSM	2
Local History							
i) Digital Trail project	CC	Council				TC/SMM	2, 5
ii) Develop local history element of website	CC	Council		to March 2024		TC/SSM	2, 5
Meet targets in Communications Strategy and Action Plan:						SSM	
i) Targets tbc	CC	Council				SSM	1, 2,3,5, 6

ii) annual survey - to inform budget planning	Council	CC, F&GC	To feed into budget process	September 2023	SSM and TC	3
White Ribbon						
i) Maintain accreditation by developing programme of work and events	CC	Community Committee		by June 2023	SSM	5, 6
ii) Support events and publicise on website/newsletters/ social media	CC	Community Committee	Support MKC white ribbon day commemoration		TC/SSM	5, 6
Constitution - develop constitution and policies page on website	F&GP	Council			TC	

5 Supporting wellbeing and safety

Project/Action	Lead governance	Related governance	Notes	Timescales	Progress	Lead officer	Strategic priorities
Safer walking cycling routes							
i) Work with MKC and Town Deal Board and others on provision of additional cycle routes in Bletchley and Fenny	Council	E&P Committee				TC	1, 4
ii) Support provision of walking and cycle route maps for the Town and surrounding area	E&PC	Council/ MKCC		Long term goal depends on delivery of Redways		TC	1, 2, 4, 5
Future provision of public toilets							
i) Develop and implement minor refurbishment and improvement programme						EPM	2, 3,
ii) Continue negotiations with MK Council and Town Deal for provision of improved permanent facilities	Council	MKCC/ Town Deal		Long term goal		TC	6
Installation of 4th defibrillator in community							
CIF Project 2 (2023-24) - Installation of SIDs	E&PC	Community Committee/ E&PC		by 31 March 2024		EPM	6
Preparation for landscaping transfer and planning for safety around water body at Mount Farm	E&PC	EPC		to September 2023 and thereafter	Needs work	EPM	1, 2, 3, 4

6 Making things happen

Project	Lead governance	Related governance	Notes	Timescales	Progress	Lead officer	Strategic priorities
Neighbourhood Plan							
Continue to follow agreed timetable for development and production of NDP (see project plan)	Council	NPSG		To be reviewed by NPSG		TC/SSM	1, 2, 3, 4, 5
Work with MKCC and partners on Lakes regeneration and development of community hub and redevelopment of Warren Field	Council	E&PC, MKCC/Town Deal		Ongoing		TC	2, 4
Landscaping Service Delivery							
Implementation of devolved service with grant from MKCC - wee detailed action plan	E&PC	Council				MT	1, 4
Produce detailed timetable for service transfer for period from May 23 to September 23	E&PC	F&GC		1 May 2023	On track	EPM	1
Produce three detailed delivery plans:	E&PC						
i) Allotments and community orchard from 1 April 2023 to 31 March 2024	E&PC	EPC		1 April 2023	On track	EPM	1
ii) Devolved Landscaping from 1 September 2023 to 31 March 2023	E&PC	EPC		1 June 2023	On track	EPM	1
iii) NL Football pitches marking and maintenance	E&PC	Council/CC/EPC			Needs work	EPM	1
Set up and preparation of Barton Road premises	F&GC	EPC, Council		31 May 2023	On track	EPM	1

	F&GC	E&PC, Council	On track	3
Oversee equipment delivery	F&GC	E&PC, Council		3
Develop and introduce landscaping app for customers and officers	F&GC	Council, EPC, CC	by mid August 2023	3, 4, 5
Agree community use of NLP football facilities	CC	E&PC, Council, EPC, F&GC	asap Needs work	3, 4, 5



Agenda Item 13

Agenda Item	Town Council Constitution		
Council/Committee	Full Council		
Meeting Date	25.4.2023	Report Writer	Delia Shephard
Purpose of report	<ul style="list-style-type: none"> i To update members on accessibility and transparency of council policies/constitution and the way this information is currently presented. To update committee structure and scheme of delegations in advance of the Annual Meeting of council on 23 May 2023 ii To provide updated version of committee structure and scheme of delegations for discussion before annual meeting should any changes be thought necessary 		
Strategic Priorities	Closer to our community		
Budget Codes and Costs	106 – democratic services 501 – staff		
Environmental Implications	None		
Community Safety Implications	None		
Equality/Inclusion Implications	Accessibility issues must be considered when providing information to the community		
Other legal implications	The council must comply with the government’s Transparency Code for Smaller Authorities (2014) alongside the requirements of the Freedom of Information Act and related legislation pertaining to the council’s duty to be transparent and encourage democratic accountability.		
Supporting Documentation (if any)	See link in body of report. Revised committee structure and scheme of delegations		

Background

An objective in the Town Council’s 2022-23 delivery plan was to amalgamate all the council’s policy documents into a single “constitution” document which would gather together the statutory governance documents the council is legally required to publish as well as policies which represent best practice. There is no legal requirement to do this as policy documents can be presented separately (as at present).



The advantages of having all the documents in one place are:

- transparency benefits and improved accessibility for the public
- ease of updating policies
- constitution doubles as a handbook for new councillors and staff members

Current Position

Due to staff capacity considerations the council has not met this objective during 2022-23 and staff are currently continuing to experience heavy workloads. The council's Modern Gov package includes a constitution module which could be used to present the council's policies in an easy and accessible format on the town council's website. This would take some staff time to implement though it could be introduced during 2023-24.

Examples of a Mod.Gov constitution can be found on Milton Keynes City Council's website at <https://milton-keynes.moderngov.co.uk/ieListDocuments.aspx?CId=491&MId=6737&Ver=4&Info=1>

though obviously the town council's constitution would be much simpler and shorter.

Current policies can be seen on the town council website at <https://www.bletchleyfennystratford-tc.gov.uk/information-and-policies>

Financial Implications

Staff time in initial introduction and training on the Mod Gov constitution module and undertaking review and reformatting of all existing policies and writing content for website to improve information provided about how the town council works.

Officer Recommendation that staff time is allocated to this project and the objective is retained in the delivery plan for 2023-24 as use of the module will save staff time and improve record keeping in the future as well as increasing transparency for the public.



Committee Structure & Scheme of Delegations

This scheme of delegation authorises standing committees and sub-committees of the council and the proper officer and the responsible financial officer to act with delegated authority in the specific circumstances prescribed. The scheme should be read in conjunction with the council's standing orders, financial regulations and other relevant documents contained in the council's constitution/list of policies.

Version: 2023-24 V1	Status: Draft	Adoption: May 2023	Review date: April 2024
-------------------------------	-------------------------	------------------------------	-----------------------------------

Summary of Council Structure

Bletchley and Fenny Stratford Town Council has adopted an internal structure which allows committees of the council to undertake specified work and decision-making on behalf of the full council. The specific responsibilities of each committee are laid out in this document in the relevant terms of reference. Additionally, individual officers also have delegated powers which are also laid out below. The scheme of delegations includes the duties which the council must perform. However the scheme also includes delegated authority for powers which the council may or may not choose to use from year to year.

Standing Committees

Standing committees have delegated decision making powers in respect of matters specifically delegated to them. These powers must be exercised in accordance with the law, the council's standing orders and financial regulations and any approved policy framework and budget.

The council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the full council. Similarly, where a committee has no delegated power to make a decision it may make a recommendation to council.

The minutes of each standing committee will be reported to and noted by the full council at the next meeting of the council.

Sub-committees

Sub-committees have no delegated financial powers at the present time. Sub-committees may make recommendations to their parent committee on matters which fall within their terms of reference and parent committees may delegate specific issues to them.

Full council, committee and sub-committee meetings are supported by the attendance of officers of the council and are conducted in public in accordance with the relevant legislation and standing orders. These meetings cannot proceed unless they are quorate. Sub-committee minutes will be reported to and received by the parent committee at the next meeting of the parent committee where recommendations will be considered.

Working Groups

All committees have the power to create and appoint members to informal "working groups" or "task and finish" groups which by law can have no delegated executive powers and which report their findings to the body which created them for decisions. Working groups will be supported by officers as far as other council priorities and workloads allow. Working group meetings are not held in public and there is no formal quorum. Officers supporting working groups will produce notes not formal minutes.

Officers

The role of officers is to advise the council and to implement its decisions. Key officers are delegated to make specified decisions on behalf of the council.

Councillors

Councillors have no individual decision-making powers on behalf of the council.

Full Council
21 members
Quorum 7
Officer: Clerk

Neighbourhood Plan
Steering Group
(not a council
committee)

Community Committee
10 members
Quorum 4
Officer: SSM

Events Working
Group

Employment Policy
Committee
5 members
Quorum 3
Officer: Clerk

Clerk Performance
Management Sub-
committee
3 members
Quorum 3
Officer: Clerk

Environment and Planning
Committee
10 members
Quorum 4
Officer: EPM

Climate Crisis
Working Group

Finance and Governance
Committee
10 members
Quorum 4
Officer: RFO

Appeals Committee
5 members
Quorum 3
Officer: depends on
issue

NB Bletchley and Fenny Stratford Neighbourhood Plan Steering Group is an independent body with its own Terms of Reference.

Summary of Town Council responsibilities which cannot be delegated

The following matters are reserved to the Council for decision, notwithstanding that appropriate committee(s) may make recommendations for the Council's consideration.

- i Approval of the annual budget
- ii Setting the precept
- iii Borrowing money
- iv Approving the council's annual accounts
- v Authorising any expenditure over £20,000
- vi Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- vii Making, amending or revoking by-laws
- viii Making of orders under any statutory powers
- ix Matters of principle or policy
- x Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings).
- xi Any proposed new undertakings
- xii Prosecution or defence in a court of law
- xiii Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee
- xiv Creation or dissolution of standing committees and sub committees
- xv Adopting or revising the council's code of conduct
- xvi Confirming (by resolution) that it has satisfied the statutory criteria to exercise the general power of competence

Detailed Terms of Reference and Delegated Powers of Council

Terms of Reference: Full Council	
21 Members of the Council	Quorum = 7
Meetings are held every second month starting from the Annual Meeting which is held in May.	
The Town Council has full authority for all functions, duties and responsibility, but may delegate certain decisions to a committee, sub-committee or to an officer. It cannot legally delegate such decisions to an individual councillor. Certain decisions are reserved to Council either by legislation or the choice of the Council.	
Function of the Council	Delegation of Function
General Governance	
Adoption and amendment of any strategies and policies.	None, but to receive advice from committees as appropriate. Human Resources policies & Pensions Discretions Policy delegated to Employment Policy Committee
Comments on Milton Keynes Council's Strategic plans, community plans or strategies	None but to receive advice from relevant committee
Comments on strategic plans and strategies of other public sector bodies, at national, regional or sub-regional level.	Reserved for Council unless within terms of reference of a specific committee. • Planning as set out in committee TOR.
Endorsement of plans or strategic documents produced by the community or partner organisations, including principal council.	None, reserved for Council
Consulting with the Police and other outside bodies on matters pertaining to the Town	To individual committees within their terms of reference.
Approval or amendment of Neighbourhood Plan	None • Production of Neighbourhood Plan delegated to Community Partnership (Neighbourhood Plan Steering Group)
Adopting and changing the Constitution, Standing Orders, any Standing Orders for Contracts, Financial Regulations or Delivery Plan	None
Approval of annual budget, Precept, and Medium-Term Financial Plan	None, but to receive advice from Finance & Governance Committee
Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules	None, but to receive advice from Finance & Governance Committee re budget.

Election of the Chair, appointment of Vice Chair, and appointment of Chairs of committees and sub-committees established by Council.	None
Agreeing and/or amending the terms of reference for committees, deciding on their delegation limits, composition and making appointments to them.	None
Appointment of Members or Officers to outside bodies. Members reporting back from outside bodies	None <ul style="list-style-type: none"> • Relevant Committee
Adopting an allowance scheme for Chairman or other members.	None
Changing the name of the Town Council.	None
Deciding on honorary titles or awards such as outstanding service.	None <ul style="list-style-type: none"> • Judging of Community Pride awards delegated to panel elected by Council
Making, amending, revoking, re-enacting or adopting Bylaws	None
Making, amending, revoking, re-enacting or adopting Bylaws.	None
To represent the view of the local community on matters of significance.	None
Power to make payments or provide other benefits in cases of fault or maladministration.	Finance & Governance Committee up to £5,000 Appeals Committee up to £500 Town Clerk up to £250
Appeals against any decision made on behalf of the Authority	As set out in complaints procedures, employment policies and Appeals Committee terms of reference
Decisions on issues relating to Data Protection, Access to Information, Freedom of Information & Human Rights.	<ul style="list-style-type: none"> • Town Clerk to renew Data Protection Registration and make amendments if necessary • Town Clerk to repones to requests from the public and matters raised by the Information Commissioner, taking advice from the Data Protection Compliance Officer as necessary. • Council or Finance & Governance Committee will determine refusal of information for vexatious reasons
To monitor the Council's ethical framework	<ul style="list-style-type: none"> • Town Clerk to obtain register of interests forms and give annual reminder to Members and to act for the Monitoring Officer as necessary • Granting of dispensations is reserved to Council and delegated to the Town Clerk where a decision is required in advance of a committee meeting when no Council meeting is to take place

To institute or defend legal proceedings including proceedings for an injunction, to authorise the conducting of works in default of a notice, and to lodge an appeal against any Court decision.	None generally but in cases of urgency the Clerk on consultation with two of the Chair, Vice-Chair or another Committee Chair
All powers of the Council in the case of a civil emergency	The Town Clerk in consultation with two of the Chair, Vice-chair or f another committee Chair subject to reporting justification to next Council meeting up to £5,000 expenditure outside approved budget
All powers of the Council in the case of urgency	The Town Clerk in consultation with two of the Chair, Vice-chair or another committee Chair (subject to reporting justification to next Council meeting) up to £5000 expenditure outside approved budget
Election issues and filling of vacancies, including co-option of councillors	None
Power to direct as to the custody of town documents	None
All duties of the Proper Officer under legislation, standing orders, financial regulations or regulations for contracts including issue of notifications and signing of documents	Town Clerk or in their absence the nominated deputy to have authority after seeking relevant advice if necessary
All duties of the Responsible Financial Officer under legislation, standing orders financial regulations or any regulations for contracts including issue of notifications and signing documents	Finance Manager and Town Clerk to deputise
To do anything calculated to facilitate or conducive or incidental to the discharge of any function	Council unless specifically delegated to a committee
Human Resources	
To direct which postholders will be designated Proper Officer and Responsible Financial Officer and Data Compliance Officer	None – but on recommendation of Employment Policy Committee
To determine overall staffing structure and approval of additional posts	None – none but on recommendation of Employment Policy Committee
Confirming the appointment of the Town Clerk	Interviewing is delegated to the Employment Policy Committee (or panel of) and the Chair of Council.
Other personnel matters	As set out in the terms of reference of the Employment Policy Committee.
Health and Safety Policy – General Statement	None <ul style="list-style-type: none"> • Organisation and arrangements to Employment Policy Committee
Quality and Integrated Management	
Matters relating to quality and integrated management and the Local Council Award Scheme	<ul style="list-style-type: none"> • Finance & Governance Committee oversees the processes • Resolutions regarding Local Council Awards reserved to Council • Town Clerk to manage
Administration of complaints procedure	As set out in complaints procedure and terms of reference for Appeals Committee
Customer care and equality in service delivery and access	None but on advice of relevant committees
Delegated Services	

To take on services from other local authorities or public bodies (LGA 1972 S101,111 & 112 or Localism Act 2011)	None <ul style="list-style-type: none"> • Service overview to specific committees • Town Clerk to manage operations
To undertake services for another public body or local authority	None
Powers of all Committees	
To undertake all functions within their terms of reference. The committee may choose not to use its delegated power eg because of uncertainty as to whether the function is delegated or because of sensitivity, controversy or seriousness of a matter.	<ul style="list-style-type: none"> • Committee
To arrange extra meetings	<ul style="list-style-type: none"> • Committee • Town Clerk or nominated deputy in consultation with Chair or Vice-Chair
To make spending or income recommendations to Council during the budget process	<ul style="list-style-type: none"> • Committee
To monitor actions on minutes of the Committee or relevant Delivery Plan actions	<ul style="list-style-type: none"> • Committee
To manage services for which they are responsible within an approved budget and policy	<ul style="list-style-type: none"> • Committee
To authorise spending/issue works orders within budgets delegated to a committee up to £20,000	<ul style="list-style-type: none"> • Committee up to £20,000 • Town Clerk up to £3,000
To contribute to the Annual Report and other publicity materials relation to the responsibilities of the committee	<ul style="list-style-type: none"> • Committee • Town Clerk
To appoint to sub-committees including chair of sub-committee	<ul style="list-style-type: none"> • Committee
Land	
Power to acquire by agreement, to appropriate to dispose of – Local Government Act 1972 S124, 126, 127	None
Power to accept gifts of land – LGA 1972 S139	None
Power to acquire land for open spaces - Public Health Act 1875 s164; Open Spaces Act 1906 S9 and 10	None for acquisition <ul style="list-style-type: none"> • Relevant committee for management and maintenance in accordance with terms of reference
Finance and audit	
Authorisation of payment of accounts	<ul style="list-style-type: none"> • Council/Finance and Governance Committee/other committees/Town Clerk/RFO in accordance with regulations
Approval of annual return and statement of accounts (AGAR)	None
Power to approve capital projects on recommendation from standing committees within or without budget	Council only if not approved in principle <ul style="list-style-type: none"> • Relevant committee if within policy and budget and to implement
Approval of banking arrangements and selecting insurers	None
Approval of orders for work, goods or services	<ul style="list-style-type: none"> • Council/committees/Town Clerk/RFO in accordance with Financial Regulations or delegation to committees
Audit arrangements	<ul style="list-style-type: none"> • Town Clerk/RFO to manage in accordance with financial regulations Council to approve annual external audit report, internal audit reports and to agree responses <ul style="list-style-type: none"> • Finance & Governance Committee to consider and action interim internal audit reports and to make know any internal audit matters which require consideration Council to appoint external auditor

	Council to appoint internal auditor
Power to accept gifts, Local Government Act 1972 S139	None
Power to participate in schemes of collective investment, Trustees Investments Act 1962, S11	None
Power to borrow – Local Government Act 1972 S111 and Sch 13	None
Writing off bad debts	Council or Finance & Governance Committee in accordance with Standing orders or Financial Regulations
Proceedings or other steps to recover debt owing to the Council	Town Clerk or RFO
Planning and Development Control	
To make observations on major or controversial planning applications referred to it by another committee	None
To make observations on Planning consultation documents from the Milton Keynes council or other bodies.	None for local plan but to receive recommendations from other committees where appropriate
All other Planning and Building Control matters.	<ul style="list-style-type: none"> • Planning & Environment Committee and other committees in accordance with their terms of reference
Housing	
Policy of the Town Council	None
All other housing matters	None
Emergency Planning	
To prepare an Emergency Plan for the Town which supports that of Milton Keynes Council and the Buckinghamshire Resilience Forum	Council (for approval) <ul style="list-style-type: none"> • Operational management by Town Clerk
Young People	
Support public & community services and facilities for the young and support young people in their communities.	<ul style="list-style-type: none"> • Community Committee for management overview. • Town Clerk for operational management
Co-ordinate the involvement of young people in decision making and governance	None
Community Engagement	
To promote the social wellbeing of the Town	<ul style="list-style-type: none"> • Community Committee for management overview. • Town Clerk for Operational management
To facilitate and support local community and voluntary organisations.	<ul style="list-style-type: none"> • Community Committee for management overview. • Town Clerk for Operational management
To support Citizens Advice for the Town, Local Government Act 1972, s 142	<ul style="list-style-type: none"> • Community Committee for management overview. • Town Clerk for operational management
To promote social inclusion within communities.	<ul style="list-style-type: none"> • Community Committee for management overview. • Town Clerk for operational management
To provide website and publish information about the council its services and the services provided in the council's area by other local authorities, government	<ul style="list-style-type: none"> • Community Committee for management overview. • Town Clerk for operational management

departments, charities and other voluntary organisations (Local Government Act 1972 S142)	
Civic Functions	
To administer and oversee civic functions and events of the Town Council in consultation with other committees where appropriate	<ul style="list-style-type: none"> • Community Committee for management overview. • Town Clerk for operational management
To administer the office of the Chairman	<ul style="list-style-type: none"> • Finance and Governance Committee for management overview. • Town Clerk for operational management
To maintain, repair and protect war memorial (War Memorials (Local Authorities' Powers) Act 1923	<ul style="list-style-type: none"> • Finance and Governance Committee for management overview. • Town Clerk for operational management

NB. Any actions delegated to the Town Clerk/Proper Officer may in their absence be undertaken by the nominated Deputy, after seeking advice if appropriate, if the matter cannot wait until the Town Clerk's return

Definition of "Management Overview": To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to.

Definition of "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget

Summary of Committee Responsibilities

Community Committee	Employment Policy Committee	Environment & Planning Committee	Finance & Governance Committee	Appeals Committee
Contribute to the development and implementation of the Council's policies, strategies and business plans	Contribute to the development and implementation of the Council's policies, strategies and business plans	Contribute to the development and implementation of the Council's policies, strategies and business plans	Contribute to the development and implementation of the Council's policies, strategies and business plans	Determine any appeals under the Council's Complaint Procedure which is delegated to this Committee
To work in partnership with other Councils, agencies and groups to encourage and secure an improved level of community engagement and develop initiatives which support the community the economy and social infrastructure of Bletchley and Fenny Stratford	Oversee the implementation of the Town Council's approved arrangements for employment and management of staff	Consider and comment on all environmental matters and work in partnership the other agencies and groups to secure improvements in the physical environment	Oversee management of the council's finances	Hold appeal hearings under the Town Council's Human Resources policies if delegated to this Committee
Consider any matters relating to the education, health and well-being of the community and oversee management of approved well-being services	Oversee the Council's health and safety at work responsibilities in relation to employees and councillors	Consider and comment on all matters relating to planning policy and individual planning applications	Oversee Council's risk management procedures, insurance arrangements and banking	
Oversee the management/use of Town Council community buildings	Authorise expenditure of up to £20,000 within budget allocated to committee	To oversee the management and maintenance of allotments, community orchard, football pitches and any other outdoor spaces for which the council has a responsibility or a designated interest.	Oversee the maintenance of all the Town Council's Town Council buildings and leases and provide recommendations to full council on acquisition and disposal of assets	
Approve and oversee the management of an annual programme of community events		Consider and comment on all Highways matters and contribute towards improving local transport infrastructure	Oversee the Council's agreed corporate governance arrangements	
Consider and award (within an approved budget) financial grants to local organisations		To oversee the management of the Town Council's Street furniture and fittings, including dog bins, seats etc.	Consider any other matter falling outside the remit of the Council's other standing committees	
To oversee the Council's approved community engagement strategy and action plans				

Assemble and submit annual estimates to the Finance & Governance Committee		Assemble and submit annual estimates to the Finance & Governance Committee	Assemble and submit annual budget estimate in accordance with policy and agreed financial plan	
Authorise expenditure of up to £20,000 within budget allocated to committee	Authorise expenditure of up to £20,000 within budget allocated to committee	Authorise expenditure of up to £20,000 within budget allocated to committee	Authorise expenditure of up to £20,000 within budget allocated to committee	
Consider planning applications which cannot be considered at Environment and Planning Committee, Town Council or dealt with by officers due to the time constraints of the planning cycle			Consider planning applications which cannot be considered at Environment and Planning Committee, Town Council or dealt with by officers due to the time constraints of the planning cycle	

Detailed Terms of Reference and Delegated Powers of Committees

NB. Any actions delegated to the Proper Officer/RFO may in their absence be undertaken by the nominated Deputy, after seeking advice if appropriate, if the matter cannot wait until the Town Clerk's return

Definition of "Management Overview": to recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. Definition of "Operational Management": that part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget

Terms of Reference: Community Committee	
10 Members of the Council	Quorum = 4
Meetings are held every second month in the meeting cycle.	
The Community and Grants Committee is responsible for all community matters including some civic and all community events and supporting external community events. It had delegated powers for the administration of the Council's approved Community Grant Scheme. It is also responsible for overseeing the Council's community communications with the community and for community safety initiatives.	
It has delegated powers to respond to planning matters which fall outside the timetable of the Planning and Environment Committee meeting schedule.	
Function of the Committee	Delegation of Function
Community Engagement	
To promote the social wellbeing of the area.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management

Page 126

To develop, facilitate, implement and update any community plan developed in partnership with the community to promote and improve the health, social and cultural wellbeing of those who live, work, study or visit within the Town.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
To support the development and implementation of Milton Keynes Council's Community Development Strategy and Strategic Partnership Action Plans when they benefit the Town.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for Operational Management • Finance & Governance Committee for grants
To facilitate and support statutory, community, voluntary and faith sector organisations to deliver improvements for the area	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
To promote social inclusion within communities	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
To support, promote and lobby for public, community and wellbeing services and facilities within the Town.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
To maximise the benefit to the Town of external funding directly or in partnership matters which fall within the remit of the committee.	<ul style="list-style-type: none"> • Committee. • In the case of urgency for an application, the Town Clerk in consultation with the Chairman and Vice Chairman of Committee.
To develop, facilitate and implement matters related to community engagement and support for community assets.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
To support a Citizens Advice service for the area and other information or advice services for the benefit of the community, (Local Government Act 1972, s 142).	<p>Council to determine financial contribution to new services</p> <ul style="list-style-type: none"> • Committee to have management overview within budget and policy. • Town Clerk for operational management • Committee for allocation of grants within budget
Personal Health	
To collaborate with partner organisations to improve the health of people in the town	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
To lobby for improved access to services which can contribute to health	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
To promote healthy living through the Council's communication channels	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
Support the development and co-ordination of NHS services	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management

Page 12

Young People	
Support and promote public & community services and facilities for young people.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget • Town Clerk for operational management
Coordinate and facilitate the involvement of young people in the decision making of the Council.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget and to recommend policy to Council • Town Clerk for operational management
Provide and coordinate services and events for young people in their communities	<ul style="list-style-type: none"> • Committee for management overview within policy and budget • Town Clerk for operational management
To have oversight of the Council's involvement with outside bodies which support young people	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget • Town Clerk for operational management
Grant Scheme	
To administer the Council's Community Grant Scheme in accordance with its grant policy and corporate strategic priorities	Committee for management overview within Policy & Budget. Town Clerk for operational management <ul style="list-style-type: none"> • Committee for approvals up to £5000. • Recommend grants above £5000 to Council
To advise on the formulation and amendment to Grant Policy to ensure alignment with Corporate Strategy.	<ul style="list-style-type: none"> • Committee
Projects & Events	
To approve and deliver environmental, community and economic projects and events	Committee for management overview within Policy and Budget. Town Clerk for operational management
To organise, support or promote events which promote the environmental, community or economic well-being of the Town.	Committee to have management overview. Town Clerk for Operational Management
To collaborate with partners to develop a "brand" for the Town	Committee to have management overview. Town Clerk for Operational Management
To support local business associations and consult with local businesses regarding projects, events and communications	Committee to have management overview. Town Clerk for Operational Management
Communications/Public Relation and Marketing	

To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy.	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
To prepare annual communications plan and oversee delivery	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
To monitor social media communications, website and digital and printed newsletters and to provide feedback to officers	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
Use of Community Buildings	
Power to provide and equip community buildings, Local Government Act 1972, s 133	<p>NB Fabric of community buildings is managed by the Finance and Governance Committee or Full Council as are charges</p> <ul style="list-style-type: none"> • Committee for management overview of community building use within Council policy & budget • Town Clerk for operational management
Power to provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	
Power to provide & encourage the use of conference facilities, Local Government Act 1972, S144	
Power to provide public buildings & halls. Local Government Act 1972, S215	
To consult with users of community services provided from Town Council community buildings and to propose new services and policies	Committee to make recommendations to Council or to Finance & Governance as appropriate.
Community Safety	
To install & maintain CCTV equipment for detection & prevention of crime. (Local Government & Rating Act 1997, S31.)	<ul style="list-style-type: none"> • Committee to have management overview • Town Clerk for operational management
To support initiatives of the Community Safety/ Crime Reduction Partnership, which benefit the Town.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
To lobby for road safety improvement schemes	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
To consult with the Thames Valley Police and Crime Commissioner.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
To collaborate with the Police to maintain a presence and service in the Town and to support rehabilitation of offenders.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
To support home safety initiatives in the town and work with Buckinghamshire and Milton Keynes Fire authority on fire safety initiatives.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
To use the Council's communication channels to provide information on improving home, fire, community, road and water safety	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
Annual Estimates	
Assemble and submit annual estimates to the Finance & Governance Committee (Including recommendations for charges)	<ul style="list-style-type: none"> • Committee

Page 129

Planning and Development Control	
To make observations on all Milton Keynes Council's Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations	<ul style="list-style-type: none"> • Committee if planning cycle does not permit consideration at Environment & Planning Committee • Town Clerk may respond on behalf of the Council to the following types of applications: <ul style="list-style-type: none"> - certificates of existing or proposed lawful use or development, display of advertisements, development applications restricted to telecommunications, discharge of conditions of approved applications and prior notification determinations provided that all Members of the committee are notified in advance and can ask for the matter to be referred to a committee with delegated planning powers • Committee may decide that a major or particularly controversial application be referred to full Council and may make recommendations for Council's consideration

Terms of Reference: Employment Policy Committee	
5 Members of the Council The Chair of the Council is an ex officio Member of the Committee	Quorum = 3
Meetings are held 2-3 times per year or as required. All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and may speak at the Chair's discretion but are unable to vote.	
The Employment Policy Committee is responsible for employment policy and health and safety in the workplace and advises the Council on staff establishment and structure. It undertakes management overview of staff performance the operational management of which is delegated to the Town Clerk.	
Function of the Committee	Delegation of Function
To recommend to Council the overall employee structure and the approval of any additional posts.	None – approval remains with Council
To agree pay and conditions of service for staff	<ul style="list-style-type: none"> • Town Clerk reserved for Council • Regrading of all other posts to Committee • Annual increments and payment of honoraria within agreed budget to Committee.
To approve Human Resources policies and Employee Handbook	Committee, including discretionary provisions of National Joint Agreement.
Management and Appointment of Staff (Local Government Act 1972 s112-119)	<ul style="list-style-type: none"> • Recommend appointment of Town Clerk to be endorsed by Council. Selection of long list and preliminary interview by Recruitment Panel from Employment Policy Committee +Council

	<p>Chairman Final Interview-Committee + Council Chairman</p> <ul style="list-style-type: none"> • Appointment of other Staff Scale Point 27 and above to Committee. • Appointment of Staff below Scale Point 23 to Town Clerk. • Town Clerk for casual staff and temporary appointments to approved positions below Scale Point 27 • Decision on whether to fill vacant positions is delegated to Town Clerk. <ul style="list-style-type: none"> • Decision on recruitment of contract staff or interim contract staff to Town Clerk in consultation with Chair of Committee subject to identification of budget. • Decision on recruitment of consultants to Committee subject to identifying budget. • Recruitment of Locum or Acting Town Clerk after decision in principle by Council or Committee is delegated to Chairman of Council, Deputy Chair and Employment Policy Chair • Management of staff in accordance with Council policy, procedures and budget to Town Clerk.
Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none"> • Town Clerk with appeal to Employment Policy Committee • Employment Policy Committee in the case of the Town Clerk with appeal to Appeals Committee (only members not on Human Resources Committee) • Dismissal of Town Clerk to be ratified by Council
Determination of individual grading issues and job evaluation	<ul style="list-style-type: none"> • Committee, except Town Clerk reserved to Council with recommendation from Committee
Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	<ul style="list-style-type: none"> • Committee (Council in case of Town Clerk) • Administration of retirement in cases of permanent ill health, after appropriate medical advice via Buckinghamshire Local Government Pensions to Committee • Pensions Discretions Policies to Committee
Absence issues under the Council's Attendance Management Guidelines.	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
Appeals Procedure.	<ul style="list-style-type: none"> • Appeals Committee.
To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	<ul style="list-style-type: none"> • Committee (Council in case of Town Clerk)
Competence Procedure	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk • Appeals to Appeals Committee
Issue of Contracts of Employment	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk • Model Contract approved by Committee
Redundancy & Redeployment.	<ul style="list-style-type: none"> • Committee (Council to ratify in case of Town Clerk)
Training and Development	<ul style="list-style-type: none"> • Policy to Council • Annual staff and member Plan to Committee • Implementation to Town Clerk
Approval of Officer Codes of Conduct, supplements & Member-Officer Protocol	<ul style="list-style-type: none"> • Council
Health & Safety	<ul style="list-style-type: none"> • Committee for approval of Policy other than General Statement which is reserved for Council • Committee to oversee responsibilities for Council within budget and policy • Town Clerk for routine management
Grievance Procedure	<ul style="list-style-type: none"> • Hearing Panel from Committee • Appeals to Appeals Committee.

Administration of other Human Resources procedures	• Town Clerk except Committee in the case of Town Clerk
Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> • Town Clerk for all staff, often delegated to direct manager. • Chair of Council, Chair and one other Member of Employment Policy Committee
Consultation and negotiation with Trade Unions	• Committee (Council to ratify for Town Clerk)
Volunteers Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to monitor & recommend policy to Council
Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to monitor & recommend to Council
To administer the Council's Equality Policy	<ul style="list-style-type: none"> • Town Clerk to administer for employees, services, volunteers and democratic processes • Committee to monitor & recommend to Council
First line of contact for Town Clerk.	<p>Hierarchy:</p> <ul style="list-style-type: none"> • Chair of Council • Vice Chair of Council • Chair of Employment Policy Committee
Assemble and submit annual estimates to the Finance & Governance Committee (Including recommendations) Cost Centre 501	<ul style="list-style-type: none"> • Committee

Terms of Reference: Environment & Planning Committee

Members of the Council	Quorum = 4
Meetings are held every second month in the meeting cycle.	
<p>The Environment & Committee is responsible for aspects of the built and outdoor environment within the area as well as having delegated powers to respond to planning matters. It is responsible for management of diverse services including allotments, public toilets, dog bins etc.</p> <p>All non-committee members may attend meetings of the Committee except for confidential items and speak on ward issues at the Chairman's discretion but are unable to vote.</p>	
Function of the Committee	Delegation of Function
Strategic Planning	
Making observations on Local Plan, or Waste and Mineral Plans.	<ul style="list-style-type: none"> • Council on the advice of Committee for Local Plan • Committee for Waste & Mineral Plans.
Making observations on supplementary planning documents or non-statutory plans.	• Committee
Planning guidance and policy by the Town Council	<ul style="list-style-type: none"> • Committee to oversee and recommend <p>Approval reserved to Council</p>
Planning and Development Control	

To make observations on all Milton Keynes Council's Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations	<ul style="list-style-type: none"> • Committee • Committees with delegated powers to respond to planning matters (Finance & Governance, Community) <ul style="list-style-type: none"> • Town Clerk may respond on behalf of the Council to the following types of applications: <ul style="list-style-type: none"> - certificates of existing or proposed lawful use or development, display of advertisements, development applications restricted to telecommunications, discharge of conditions of approved applications and prior notification determinations provided that all Members of the committee are notified in advance and can ask for the matter to be referred to a committee with delegated planning powers • Committee may decide that a major or particularly controversial application be referred to full Council and may make recommendations for Council's consideration
Referring any planning enforcement issue to the principal Council	<ul style="list-style-type: none"> • Town Clerk
To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.	<ul style="list-style-type: none"> • Committee • Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
To comment on Tree Preservation applications or the making of Orders.	<ul style="list-style-type: none"> • Committee • Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
To respond to consultations from adjoining authorities outside of Milton Keynes.	<ul style="list-style-type: none"> • Committee • Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
To make observations on Planning policy consultation documents from Milton Keynes Council or other bodies.	<ul style="list-style-type: none"> • Committee except Local Plan which is reserved for Council
To make observations at the time of planning appeals and to authorise witnesses (officers, councillors or consultants) on behalf of the Council.	<ul style="list-style-type: none"> • Committee
To make observations on Hazardous Substance applications.	<ul style="list-style-type: none"> • Committee
To make observations on applications for amendments to planning and other related consents previously granted by any authority.	<ul style="list-style-type: none"> • Committee
To make observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by Milton Keynes Council.	<ul style="list-style-type: none"> • Committee • Town Clerk may respond on behalf of the Council provided that all Members of the committee are notified in advance and can ask for the matter to be referred to a committee with delegated planning powers instead
Making observations on applications and other actions in relation to hedgerows.	<ul style="list-style-type: none"> • Committee • Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
Making observations and recommendations on Street naming or numbering	<ul style="list-style-type: none"> • Committee
To consult with the Milton Keynes Council on any matter relating to building control.	<ul style="list-style-type: none"> • Town Clerk
To monitor proposals from developers under Section 106 Agreements or Community Infrastructure Levy.	<ul style="list-style-type: none"> • Committee
To request Milton Keynes Council or one of their Members to "call in" applications to be determined their Development Control Committee.	<ul style="list-style-type: none"> • Committee

To undertake the Council's role in the making, review or management of conservation area	• Committee
Licensing	
Making observations on any matter relating to gaming or gambling	• Committee • Town Clerk after consultation with Members, if insufficient time for reference to Committee, subject to reporting the matter to the next meeting
Making observations on applications and other matters under the Licensing legislation.	• Committee • Town Clerk after consultation with Members, if insufficient time for reference to Committee, subject to reporting the matter to the next meeting.
Strategic Highways & Transportation	
To take policy lead on the Local Transport Plan and general transportation issues.	• Committee for Management overview & to advise Council. • Town Clerk for operational management
To respond to consultation on any temporary or permanent highways changes.	• Committee • Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land.	• Committee • Town Clerk after consultation with Members if consensus view
Consent for ending maintenance at public expense or stopping up or diversion of highway	• Committee • Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
Non-Strategic Highways & Transport	
Power to maintain footpaths & bridleways.	• Committee for management overview within Council policy • Town Clerk for operational management
Powers to provide parking places for vehicles & cycles.	• Committee for management overview within Council policy • Town Clerk for operational management
Improve off street parking & on street parking enforcement.	• Committee for management overview within Council policy • Town Clerk for operational management
Power to provide roadside seats & shelters	• Committee for management overview within Council policy & budget • Town Clerk for operational management
Power to enter into agreement as to dedication & widening of highways.	• Committee within budget & policy.
Power to contribute financially to traffic calming Schemes. (Highways Act 1980, S274A.)	• Committee for management overview within Council policy & budget • Town Clerk for operational management
Power to provide traffic signs and other objects or devices warning of danger.	• Committee for management overview within Council policy & budget • Town Clerk for operational management
Power to plant trees and lay grass verges and to maintain them	• Committee for management overview within Council policy & budget • Town Clerk for operational management
Powers relating to car sharing schemes, taxi fare concessions & information about transport; Local Government & Rating Act 1997, S26, 28, 29	• Committee for management overview within Council policy & budget • Town Clerk for operational management
To support approved community transport schemes	• Committee for management overview within Council policy & budget

	<ul style="list-style-type: none"> • Town Clerk for operational management
Power to erect flagpoles in highway land. Highways Act 1980 s 144	<ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management
Environment & Sustainability	
To promote the environmental wellbeing of the Town.	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
Conservation of the built & natural environment	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
To lead on the sustainability of the Council as an organisation and to approve and action environmental audits.	<ul style="list-style-type: none"> • Committee for management overview and to recommend Policy • Town Clerk for operational management
To monitor the steps which the Council needs to control its carbon footprint and help reduce climate change.	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
To promote environmental awareness.	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
To lead the Town and partner the community in addressing climate change, sustainability and transition.	<ul style="list-style-type: none"> • Committee for management overview and to recommend Policy • Town Clerk for operational management
Housing	
Town Council Policy or response to consultation on Milton Keynes Council's Policy.	None but Committee may provide advice
To lobby for a suitable mix of housing and adequate affordable homes.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget and to recommend policy to Council • Town Clerk for operational management • Planning Committee through the Planning system.
To collaborate with partners to tackle other housing matters which may affect Bletchley & Fenny Stratford, including property owner supervision, design guidance, homelessness and rough sleeping.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget • Town Clerk for operational management
Economic Wellbeing & Tourism	
To promote the economic wellbeing of the Town through partnership with the businesses, the community sector and with the principal council.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget. • Town Clerk for operational management
To promote tourism within the Town and power to encourage visitors. Local Government Act 1972, s144. (See power to provide conference and other facilities- Services Committee).	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget. • Town Clerk for operational management
To promote regeneration in the Town and coordinate/support the work of partner organisations.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget. • Town Clerk for operational management

To lobby for sufficient high quality employment sites in the Town & support initiatives promoting inward investment.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget. • Town Clerk for operational management. • Planning Committee through the Planning system.
To support skills & training for local businesses and to improve the skills of the unemployed.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget. • Town Clerk for operational management.
Provision directly or indirectly of Christmas lights. Local Government Act 1972, s144.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget. • Town Clerk for operational management.
Leisure & Recreation	
Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10.	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, & boating pools; Local Government Act 1972, Sch. 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions) Act S19; Public Health Act 1961, s54.)	<p>None for acquisition refer to Council</p> <ul style="list-style-type: none"> • Committee for management overview & development within budget & policy • Town Clerk for operational management
Management and enhancement of parks, playing fields, play areas and public open spaces.	<ul style="list-style-type: none"> • Committee for management overview & development within budget & policy • Town Clerk for operational management
Reason or partnership with other organisations which have an interest in recreational facilities in the town.	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
Public Realm and Public Facilities	
To contribute to the improvement of the public realm, both directly and by supporting and coordinating the contribution of other partners.	<ul style="list-style-type: none"> • Committee for management overview within budget. • Town Clerk for operational management.
To manage the Ranger service to ensure a response resource which supports and enhances the public realm services.	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management.
To manage the Landscaping service to ensure a response resource which supports and enhances the public realm service.	
Matters relating to street cleaning, litter, fly posting, graffiti.	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management.
Fixed penalty notices for littering, graffiti & fly posting (adoptive). PSPO monitoring.	<ul style="list-style-type: none"> • Committee for management overview within budget & policy • Operational Management to Town Clerk.

Dog fouling prevention and provision of dog bins	<ul style="list-style-type: none"> • Committee for management overview within budget & policy • Operational Management to Town Clerk.
Provision of litter receptacles, Litter Act 1983, S5 & 6	<ul style="list-style-type: none"> • Committee for management overview within budget • Town Clerk for operational management.
Provision and maintenance of street furniture and signs	<ul style="list-style-type: none"> • Committee for management overview within budget • Town Clerk for operational management.
Power to provide & maintain public conveniences, Public Health Act 1936, s87.	<ul style="list-style-type: none"> • Committee for management overview within budget & policy • Town Clerk for operational management
Power to maintain, repair, protect & alter war Memorials; War Memorials (Local authorities Powers) Act 1923, S11 as extended by Local Government Act 1948 S133.	<ul style="list-style-type: none"> • Committee for management overview within policy and budget • Operational management to Town Clerk
To deal with issues involving ancient monuments and areas of archaeological interest,	<ul style="list-style-type: none"> • Committee for management overview within policy and budget • Operational management to Town Clerk
To promote and support floral and planting Initiatives, Local Government Act 1972. s 144	<ul style="list-style-type: none"> • Committee for management overview within policy and budget • Operational management to Town Clerk
Waste and recycling	<ul style="list-style-type: none"> • Committee for management overview within budget & policy • Town Clerk for operational management
Bus Shelters	
Power to provide & maintain bus shelters, Local Government (Miscellaneous Provisions) Act 1953 S4.	<ul style="list-style-type: none"> • Committee for management overview within budget & policy • Town Clerk for operational management •
Allotments and Community Orchard	
To provide allotments where there is a proven need, improve land and let rights under S 23, 26, &42 of the Small Holding & Allotments Act 1908.	None for acquisition or disposal but advice to Council
To oversee management and development of allotments and orchard	<ul style="list-style-type: none"> • Committee for management overview & development within budget • Town Clerk for operational Management • Recommendations to Finance & Governance Committee for setting of charges
Market	
To lead on Market Town initiatives.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management

Page 137

To oversee the power to operate and protect the town's markets under the Food Act 1984 s50-61 or Charter Rights	<ul style="list-style-type: none"> • Management overview to Committee within policy & budget • Operational management to Town Clerk
Setting of all fees and charges relation to the Markets.	To make recommendations to Finance & Governance Committee
To maximise the benefit to the Town of external funding directly or in partnership for matters which fall within the remit of the committee	<ul style="list-style-type: none"> • Committee. • In the case of urgency for an application, the Town Clerk in consultation with the Chairman and Vice Chairman of Committee.
Environmental & Public Health	
Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125 and power to deal with ponds & ditches, Public Health 1936, S260.	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
To consult with the relevant authorities in cases of public health/ environmental nuisance, drainage matters, pollution, or animal welfare issues.	<ul style="list-style-type: none"> • Petitions to Committee • Town Clerk in other cases
To consult with the relevant authorities in cases of public health/ environmental nuisance, drainage matters, pollution, or animal welfare issues.	<ul style="list-style-type: none"> • Committee Town Clerk in consultation with Chairman in cases of urgency
Annual Estimates	
Assemble and submit annual estimates to the Finance & Governance Committee (including recommendations for charges)	<ul style="list-style-type: none"> • Committee

599
138

Terms of Reference: Finance & Governance Committee

10 Members of the Council	Quorum = 4
Meetings are held every second month in the meeting cycle.	
All non-committee members may attend meetings of the Committee except for confidential items and speak on ward issues at the Chairman's discretion but are unable to vote.	
The Finance & Governance Committee is responsible for the management and oversight of all matters relating to the council's finances, policies and governance. It determines the Council's spending priorities and recommends the annual budget to Council.	
It has delegated powers to respond to planning matters which fall outside the timetable of the Planning and Environment Committee meeting schedule.	
Function of the Committee	Delegation of Function
Resources	
To oversee and direct the use of financial and technological resources of the Council.	<ul style="list-style-type: none"> • Committee for management overview

	<ul style="list-style-type: none"> Operational management to Town Clerk and RFO in accordance with financial regulations and standing orders.
Governance	
To advise Council on Financial Regulations, Standing Orders and any Standing Orders for Contracts.	<ul style="list-style-type: none"> Committee Town Clerk to advise and implement
To advise Council on the Constitution, Corporate Strategy and other policy documents not specifically allocated to other standing committees	<ul style="list-style-type: none"> Committee Town Clerk to advise and implement
To ensure that there is a rolling programme of policy and governance reviews in accordance with agreed "review" dates,	<ul style="list-style-type: none"> Town Clerk
Civic Functions	
To administer the office of the Chairman	<ul style="list-style-type: none"> Committee for management overview within policy and budget. Town Clerk for Operational Management
Finance	
Under the direction of Council to be responsible for the overall management and control of the finances of the Council.	<ul style="list-style-type: none"> Council to approve banking arrangements Committee for managerial overview RFO/Town Clerk in accordance with Financial Regulations and for operational management
To monitor the Council's capital and revenue budgets	<ul style="list-style-type: none"> Committee/ RFO in accordance with Financial Regulations.
Approval of variation, overspend, and virement in accordance with financial regulations	<ul style="list-style-type: none"> Committee, Town Clerk & RFO as set out in Financial Regulations
To authorise payments in accordance with financial regulations	<ul style="list-style-type: none"> Committee, Town Clerk & RFO as set out in Financial Regulations
Approval of Orders for work, goods or services & acceptance of tenders	<ul style="list-style-type: none"> Council/ Committee/ RFO/Town Clerk in accordance with Financial Regulations & Standing Orders for Contracts. Town Clerk to approve or vary lists of approved contractors subject to Financial Regulations or Standing Orders
To make recommendations to the Council on Budget & Precept requirements.	<ul style="list-style-type: none"> Committee RFO/Town Clerk to prepare draft Budget & Budget Report with accountancy support as necessary.
To advise on the financial implications of proposed new policies or services including potential costs and sources of revenue.	<ul style="list-style-type: none"> Committee
To advise Council on borrowing policy, investment & treasury management	<ul style="list-style-type: none"> Committee
To regularly monitor the performance of all funds invested.	<ul style="list-style-type: none"> Committee, Town Clerk, RFO
To supervise the Council's insurance arrangements	<ul style="list-style-type: none"> Town Clerk/RFO for renewal & operational matters. Committee for overview, tendering & changes of cover.
To supervise the Council's banking arrangements.	<ul style="list-style-type: none"> RFO/Town Clerk Authorised signatories to authorise Mandate & payments in accordance with Financial Regulations
To be responsible for all matters related to the full range of financial and accountancy functions.	<ul style="list-style-type: none"> Committee for management overview RFO/Town Clerk for operational management
Approval of all fees and charges annually	<ul style="list-style-type: none"> Committee to recommend with ratification from full Council.
To consider reports on outstanding debts due to the Council and to undertake recovery or write off.	<ul style="list-style-type: none"> Committee for aged debt in accordance with financial regulations. RFO for routine actions to recover
Authorisation of investments and debt repayment in accordance with the Council's Policy	<ul style="list-style-type: none"> Committee
To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	<ul style="list-style-type: none"> Committee/Town Clerk in accordance with Financial Regulations

To approve all security of the Council in respect of information technology and finance	<ul style="list-style-type: none"> • Committee/Town Clerk/ RFO in accordance with Financial Regulations
Procurement	
To co-ordinate and oversee the Council's corporate procurement and advise it on policy.	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk and RFO for operational management in accordance with financial regulations, & any standing orders for contracts & procurement policy
Information Technology Services	
To oversee the use of information and other technology in support of the Council's business and service commitments.	<ul style="list-style-type: none"> • Management overview to Committee & to let contracts within approved budget & policy. • Town Clerk for operational management
Procurement of website	<ul style="list-style-type: none"> • Committee for new websites & contracts within budget.
To approve all security arrangements of the Council in respect of computers and financial issues.	<ul style="list-style-type: none"> • Committee/Town Clerk/RFO in accordance with financial regulations
Performance Management	
To be responsible for monitoring the overall performance of the Council	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management.
Approval of Corporate Business/Delivery Plan	<ul style="list-style-type: none"> • Committee • Town Clerk to determine underlying action & project plans
Approval of operating procedures	<ul style="list-style-type: none"> • Committee for initial financial procedures • Town Clerk for other procedures and updating financial procedures
Asset Management	
To have oversight of assets and the transfers of assets	<ul style="list-style-type: none"> • Committee
Maintenance of the Asset Register	<ul style="list-style-type: none"> • RFO to update at least annually • Chairman to verify • Committee to monitor
Corporate property owner management, repair & maintenance, leasing & licensing Council land & buildings	<ul style="list-style-type: none"> • Council for acquisition and disposal • Management overview to Committee within budget & policy • Town Clerk for operational management
Provision and management of office accommodation, other corporate property, land and relevant fixtures and fitting	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
Responsibility for energy conservation and disabled access.	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
Power to provide & encourage the use of conference facilities, Local Government Act 1972, S144 Power to provide public buildings & halls. Local Government Act 1972, S215 Power to provide and equip community buildings, Local Government Act 1972, s 133 Power to provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
Audit	
To receive, and formulate a response to interim internal audit reports	<ul style="list-style-type: none"> • Committee • RFO and Town Clerk to support.

To make recommendations to Council in respect of the appointment of the Council's internal auditor	<ul style="list-style-type: none"> • Committee • RFO and Town Clerk to support with operating procedures
To agree any matters to be referred to internal audit for inclusion in the annual internal audit plan	<ul style="list-style-type: none"> • Committee
To prepare the Council's annual business risk assessment	<ul style="list-style-type: none"> • Town Clerk • Committee to approve it and monitor recommended actions are implemented.
To agree an annual programme of Member audit checks on financial procedures, other governance and operational procedures, to undertake these audits (and to establish subcommittees for this purpose if necessary) and to receive reports on those audits	<ul style="list-style-type: none"> • Committee • Town Clerk for operational management Council to approve creation of any sub-committees
Final Internal and External Audit Reports	<ul style="list-style-type: none"> • Council to receive external audit report and final internal audit report. • Committee to advise Council on response as necessary • Town Clerk/ and RFO to manage in accordance with Financial Regulations and to undertake all statutory actions to facilitate audits and returns.
Information and Data Protection	
Policy on Data Protection, Access to Information, Freedom of Information & Human Rights.	<ul style="list-style-type: none"> • Advice to Council
Decisions on issues relating to Data Protection & Human Rights.	<ul style="list-style-type: none"> • Managerial overview and monitoring to Committee as well as decisions concerning vexatious requests • Town Clerk to renew Data Protection Registration, make amendments as necessary, respond to routine requests for information and matters raised by the Information Commissioner or Data Protection Compliance Officer. • Town Clerk to update Privacy notices of all categories
Decisions on issues relating to Access to Information, & Freedom of Information.	<ul style="list-style-type: none"> • Managerial overview and monitoring to Committee as well as decisions concerning vexatious requests • Town Clerk to ensure Publication Scheme and Information Guide up to date, all requests for information are dealt with according to legislation & policy and respond to matters raised by the Information Commissioner.
Ethical Framework	
To monitor and control the Council's ethical framework, Member Code of Conduct and related protocols	<ul style="list-style-type: none"> • Management overview & monitoring to Committee. (For officer delegation see Council TOR)
Communications/Public Relation and Marketing	
To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
. To promote customer care and equality in service delivery and access	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
To promote the public face of the Council through the management of public and media relations.	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
To advise Council on adoption of a Publicity Code, Transparency Code and Protocol on communication	<ul style="list-style-type: none"> • Committee
Planning and Development Control	
To make observations on all Milton Keynes Council's Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or	<ul style="list-style-type: none"> • Committee if planning cycle does not permit consideration at Environment & Planning Committee

Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations	<ul style="list-style-type: none"> • Town Clerk may respond on behalf of the Council to the following types of applications: <ul style="list-style-type: none"> - certificates of existing or proposed lawful use or development, display of advertisements, development applications restricted to telecommunications, discharge of conditions of approved applications and prior notification determinations provided that all Members of the committee are notified in advance and can ask for the matter to be referred to a committee with delegated planning powers • Committee may decide that a major or particularly controversial application be referred to full Council and may make recommendations for Council's consideration
---------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Terms of Reference: Appeals Committee

5 Members of the Council who are not members of the Employment Policy Committee	Quorum = 3
Meetings are held only as required. Non-committee members may not attend meetings of the Committee.	
The Committee is responsible for: <ul style="list-style-type: none"> • Considering and deciding whether individual appeals have established grounds for appeal, according to the Council's policies and Procedures. • To gather further evidence at appeal committee hearings and to decide based on that information, whether an appeal should be upheld or rejected. 	
Function of the Committee	Delegation of Function
Appeals	
To determine whether any appeal made by a member of staff under any of the Council's Human Resources policies are valid.	<ul style="list-style-type: none"> • Committee
To hold appeal hearings under the disciplinary, grievance, competence, redundancy and redeployment policies	<ul style="list-style-type: none"> • Committee to determine the appeal under the appropriate procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.) • Only Council may uphold a decision to dismiss the Town Clerk
To determine any appeals under the Council's Complaint Procedure which is delegated to it.	<ul style="list-style-type: none"> • Committee to determine the appeal under the Procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.) • Committee to make redress up to the value of £500. • Town Clerk to make redress up to value of £250

Page 9

Detailed Terms of Reference and Delegated Powers of Sub-committees of Bletchley and Fenny Stratford Town Council

Terms of Reference: Clerk Performance Appraisal Sub-Committee	
3 Members of Council (The Chair of Council, the Chair of Employment Policy Committee and one other Member selected by the Employment Policy Committee).	Quorum = 3
Meetings are held 2-3 times per year or as required. Due to the nature of business non-committee members may not attend meetings of the sub-committee which makes reports to the Employment Policy Committee	
The Sub-committee is responsible for undertaking the annual performance appraisals of the Town Clerk and any other matters concerning the Town Clerk which may be delegated to it for consideration by the Employment Policy Committee	

Terms of reference for working groups

Page 143

Terms of Reference: Climate Group	
The purpose of the working is to ensure that Bletchley and Fenny Stratford Town Council fully recognises the current climate emergency and implements its resolved commitments to respond to this through scrutinizing the Council's activities and supporting the Council to achieve its cleaner and greener goals as set out in its delivery plan. Co-opted members shall be representatives of organisations and individuals who in the opinion of the Environment and Planning Committee shall enhance the effectiveness and representation of the working group.	
Function of the working group	Delegation of function
Climate Change	
To work to make the civil parish of Bletchley and Fenny Stratford carbon neutral by 2030	Working group to make recommendations direct to the Environment and Planning Committee and to all other committees of the council if relevant to assist in achievement of this goal
To work to make the Town Council as carbon neutral as practical by 2030	Working group to make recommendations direct to the Environment and Planning Committee and to all other committees of the council if relevant to assist in achievement of this goal
To work with Milton Keynes 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)	Working group to make recommendations direct to the Environment and Planning Committee and to all other committees of the council if relevant to assist in achievement of this goal

	Town Clerk for operational management
To support the Environment and Planning Committee to make action plans to achieve the council's climate and biodiversity goals	Working group to prepare recommendations for the Environment and Planning Committee

Terms of Reference: Community Events Working Group

Meetings are held as required.
 .The working group reports to the Community Committee. It has no delegated decision-making powers and acts as an advisory group.

Function of the working group	Delegation of function
Community Events	
To assist officers and the community committee to deliver and oversee specific community events from the Town Council's agreed community event programme which have been delegated to it by the Community Committee.	<ul style="list-style-type: none"> Working group to advise officers and make recommendations to the community committee

Delegations to Officers of Bletchley and Fenny Stratford Town Council

Function	Delegation of Function
Proper Officer and conduct the functions of the Proper Officer as provided by the Local Government Act 1972.	Town Clerk
Manage all employees (not including any variation of employment contracts and not any matters relating to grievances lodged against him/her) of the council and has the authority to take disciplinary action excluding termination of employment under agreed procedures.	Town Clerk
In the first instance, handle and acknowledge all complaints regarding the council (except where the complaint relates to the clerk).	Town Clerk
Arrange and call meetings of the council, its committees and subcommittees in consultation with the relevant Chair.	Town Clerk
Monitor and be responsible for all incoming and outgoing council correspondence including items of publicity, news releases, newsletters etc.	Town Clerk
The Clerk shall, in the first instance, be responsible for conducting and implementing any council, committee or sub-committee decision.	Town Clerk
The Clerk shall, in the first instance, manage all requests for information under Freedom of Information Act 2000.	Town Clerk
Operational management responsibility for all the activities of the Council as laid out in the scheme of delegations above.	Town Clerk
Respond to development control planning applications on behalf of the Council	<ul style="list-style-type: none"> • Town Clerk may respond on behalf of the Council to the following types of applications: - certificates of existing or proposed lawful use or development, display of advertisements, development applications restricted to telecommunications, discharge of conditions of approved applications and prior notification determinations provided that all Members of the committee are notified in advance and can ask for the matter to be referred to a committee with delegated planning powers

Respond to consultations	Town Clerk may respond on behalf of the Council to consultation documents as specified above
In the event of a major incident preventing the Council from holding meetings, the Town Clerk shall have delegated authority to take all necessary decisions to keep the Council functions running and shall have authority to delegate decisions and responses to Council staff as required. The Clerk shall keep the Chair/Committee Chairs/Vice chair informed and shall take advice from these Members as required.	Town Clerk
Approval and issuing of news releases on behalf of the Town Council.	Town Clerk
Function as the Responsible Financial Officer to the Council and shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.	Finance Manager
The Responsible Financial Officer shall have delegated financial authority to authorise spend of up to £5000 ex VAT on emergency repairs in consultation with the Clerk and the Chair of Council, and up to £3000 ex VAT on any one invoice on normal running functions of the Council, subject to budget availability and approval from the Clerk	Finance Manager
The Finance Manager shall have responsibility for any debit card issued to the Council which must be restricted to a single transaction maximum value of £1,500 unless a larger amount is authorised by the Council or Finance committee in writing before order is placed. On-line purchases for software that are in excess of £1,500, delegated officer powers should be used (RFO or Proper Officer) in consultation with the Chair and Vice-Chair of Finance and Governance whose approval would be sought in advance.	Finance Manager
The Finance Manager shall have de minimus capital expenditure authority to spend up to £2,000 ex VAT or to sell off assets to the same value with the agreement of the Clerk.	Finance Manager
On instruction from the Clerk the Finance Manager shall arrange to pay salaries and wages to all employees of the council (subject to the council's financial regulations).	Finance Manager
The Finance Manager shall have authority to make virements of up to £2,000 within the approved budget with the agreement of the Clerk.	Finance Manager

NB. Any financial, operational or managerial action delegated to the Town Clerk may in their absence be undertaken by the Deputy Town Clerk (Support Services Manager) if the matter cannot wait until the Town Clerk returns.

This page is intentionally left blank



Draft Communications Action Plan 2023-2024

Communications Channel/Activity	How	Frequency	Who
Print			
Newsletter	<p>Focus on council's priorities and showcase initiatives.</p> <p>Continue to improve and enhance the printed newsletter. Make use of increased imagery to support key messages.</p> <p>Refresh design to ensure the content is relevant and engaging for readers.</p> <p>Quality control checks to be undertaken on all published content throughout.</p>	4 x per year	Projects and Media Officer.
Annual Survey	Produce and issue towards the end of the calendar year with key themes to collect valuable data from the community that will enable informed decisions to be made.	Once a year	Projects and Media Officer.
Annual Report	Summarise the Town Council's achievements in the last year	Once a year	Projects and Media Officer with the Officer team.



	including a brief overview of the last financial year's accounts.		
Digital			
Website	<p>Utilise the new website functionality and ensure it reflects the Town Councils's priorities and key messages.</p> <p>Make use of increased video and imagery whilst ensuring it still meets the highest standards of accessibility for residents.</p> <p>Ensure clear navigation and signposting to services provided by the Town Council and other local authorities.</p> <p>Monitor and keep track of key KPI's such as website traffic, page views and click through rates.</p>	Weekly updates and maintenance	Support Services Manager, Projects and Media Officer and Community events and Support Services Officer.
Digital Newsletters	Produce and release the digital newsletter whilst increasing subscription with residents.	Monthly	Projects and Media Officer.
Social Media	Build up social media following across all platforms including Instagram, Facebook, LinkedIn, Pinterest and Twitter.	Daily (Pre scheduled automatic content)	Projects and Media Officer and Community events and Support Services Officer.



	<p>Make use of video and imagery to engage followers. Encourage councillors to feature in videos to help deliver key messages.</p> <p>Create content plan and strategy.</p>		
Press Releases	<p>Press releases targeted at a variety of local press publications when required.</p>	As and when required	<p>Projects and Media Officer and Community events and Support Services Officer.</p> <p>Town Clerk/Support Services Manager to authorise press releases before go live.</p>
Media screens	<p>Make use of the digital screens located in key locations including the town centre and train stations.</p>	TBC	<p>Projects and Media Officer and Community events and Support Services Officer.</p>
Community Engagement			
Events and Markets	<p>Plan and deliver high quality events for the community to attend and enjoy.</p> <p>Include involvement from local groups and businesses.</p> <p>Review and improve to ensure the events are well attended.</p>	Follow 2023-2024 events programme	<p>Community events and Support Services Officer and Officer team.</p>
Consultations	<p>Formal public consultation to be undertaken with local</p>	As and when required	Officer Team.



	communities as and when required.		
Annual Meeting of Electors	<p>An opportunity to present an overview of Town Council actions and achievements.</p> <p>Electors to have a say on their achievements over the last year.</p> <p>Community groups will be encouraged to share activities over the last year.</p>	Annually	Officer Team.
Full Council and Committee Meetings	Introduce live streaming on all meetings to allow people to attend remotely.	Follow 2023-2024 Calendar of meetings schedule	Councillors, Town Clerk, Support Services Manager, Finance Manager and Environment and Premises Manager.
Council Offices Walk ins	<p>Encourage and welcome the community to visit Town Council offices.</p> <p>Provide a high level of customer service whilst assisting people obtain the answers they need.</p>	Within office open hours	Officer Team.



Agenda Item 15

Agenda Item	To consider a proposal to extend the free period of usage of Newton Leys Pavilion by Ping Pong Social at a cost of up to £2,574		
Council/Committee	Full Council		
Meeting Date	25 April 2023	Report Writer	John Fairclough – Support Services Manager
Summary	<p>As a not-for-profit club, affiliated to Table Tennis England, they provide an affordable activity in Newton Leys, that provides a safe non-judgmental welcoming space to have a Bat and chat. The club is run by 3 main volunteers, but the members to help regularly with the putting away of equipment. Participants pay a small fee (£1 per child. £2 per adult).</p> <p>The space has been provided free of charge for 15 weeks to allow them to establish the group in the area. They have been running sessions 6pm – 9m on a Wednesday evening. (This would cost £66 per week). The sessions are only run during term time.</p> <p>The aim is to help with mental health and keeping people active. It also provides a welcoming safe space for the local growing community to enjoy an affordable activity.</p> <p>Equipment is owned by the town council and getting well used by the Ping Pong Social group.</p>		
Strategic Priorities	<p>Closer to our community:</p> <p>We will support the development of local community groups/social enterprises and initiatives which promote community resilience</p>		
Equality/Inclusion Implications	All Welcome		
Supporting Documentation (if any)	n/a		

This page is intentionally left blank



Agenda Item	To note the increase in swimming prices at Bletchley Leisure Centre and the impact this will have on the Town Council's free subsidised swimming scheme		
Council/Committee	Full Council		
Meeting Date	25.04.2023	Report Writer	John Fairclough
Purpose of report	To note the increase in swimming prices at Bletchley Leisure Centre and the impact this will have on the Town Council's free subsidised swimming scheme		
Strategic Priorities	Closer to the community Supporting wellbeing and safety		
Budget Codes and Costs	415 Well-Being 4582 Free Swimming (£27,000)		
Supporting Documentation (if any)	Inspire All Partnership Agreement		

Background

The Town Council started funding free swimming again in 2021 for residents of the parish who were in receipt of any of the following: Council Tax Reduction, Universal Credit, Personal Independence Payment, Employment and Support Allowance, Income Support, Invalid Care Allowance, Working Tax Credit or Pension Credit, adults aged 60 years and over, youths aged 3 to 16 years, those in further education aged 16 to 19 years and those who are unemployed.

Current charges are as follows:

BFSTC FREE SWIM PRICES APRIL 2021	
Category	Cost per swim
Aged 60 years and over ('Senior')	£2.20
Aged 3 to 16 years ('Junior')	£2.30
Aged 16-19 years in full time education ('Further Education')	£2.30
Registered unemployed, disabled or receiving other types of support (Other)	£3.80



Detailed Considerations/Information

A new SLA agreement has been sent over which is attached. The agreement details the increase in prices which take effect from 1 April 2023.

BFSTC FREE SWIM PRICES APRIL 2023

Category	Cost per swim
Aged 60 years and over ('Senior')	£2.50
Aged 3 to 16 years ('Junior')	£2.50
Aged 16-19 years in full time education ('Further Education')	£2.50
Registered unemployed, disabled or receiving other types of support (Other) (as set out in Appendix 2)	£4.00

Hire agreement for partnership agreement between IA & BFSTC relating to the provision of free swimming at Bletchley Leisure Centre.

This Partnership Agreement is between:

InspireAll [a company limited by guarantee] whose registered office is at Unit 8, Borderlake House , Lowbell Lane, London Colney, Hertfordshire AL2 1HG (Company Registration Number 4343347). **(IA)**

And **Bletchley and Fenny Stratford Town Council**, Bletchley Library, Westfield Road, Bletchley, Milton Keynes MK2 2RA **(BFSTC)**

Statement of intent

Bletchley and Fenny Stratford Town Council (BFSTC) and Inspireall (IA) confirm their agreement to continued Partnership working and acknowledge the added value for BFSTC residents that can be achieved by this approach.

Purpose of Agreement

To define the aims, operational and management arrangements for the provision of free swimming at Bletchley Leisure Centre (BLC) to qualify residents living in BFSC parish area. (Listed in Appendix 1)

Aims of Provision

To encourage healthy lifestyles and physical activities amounts adults aged 60 years and over, youths aged 3 to 16 years, those in further education aged 16 to 19 years, and those who receive the following support;

Council Tax Reduction
Universal Credit
Personal Independence Payment
Employment and Support Allowance
Income Support
Invalid Care Allowance
Working Tax Credit
Pension Credit

Purpose of the provision

To provide access to free swimming to residents of BFSTC who are aged 60 years and over, youths aged 3 to 16 years, those in further education aged 16 to 19 years, and those who receive the above support.

Terms of the agreement

The agreement is effective from April 1ST 2023 for a period of 12 months. Continuation of this agreement will be subject to review.

Contributions and Roles of Partners

IA agrees to administer the free swimming scheme, accepting completed application forms and suitable proof of ID and residency in the Bletchley and Fenny Stratford Town Council area. (Suitable proof of ID is set out in Appendix 2.)

IA agrees to check all documents provided by applicants to ensure they meet the criteria for the scheme, and to issue scheme membership cards to qualifying BFSTC residents, at a fixed cost of £2.00 per annum.

IA agrees to offer free swimming to approved members of the scheme at all "open" swimming sessions at BLC on presentation of proof of membership.

IA will ensure that only membership card holders with postcodes within the BFSTC postcodes (as set out in Appendix 1) are offered free swimming funded by BFSTC.

IA agrees to maintain accurate records of registration, attendance and use by approved residents, providing BFSTC with monthly data detailing the number of swims per calendar month and the breakdown within each category, including a breakdown by postcode area.

BFSTC Agrees to pay any invoices within 14 days of receipt, for the period of this partnership agreement. Any Purchase order numbers will be given in advance to avoid delay in payment.

Policies and Procedures

The free swimming initiative will be managed within the "general terms and conditions of use" within BLC. The initiative will be subject to BLC general policies in respect of health and safety, safeguarding children and vulnerable adults etc.

Evaluation and review

IA will prepare and submit an annual report if requested, which can then be reviewed at a formal meeting by the Deputy Clerk BFSTC and the Regional Manger IA.

Funding

Funding will be paid by BFSTC monthly in arrears on receipt of invoices being raised by IA. Swims will be invoiced at rates specified in Appendix 3. Charges will be reviewed annually.

Mechanism for addressing questions and concerns

Any issues arising in relation to the provision of free swimming will initially be resolved by the deputy clerk (BFSTC) and Admin Manager IA. Should issues not be resolved they will be escalated to the regional manager (BLC) by the deputy Clerk (BFSTC)

Termination

This agreement is for a period of twelve months and there are no arrangements for early termination. All agreements are subject to annual review and no commitment can be assumed beyond each 12 month period.

Signed for on behalf of Inspreall:

Print Name: _____ Date: _____

Signed: _____

Signed for on Behalf of Bletchley & Fenny Stratford Town Council:

Print Name: _____ Date: _____

Signed: _____

Appendix 1

Bletchley & Fenny Stratford Town Council postcodes

All OF Mk1, and Mk2 some of MK3 & MK17

MK1 1BA	MK2 2FB	MK2 2LA	MK2 2PZ	MK2 2UT	MK2 3EJ	MK2 3NY	MK3 5FW	MK3 5QW
MK1 1BE	MK2 2FD	MK2 2LB	MK2 2QA	MK2 2UZ	MK2 3EL	MK2 3NZ	MK3 5FX	MK3 5QX
MK1 1BG	MK2 2FE	MK2 2LD	MK2 2QB	MK2 2XE	MK2 3EN	MK2 3PA	MK3 5FY	MK3 5QY
MK1 1BH	MK2 2FF	MK2 2LE	MK2 2QD	MK2 2XP	MK2 3EP	MK2 3PB	MK3 5FZ	MK3 5QZ
MK1 1BJ	MK2 2FG	MK2 2LG	MK2 2QE	MK2 2YZ	MK2 3ER	MK2 3PD	MK3 5GA	MK3 5RH
MK1 1BL	MK2 2FH	MK2 2LH	MK2 2QF	MK2 3AB	MK2 3ES	MK2 3PE	MK3 5GB	MK3 5RJ
MK1 1BP	MK2 2FJ	MK2 2LJ	MK2 2QL	MK2 3AD	MK2 3ET	MK2 3PF	MK3 5GD	MK3 5RL
MK1 1BQ	MK2 2FL	MK2 2LL	MK2 2QN	MK2 3AE	MK2 3EU	MK2 3PG	MK3 5GF	MK3 5RN
MK1 1BW	MK2 2FN	MK2 2LN	MK2 2RA	MK2 3AF	MK2 3EW	MK2 3PP	MK3 5GG	MK3 5RP
MK1 1BY	MK2 2FP	MK2 2LP	MK2 2RB	MK2 3AG	MK2 3EX	MK2 3PQ	MK3 5GH	MK3 5RQ
MK1 1NE	MK2 2FQ	MK2 2LQ	MK2 2RD	MK2 3AH	MK2 3EY	MK2 3PR	MK3 5GJ	MK3 5RS
MK1 1NF	MK2 2FR	MK2 2LR	MK2 2RE	MK2 3AJ	MK2 3EZ	MK2 3PS	MK3 5GL	MK3 5RT
MK1 1NG	MK2 2FS	MK2 2LS	MK2 2RF	MK2 3AL	MK2 3FD	MK2 3PT	MK3 5GN	MK3 5RU
MK1 1NQ	MK2 2FT	MK2 2LT	MK2 2RG	MK2 3AN	MK2 3FE	MK2 3PU	MK3 5GP	MK3 5RW
MK1 1PA	MK2 2FU	MK2 2LTS	MK2 2RH	MK2 3AP	MK2 3FG	MK2 3PX	MK3 5GQ	MK3 5RX
MK2 1BW	MK2 2FW	MK2 2LU	MK2 2RL	MK2 3AQ	MK2 3FH	MK2 3PY	MK3 5GR	MK3 5RZ
MK2 2AF	MK2 2GT	MK2 2LW	MK2 2RN	MK2 3AR	MK2 3FJ	MK2 3PZ	MK3 5GS	MK3 5SB
MK2 2AL	MK2 2HA	MK2 2LX	MK2 2RP	MK2 3AS	MK2 3HA	MK2 3QA	MK3 5GT	MK3 5SE
MK2 2AQ	MK2 2HB	MK2 2LY	MK2 2RQ	MK2 3AT	MK2 3HB	MK2 3QB	MK3 5GU	MK3 5SG
MK2 2AS	MK2 2HH	MK2 2LZ	MK2 2RR	MK2 3AU	MK2 3HD	MK2 3QE	MK3 5GW	MK3 5SN
MK2 2AT	MK2 2HJ	MK2 2NB	MK2 2RS	MK2 3AW	MK2 3HE	MK2 3QF	MK3 5GX	MK35RJ
MK2 2AU	MK2 2HL	MK2 2ND	MK2 2RU	MK2 3BT	MK2 3HF	MK2 3QG	MK3 5GY	MK17 9GB
MK2 2AW	MK2 2HN	MK2 2NE	MK2 2RW	MK2 3BU	MK2 3HG	MK2 3QH	MK3 5HB	MK17 9GE
MK2 2BA	MK2 2HP	MK2 2NF	MK2 2SA	MK2 3BX	MK2 3HH	MK2 3QJ	MK3 5HE	MK17 9JH
MK2 2BG	MK2 2HR	MK2 2NG	MK2 2SP	MK2 3BY	MK2 3LP	MK2 3QN	MK3 5HG	MK17 9JJ
MK2 2BH	MK2 2HS	MK2 2NH	MK2 2SQ	MK2 3BZ	MK2 3LR	MK2 3QP	MK3 5JU	
MK2 2BJ	MK2 2HT	MK2 2NJ	MK2 2SS	MK2 3DA	MK2 3LS	MK2 3QR	MK3 5LB	
MK2 2BL	MK2 2HU	MK2 2NL	MK2 2SW	MK2 3DB	MK2 3LT	MK2 3QS	MK3 5LG	
MK2 2BQ	MK2 2HW	MK2 2NN	MK2 2TG	MK2 3DG	MK2 3LU	MK2 3QT	MK3 5LY	
MK2 2BS	MK2 2HX	MK2 2NP	MK2 2TH	MK2 3DH	MK2 3LX	MK2 3QU	MK3 5NE	
MK2 2BW	MK2 2HY	MK2 2NQ	MK2 2TJ	MK2 3DJ	MK2 3LY	MK2 3QW	MK3 5NF	
MK2 2BX	MK2 2HZ	MK2 2NR	MK2 2TL	MK2 3DL	MK2 3LZ	MK3 5AY	MK3 5NW	
MK2 2BY	MK2 2JA	MK2 2NT	MK2 2TP	MK2 3DN	MK2 3NA	MK3 5FB	MK3 5NX	
MK2 2DB	MK2 2JB	MK2 2NW	MK2 2TQ	MK2 3DP	MK2 3NB	MK3 5FD	MK3 5NY	
MK2 2DD	MK2 2JD	MK2 2NX	MK2 2TR	MK2 3DQ	MK2 3ND	MK3 5FE	MK3 5NZ	
MK2 2DE	MK2 2JF	MK2 2NY	MK2 2TS	MK2 3DR	MK2 3NE	MK3 5FF	MK3 5PB	
MK2 2DH	MK2 2JG	MK2 2NZ	MK2 2TT	MK2 3DS	MK2 3NF	MK3 5FG	MK3 5PL	
MK2 2DR	MK2 2JH	MK2 2PD	MK2 2TW	MK2 3DT	MK2 3NG	MK3 5FH	MK3 5PN	
MK2 2DW	MK2 2JJ	MK2 2PE	MK2 2TX	MK2 3DU	MK2 3NN	MK3 5FJ	MK3 5PR	
MK2 2DY	MK2 2JL	MK2 2PF	MK2 2TZ	MK2 3DW	MK2 3NP	MK3 5FL	MK3 5PS	
MK2 2DZ	MK2 2JN	MK2 2PG	MK2 2UA	MK2 3DX	MK2 3NR	MK3 5FN	MK3 5PT	
MK2 2EB	MK2 2JQ	MK2 2PR	MK2 2UD	MK2 3DY	MK2 3NS	MK3 5FP	MK3 5PU	
MK2 2ED	MK2 2JW	MK2 2PT	MK2 2UG	MK2 3DZ	MK2 3NT	MK3 5FQ	MK3 5PW	
MK2 2EH	MK2 2JX	MK2 2PU	MK2 2UP	MK2 3EA	MK2 3NU	MK3 5FS	MK3 5PX	
MK2 2ER	MK2 2JY	MK2 2PX	MK2 2UQ	MK2 3EB	MK2 3NW	MK3 5FT	MK3 5PY	
MK2 2EZ	MK2 2JZ	MK2 2PY	MK2 2UR	MK2 3BX	MK2 3NX	MK3 5FU	MK3 5QU	

Appendix 2

In Receipt of any of the following	Evidence required	Type
Council Tax Reduction	Bill or Letter required	Means Tested
Universal Credit	Notification Letter	Means Tested
Personal Independence Payment	Notification Letter	Ability Tested
Employment and Support Allowance	Notification Letter	Ability Tested
Income Support	Notification Letter	Means Tested
Invalid Care Allowance	Notification Letter	Ability Tested
Working Tax Credit	Notification Letter	Means Tested
Pension Credit	Notification Letter	Means Tested

And in addition to this, adults aged 60 years and over, youths aged 3 to 16 years, those in further education aged 16 to 19 years. Proof of age and address is required.

Appendix 3

BFSTC FREE SWIM PRICES APRIL 2023	
Category	Cost per swim
Aged 60 years and over ('Senior')	£2.50
Aged 3 to 16 years ('Junior')	£2.50
Aged 16-19 years in full time education ('Further Education')	£2.50
Registered unemployed, disabled or receiving other types of support (Other) (as set out in Appendix 2)	£4.00



Regulatory Services

Reply to Licensing
Call 01908 252800 Ref: 165966
E-mail licensing@milton-keynes.gov.uk

Mrs Delia Shephard
Council Clerk Bletchley and Fenny Stratford CP
Sycamore House
Drayton Road
Bletchley
MK2 3RR

18 April 2023

Dear Mrs Shephard

**B2B, Unit 3 Stanier Square, Bletchley, Milton Keynes, MK2 2FY
New Premise Licence Application
LICENSING ACT 2003**

The above application for a premise in your area was received by Milton Keynes Licensing Authority on **14/04/2023**. Brief details of the application are as follows:

Application Details

Opening times: 11am - 11pm

Sale of alcohol: 4pm - 10.30pm indoors only.

Late Night Refreshment and sale of alcohol 11pm - 4am via online/phone deliveries only.

CCTV System

Challenge 25 Policy

No food or drink to be consumed outside.

Full details of the application can be viewed via the Licensing Register at the Civic Offices of the Council. This is accessible Mondays to Thursdays between the hours of 9.00 am to 5.00 pm, and Fridays 9.00 am to 4.00 pm (excluding Bank Holidays).

A copy of the application is also available to view online at:-

<https://elicensing.milton-keynes.gov.uk/elr/start.aspx>

To alert people and businesses living in the vicinity of the premises, the applicant is required to post a blue notice on the outside of the premises for 28 days. Additionally, they must place an advertisement in a local newspaper within 10 working days of the application being made.

You may wish to note that we, as the licensing authority, also alert the responsible authorities under the legislation, which include the police and the fire & rescue service as well as certain

departments of the Council, such as Environmental Health, Development Control, child protection and Trading Standards.

Any person or business can make representation both for and against the proposal within 28 days of the date the application was made. The Parish / Town Council may make a representation as the Parish Council or as a body representing persons who live in your area. The Parish / Town Council should note that they may be asked to demonstrate that this is the case.

Please note that any representation must relate to one or more of the Licensing Objectives and will be sent to the applicant. Representations requesting personal details be withheld from the applicant will only be considered in exceptional circumstances. Anonymous representations will not be accepted. The Licensing Act 2003 does state that it is an offence to knowingly or recklessly make a false statement in connection with this matter and the maximum fine of £5,000 is liable on summary conviction for the offence.

Please remind your Council that, as the Code of Conduct also applies to licensing matters, any member who may be affected by the application is likely to have a 'personal and prejudicial interest' in the matter. As well as disclosing their interest and withdrawing from the chamber during relevant discussions, that member may not represent your council at any subsequent Licensing Hearing.

If you are approached by persons or businesses for advice on how to make a representation there is information on our website (www.milton-keynes.gov.uk/licensing) and I enclose a copy of a form that you are free to copy for them to use if they wish.

If you have any queries regarding the contents of this letter, please do not hesitate to contact members of the Licensing Team on MK 252800.

Yours sincerely

Milton Keynes Licensing Team

This page is intentionally left blank