



Bletchley and Fenny Stratford Town Council

There will be a meeting of the Full Council on Tuesday, 23rd May, 2023 to be held at Newton Leys Pavilion, Furzey Way, Newton Leys commencing at 7.30 pm to transact the items of business set out in the agenda below.

Delia Shephard
Clerk to the Council
Monday, 15 May 2023

AGENDA

1. Election of chair of council and declaration of acceptance of office
2. Election of vice-chair of council
3. To note councillors' apologies for absence
4. To note councillors' declarations of interest in matters on the agenda
(Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, councillors are required to declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting)
5. Minutes of meeting Tuesday, 25 April 2023 of Full Council (Pages 1 - 6)
6. 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.
7. To note the minutes of recent meetings of committees of the council and to consider any recommendations contained therein
 - (i) Minutes of Meeting - Employment Policy Committee (Pages 7 - 10)
Recommendations from the Employment Policy Committee will be discussed at agenda item
 - (ii) Minutes of meeting of Environment and Planning Committee (Pages 11 - 14)
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*

8. To review and confirm scheme of delegations and committee structure including terms of reference for all committees, sub-committees and staff (Pages 15 - 48)
9. To elect members to committees
- (i) Finance & Governance Committee
 - (ii) Environment and Planning Committee
 - (iii) Community Committee
 - (iv) Appeals Committee
 - (v) Employment Policy Committee
 - (vi) Clerk Performance Management Sub-committee
10. To review and adopt Standing Orders (Pages 49 - 72)
No changes proposed by officers to previously agreed document.
11. To review and adopt Financial Regulations (Pages 73 - 92)
This document was amended and approved by full council on 25 April 2023. No further changes are proposed by officers.
12. To review and confirm the town council's adopted code of conduct for members and adopted member officer protocol (Pages 93 - 124)
No changes proposed.
13. To review arrangements with community partners
- (i) Partnership with Water Eaton Community Larder (Pages 125 - 126)
 - (ii) Partnership with Milton Keynes Canalside Forum (Pages 127 - 128)
14. To review representation on or work with external bodies and arrangements for reporting back to full council (Pages 129 - 130)
- i Milton Keynes Parishes Forum – 2 representatives required, (Cllr Stephens and the clerk are prepared to continue as representatives)
 - ii Buckinghamshire and Milton Keynes Association of Local Councils – 2 representatives
 - iii Lakes Estate Renewal Forum – 1 representative
 - iv Bletchley and Fenny Stratford Town Deal – membership of the Town Deal Board is to be reviewed now that the programme is moving into the implementation phase of the TIP projects. In view of this, it is suggested that no change is made to representation at the moment which would need to be agreed by the Town Deal Board in any event.
 - v Salden Chase Sub-Committee – two representatives
 - vi Bletchley and Fenny Stratford Neighbourhood Plan Steering Group – 5 representatives or more (Cllrs Hussein has recently taken over as chair)
15. To review asset register including inventory of land (Pages 131 - 132)
16. To confirm the town council's arrangements for insurance cover in respect of all insurable risks (Pages 133 - 134)
At the annual meeting on 24 May 2022, it was resolved that the recommendation of the Finance Committee on the that the Council enter into a three year agreement for insurance cover with Zurich Municipal; the renewal amount will be provided at the meeting.

17. To review and approve subscriptions to other bodies (Pages 135 - 136)
- i Buckinghamshire & Milton Keynes Association of Local Councils (BMKALC) including NALC contribution
 - ii Society of Local Council Clerks (SLCC)
 - iii The Allotment Association (formerly National Association of Allotment and Leisure Gardeners)
 - iv National Association of British Markets (NABMA)

Previously the Town Council has resolved that it no longer wishes to be a member of Milton Keynes Association of Local Councils.

18. To review the council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (Pages 137 - 152)
Replacement policies for consideration and adoption

19. To review the council's policy for dealing with the press/media (Pages 153 - 186)
Proposed changes are highlighted in red. Policy was previously reviewed at last annual meeting 24 May 2022.

20. To review the town council's complaints procedure (Pages 187 - 194)
No changes proposed by officers to this policy which was previously approved on 24 May 2022.

21. To review the council's employment policies and procedures (Pages 195 - 268)
No changes proposed, all policies previously adopted.

22. To review and confirm the town council's calendar of ordinary meetings for the year 2023-24 up to and including the next annual meeting of the council and including the place of those meetings (Pages 269 - 272)
Calendar previously approved, meetings will be held at Newton Leys Pavilion.

23. To review and comment on planning applications due to be considered by Milton Keynes Council
- (i) 23/00984/PRIOR - 27 The Concourse Brunel Centre Locke Road Bletchley (Pages 273 - 280)
Milton Keynes Prior approval for the demolition of two storey retail unit
Members are reminded of previous statements from MKCC/MKDP that this building would be demolished as soon as practicable in order to improve the area and to prevent further criminal damage/anti-social behaviour. Meanwhile a development brief for the Brunel Centre parcel of land is currently in preparation and this will be consulted upon in due course.

25. Financial Matters
- (i) To note a summary financial report showing income and expenditure against budget to 30 April 2023 (Pages 281 - 282)
The budget summary to April 2023 details accurate figures, however, year-end accruals have not all reversed. The summary of the rolling capital program includes budget figures that will require reviewing at the Finance Committee on 20 June 2023.
 - (ii) To ratify a list of payments made or due to be made by the council before the next meeting of the Finance & Governance Committee (Pages 283 - 288)
 - (iii) To approve expenditure on consultancy fees to support the two task force teams currently working to gather evidence for the Bletchley and Fenny Stratford Neighbourhood Plan as requested by the Neighbourhood Plan Steering Group

26. To note draft minutes from annual meeting of electors held on Thursday 11 May 2023 and to consider any actions arising therefrom (Pages 289 - 314)
27. To consider exclusion of the public for consideration of the following item of business which may include discussion of individual staff members personal circumstances
28. To consider recommendations from the Employment Policy Committee including a proposal to add to the town council staff permanent headcount