



Public Document Pack

Bletchley and Fenny Stratford Town Council

There will be a meeting of the Full Council on Tuesday, 26th March, 2024 to be held at Newton Leys Pavilion, 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, 18 March 2024

AGENDA

1. To note councillors' apologies for absence
2. To note councillors' declarations of interest in matters on the agenda
(Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, councillors are required to declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting)
3. To approve draft minutes of meeting Tuesday, 30 January 2024 of Full Council (Pages 1 - 8)
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 or to obtain a link to join the meeting remotely.

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 and live streamed including the representations made by members of the public.
Meetings may be viewed on the town council's YouTube channel at
https://www.youtube.com/channel/UCuEj3-xDT_faeAxDSZ8sySg
5. To note the draft minutes of recent meetings of committees of the council and to consider any recommendations contained therein
 - (i) Minutes of meeting Tuesday, 13 February 2024 of Community Committee (Pages 9 - 10)
 - (ii) Minutes of meeting Tuesday, 20 February 2024 of Employment Policy (Pages 11 - 16)
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*

Committee

- (iii) Minutes of meeting Tuesday, 27 February 2024 of Finance and Governance Committee (Pages 17 - 56)
 - (iv) Minutes of meeting Tuesday, 19 March 2024 of Environment and Planning Committee (Pages 57 - 60)
6. To review and comment on planning applications due to be considered by Milton Keynes Council
- (i) 24/00351/HOU 3 Taylor Close Eaton Leys Milton Keynes MK17 9GN
 - (ii) 24/00584/HOU - 55 Simpson Road, MK1 1BE
The erection of a single storey rear extension, demolition of existing garage and erection of new garage:

[24/00584/HOU](#)
7. To consider a response to Regulation 14 consultation on Stoke Hammond Neighbourhood Plan in the town council's capacity as a statutory consultee
[Draft pre-submission plan](#)

[Design code](#)
,
[Strategic Environment Assessment](#)
8. To consider a community grant application from MK Goan Community (This item is to be considered by full council rather than the Community Committee in order to ensure that it is dealt with during the current financial year.) (Pages 61 - 74)
9. Financial Reports
- (i) To note a summary financial report showing income and expenditure against budget to date (Pages 75 - 76)
 - (ii) To review a projection for year end results 2023-2024 (Pages 77 - 80)
 - (iii) 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 81 - 86)
10. Sycamore Buildings Project
- (i) To review the outcome of the town council's recent consultation on the Sycamore Buildings Project and to consider next steps (Consultation ends on Sunday 24 April 2024 documents will be provided as soon as possible after that date but are likely to be tabled) (To Be Tabled)
 - (ii) To approve spending on a specialist groundwork investigative report (Pages 87 - 90)
11. To review progress against the town council's delivery plan for 2023-4 (Pages 91 - 102)
12. To review a draft template for the town council's strategic plan for 2024-2028 and a draft delivery schedule for the financial year 2024-2025 (To Follow)
13. To receive a report on progress with the Bletchley and Fenny Stratford Neighbourhood Plan (Pages 103 - 104)

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Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Full Council of Bletchley and Fenny Stratford Town Council held at Community Hall - Newton Leys Pavilion on Tuesday, 30th January, 2024 commencing at 7.30 pm

Present: Cllrs E Kelly-Wilson, G Bedford, K Ely, Fernandes, E Hume, Joshi, A Khanom, E O'Rourke, U Osumili, T Stephens and M Wymer

Absent: Cllr L Campbell

Apologies: Cllrs R Graham, S Browne, R Haine, I Hussein and A Palmer and A Segebrecht

In attendance: Cllr A Segebrecht (attending remotely) John Fairclough (Support Services Manager), Delia Shephard (Town Clerk) (Clerk) and Alison Brown (Finance Manager)

Min Ref

- FC23/24-105 **Councillors' apologies for absence**
It was RESOLVED that Cllr Palmer's apologies for absence (which were due to continued ill health) be approved. It was further RESOLVED that all other apologies for absence and absence without apologies as listed above be noted. Cllr Segebrecht has submitted apologies for absence but was attending the meeting virtually (though was therefore unable to vote).
- FC23/24-106 **Councillors' declarations of interest in matters on the agenda**
There were no declarations of disclosable pecuniary interests on matters on the agenda. Cllrs Bedford, Kelly-Wilson and Osumili drew attention to their residence in Newton Leys in relation to any planning matters at Newton Leys.
- FC23/24-107 **Minutes of meeting Tuesday, 28 November 2023 of Full Council**
It was RESOLVED that the draft minutes of the meeting be approved as a correct record.
- FC23/24-108 **Casual vacancies and membership of committees**
It was noted that whilst three casual vacancies remained the "6-month rule" had now come into effect with elections due on 2 May 2024.
It was RESOLVED that Cllr Fernandes be elected to the Community Committee, the Finance and Governance Committee and the Environment and Planning Committee.
It was RESOLVED that Cllr Joshi be elected to the Finance and Governance Committee and the Environment and Planning Committee.
- FC23/24-109 **Public Speaking**
There were no representations from members of the public.
- FC23/24-110 **Variation of order of business**
It was RESOLVED to vary the order to business and immediately proceed to agenda item 9 ff (Financial Matters).
- FC23/24-111 **Financial Matters**
- FC23/24-111.i **List of payments made or due to be made by the council before the next meeting of the Finance & Governance Committee**
It was RESOLVED that the list of payments circulated with the agenda be ratified.



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FC23/24-111.ii **Financial management information report showing income against expenditure for the financial year 2023-2024 and to review the draft revenue budget for the financial year 2024-2025 recommended by the Finance and Governance Committee**

It was RESOLVED that the financial management report and the draft revenue budget which had been circulated with the agenda be noted.

FC23/24-111.iii

Review of the draft capital budget

The Finance Manager delivered a presentation highlighting the key points of the draft revenue budget for 2024-25 as recommended by the Finance and Governance Committee and summarising the main changes to the revenue budget compared with 2023/24.

(During the presentation Cllr Hume joined the meeting.)

The Finance Manager went on to present the capital budget for 2024-25 and the implications for the council's general and earmarked reserves, noting that the figures were based on the council's most recent high-level costing for the Sycamore Buildings Project of £1,562,295. It was proposed that £650,000 (composed of £500,000 from the council's rolling capital fund and £150,000 from general reserves) be contributed to the project with the balance of the funding coming from a PWLB loan of up to £750,000 and additional funding from other grant giving sources eg S106, Carbon Offset Fund, Community Ownership Fund etc. Officers stressed that funding and borrowing applications could not be made without evidence of community consultation and positive support for the project as well as more detailed costings for specific elements of the plan. Members reviewed the interest rates for public work loans as of 24 January 2024 and had the opportunity to ask questions.

FC23/24-111.iv

Review of progress with the Sycamore Buildings Project (presentation at meeting) and approval of spending and activities on the next phase of the project

The clerk continued the presentation of the capital budget with a review of progress to date on the Sycamore Buildings Project and an outline of the indicative timetable for the build. Subject to council approval of professional fees to enable the next stage in the project this would involve a 12-week period of detailed design and building regulations and tender specification preparation. It was anticipated that the tender period would not go live until the end of April and it was noted that this might need to be adjusted in view of the elections due on 2 May 2024. Following the tender assessment and appointment and mobilization (a period of approximately 7 weeks) the build was anticipated to take 26 weeks.

The clerk noted that further progress with borrowing and grant seeking could not be undertaken without additional information and community consultation to seek support for the project. The council would need to be able to demonstrate support for the project in principle as well as support for the borrowing itself. If the repayment of the loan would lead to an increase in precept residents must be asked a yes/no question about whether they were in favour of the borrowing and the potential increase.

Following discussion it was RESOLVED to proceed with the next stage of the project. Members reviewed a confidential report comparing confidential quotations for items specified on the agenda, as well as details of the specifications of the work which had been quoted for and complete copies of all confidential quotation paperwork.

- a) **Professional fees for precontract detailed design and tender specifications**



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- i It was RESOLVED that architectural and project management services in the sum of £19,500 be procured from Stenton Obi as specified in the reports provided to council.
- ii It was RESOLVED that an asbestos survey be procured from Acorn
- iii Building control (confidential quotations provided)
- iv Mechanical, engineering and plumbing Survey and Design (confidential quotations provided)
- v Quantity surveying (confidential quotations provided)
- vi Structural and civil engineering (confidential quotations provided)

b) Fundraising and community consultation

- i To approve in principle procurement of independent services to work with the council on preparation of funding/grant applications
- ii To undertake community wide consultation on proposal to borrow up to £740,000 from the Public Works Load Board and to approve changes to the council's planned timetable of printed newsletter publication to facilitate that consultation
- iii To approve procurement of independent services to work with the council on communications and consultation arrangements

FC23/24-111.v **Review the council's medium term financial plan**
The council's medium term financial plan which had been based upon the recommended revenue and capital budgets was reviewed by members.

FC23/24-111.vi **Revenue and capital budgets for 2024-2025 and the medium term financial plan**
It was unanimously RESOLVED to approve the revenue and capital budgets for the financial year 2024-2025 recommended by the Finance and Governance Committee and provided with the agenda. It was further RESOLVED to approve the medium term financial plan.

FC23/24-111.vii **Precept for the financial year 2024 to 2025**
It was unanimously RESOLVED to set the precept demand for the financial year 2024 to 2025 at a total sum of £1,234,426.74. Based on the tax base for the year of 6,106.29, this resulted in an average Band D precept of £202.15 and represented an increase of 4.97% on the 2023-2024 demand.

FC23/24-112 **Noting of recent meetings of committees of the council and consideration of any recommendations contained therein**

FC23/24-112.i **Minutes of meeting Tuesday, 12 December 2023 of Community Committee**
It was RESOLVED that the draft minutes be noted.

FC23/24-112.ii **Minutes of meeting Tuesday, 9 January 2024 of Finance and Governance Committee**
It was RESOLVED that the draft minutes be noted (recommendations regarding budget and precept had already been dealt with via substantive agenda items).

FC23/24-112.iii **Minutes of meeting Tuesday, 16 January 2024 of Environment and Planning Committee**
It was RESOLVED that the draft minutes be noted.

FC23/24-113 **Review of planning applications due to be considered by Milton Keynes Council**



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- FC23/24-113.i **24/00012/FUL - Wrights Vehicle Solutions Dane Road MK1 1JQ**
It was RESOLVED that no comments be made on the proposed development.
- FC23/24-113.ii **23/02805/FUL - 48 Barton Road Bletchley Milton Keynes MK2 3HU**
It was RESOLVED that no comments be made on the proposed development.
- FC23/24-113.iii **23/02757/FUL - 5 - 6 Grove Ash Bletchley Milton Keynes MK1 1BZ**
It was RESOLVED that the no comments be made on the proposed development.
- FC23/24-113.iv **23/02652/FUL - Employment Land 2 & 3 Newton Leys Milton Keynes MK3 5SD**
This item of business was withdrawn having been included in error and considered on a previous occasion.
- FC23/24-113.v **23/02768/FUL - 13 Victoria Road Bletchley Milton Keynes MK2 2NG**
It was RESOLVED that no comments be made on the proposed development.
- FC23/24-113.vi **24/00107/EIASCO - Bletchley Landfill Site Guernsey Road Newton Leys Milton Keynes MK3 5FR**
It was noted that this was a screening opinion only and no comments were made at this stage.
- FC23/24-114 **Residents' Survey undertaken in late 2023**
The results of the residents' survey had previously been considered in detail by the Community Committee and it was RESOLVED to note these findings.
- FC23/24-115 **Calendar of meetings for the period from March 2024 to June 2025**
It was RESOLVED that the calendar of meetings below be approved and published.

Day	Date	Year	Revised Calendar	Notes
Tuesday	13 February 2024	23-24	Community Committee	
Tuesday	20 February 2024		Employment Policy Committee	
Tuesday	27 February 2024	23-24	Finance and Governance Committee	No change
Tuesday	05 March 2024			
Tuesday	12 March 2024			
Tuesday	19 March 2024	23-24	Environment and Planning Committee	No change
Tuesday	26 March 2024	23-24	Full Council	29/03/24 Good Friday Brought forward to accommodate any decisions required within the council year also falls after the



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				proposed Sycamore Consultation (26 February to 22 March)
Tuesday	02 April 2024	24-25		01/04/24 Easter Monday
Tuesday	09 April 2024	24-25	Finance and Governance Committee	
Tuesday	16 April 2024	24-25	Community	
Tuesday	23 April 2024			
Tuesday	30 April 2024	24-25	Full Council	
Thursday	2 May	24-25		ELECTIONS
	7 May	24-25		NEW COUNCILLORS TAKE OFFICE
Tuesday	07 May 2024	24- 25	Annual Meeting of Council	06/05/24 May Bank Holiday and immediately after election
Tuesday	14 May 2024	24-25	Annual Meeting of Electors	
Tuesday	21 May 2024	24-25	Environment and Planning Committee	
Tuesday	28 May 2024	24-25		27/05/24 Late Bank Holiday
Tuesday	05 June 2024			
Tuesday	11 June 2024	24-25	Community Committee	First meeting of Committee
Tuesday	18 June 2024		Employment Policy Committee	First meeting of committee (replaces 7 May)
Tuesday	25 June 2024	24-25	Finance and Governance Committee	First meeting of committee
Tuesday	02 July 2024			
Tuesday	09 July 2024	24-25	Environment and Planning Committee	First meeting of committee
Tuesday	16 July 2024			
Tuesday	23 July 2024	24-25	Full Council	
Tuesday	30 July 2024			
Tuesday	06 August 2024	24-25		
Tuesday	13 August 2024		Community Committee	No change
Tuesday	20 August 2024			
Tuesday	27 August 2024	24-25	Finance and Governance	26/08/24 Bank Holiday No change
Tuesday	03 September		Employment Policy	



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	2024		Committee	
Tuesday	10 September 2024	24-25	Environment & Planning Committee	No change
Tuesday	17 September 2024			
Tuesday	24 September 2024	24-25	Full Council	No change
Tuesday	01 October 2024			New
Tuesday	08 October 2024	24-25	Community Committee	No change
Tuesday	15 October 2024			
Tuesday	22 October 2024	24-25	Finance and Governance Committee	1 st draft budget
Tuesday	29 October 2024			
Tuesday	05 November 2024	24-25		
Tuesday	12 November 2024	24-25	Environment & Planning Committee	No change
Tuesday	19 November 2024		Employment Policy Committee	
Tuesday	26 November 2024	24-25	Full Council	1 st draft budget to full council No change
Tuesday	03 December 2024			
Tuesday	10 December 2024	24-25	Community Committee	No change
Tuesday	17 December 2024	24-25	Finance and Governance	2 nd draft budget
Tuesday	24 December 2024			Christmas Eve
Tuesday	31 December 2024			New Years Eve
Tuesday	07 January 2025			
Tuesday	14 January 2025	24-25	Environment & Planning Committee	No change
Tuesday	21 January 2025			
Tuesday	28 January 2025	24-25	Full Council (Precept)	2 nd draft budget to full council
Tuesday	04 February 2025	24-25	Employment Policy Committee	No change
Tuesday	11 February 2025			
Tuesday	18 February 2025	24-25	Community Committee	No change
Tuesday	25 February 2025			
Tuesday	04 March 2025	24-25	Finance &	No change



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			Governance Committee	
Tuesday	11 March 2025			
Tuesday	18 March 2025	24-25	Environment & Planning Committee	No change
Tuesday	25 March 2025		Full Council	Brought forward to fall within financial year
Tuesday	01 April 2025	25-26		
Tuesday	08 April 2025			
Tuesday	15 April 2025	25-26	Community Committee	18/04/25 Good Friday
Tuesday	22 April 2025			21/04/25 Easter Monday
Tuesday	29 April 2025		Finance and Governance	
Tuesday	06 May 2025	25-26		05/05/25 May Bank Holiday
Tuesday	13 May 2025	25-26	Annual Meeting of Electors	
Tuesday	20 May 2025	25-26	Annual Meeting of Council	
Tuesday	27 May 2025			26/05/25 Late Bank Holiday/half term
Tuesday	02 June 2025	25-26	Environment & Planning Committee	

FC23/24-116

Progress report on the Bletchley and Fenny Stratford Neighbourhood Plan

In the absence of Cllr Hussein the clerk provided a short update on the work of the Neighbourhood Plan Steering Group noting that several public consultation sessions on the emerging policy ideas had been undertaken during January. Feedback from the consultation sessions was due to be delivered to the Steering Group on 2 February 2024. However one challenge experienced had been setting the neighbourhood plan ideas within the evolving context of the New City Plan, Town Deal and other developments in Bletchley and the steering group would need to consider this further for future consultations. Further grant funding had been requested from Locality and approved, as had the technical support packs for a strategic environmental assessment, housing needs assessment and design code development.

The meeting closed at 8.51 pm

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Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Community Committee of Bletchley and Fenny Stratford Town Council held at Community Hall - Newton Leys Pavilion on Tuesday, 13th February, 2024 commencing at 7.30 pm

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

Absent: Cllr L Campbell

Apologies: Cllr A Palmer

In attendance (Virtual): Cllr Khanom and Davina Pancholi (Community events and support services officer)

In attendance: John Fairclough (Deputy Town Clerk) (Clerk) and Delia Shephard (Town Clerk)

Min Ref

- CC23/24-52 **To note councillors' apologies for absence**
It was RESOLVED to note the apologies as listed above
- CC23/24-53 **To note councillors' declarations of interest in matters on the agenda**
No declarations of interest were made.
- CC23/24-54 **To approve the draft minutes of the previous meetings of the committee**
It was RESOLVED that the draft minutes of the last meeting be approved as a correct record of proceedings.
- CC23/24-55 **Public Speaking Time**
There were no representations from members of the public.
- CC23/24-56 **Community grant application from Covid19FamiliesUK in the sum of £1000**
It was RESOLVED to award an amended sum of £300 to COVID19FamiliesUK to help host the national day of covid remembrance.
- CC23/24-57 **To consider any planning applications due for determination by Milton Keynes Council**
- CC23/24-57i **23/02498/FUL - 69 - 71 Queensway. MK2 2EX**
It was RESOLVED that an objection be made to this application on the grounds of insufficient parking.
- CC23/24-57ii **24/00030/FUL - Viking Service Station 10 - 14 Aylesbury Street MK2 2BA**
It was RESOLVED that no comment be made on the proposed application.
- CC23/24-57iii **23/02794/HOU - Tudor House Western Road MK2 2PR**
It was RESOLVED that no comment be made on the proposed application.
- CC23/24-58 **To decide the town council's involvement with SoupFest 2024**
It was RESOLVED to contribute £500 to the launch of SoupFest 2024 and ask the community to provide a soup recipe.
- CC23/24-59 **To receive an update on Community Events and confirm the date for Christmas**



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on Queensway

The officer responsible for community events and support services provided an update regarding the community events calendar. Following discussion, it was RESOLVED to host the pumpkin patch Halloween event for a single day at Leon Rec, integrating the Apple Day component into it.

Discussion went on to Christmas on Queensway and it was RESOLVED to host the event on 7 December 2024.

- CC23/24-60 **To note the 2024 community awards programme**
It was RESOLVED to note the community awards programme for 2024 and the categories for the awards would remain the same.
- CC23/24-61 **To approve updated Ts and Cs for event trader application form**
It was RESOLVED to approve the updated Ts and Cs for the event trader application form.
- CC23/24-62 **To receive a report on Fenny Poppers 2024**
It was RESOLVED to fund the Fenny Poppers town council support through the community grants scheme if it gets approved.
- CC23/24-63 **To discuss financial support provision from the town council for Pride 2024**
It was RESOLVED to offer sponsorship support by taking on the entry level Rainbow package option on the report in the sum of £2500. The package includes:
- 1-Banner on the internal rainbow wall
 - 1-joint page placement (guide to pride)
 - 1-Joint social media post
- CC23/24-64 **To note a price increase from inspire all for swimming sessions**
It was RESOLVED to note the price increase from inspire all for swimming sessions.
- CC23/24-65 **To decide on youth activity provision for 2024/25**
It was RESOLVED to provide a combined service featuring play sessions and activities tailored for older children during the Easter and Summer breaks of 2024. The absence of the Lakes Estate location was acknowledged, attributed to ongoing construction work.
- CC23/24-66 **To note an update on the digital heritage trail**
It was RESOLVED to note the update on the digital heritage trail and the need for a small working group to identify places of interest.
- CC23/24-67 **To note a report showing income and expenditure against budget which falls within the remit of the committee**
It was RESOLVED to note the report showing income and expenditure against budget.

The meeting closed at 8.51 pm



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Minutes of a meeting of the Employment Policy Committee of Bletchley and Fenny Stratford Town Council held at Meeting Room, Sycamore House, Drayton Road, Bletchley on Tuesday, 20th February, 2024 commencing at 7.30 pm

Present: Cllrs E Hume (Committee Chair), G Bedford, K Ely, E Hume, E Kelly-Wilson and U Osumili

Absent: -

Apologies: -

In attendance: Delia Shephard (Town Clerk)

Min Ref

- EMPC23-2463 **Councillors' apologies for absence**
All committee members were present therefore there were no apologies for absence.
- EMPC23-2464 **To note councillors' declarations of interest in matters on the agenda**
No declarations of interests were made.
- EMPC23-2465 **Approval of minutes of the previous meeting**
It was RESOLVED that the draft minutes of the meeting of the committee held 7 November 2023 on be approved.
- EMPC23-2466 **Public Speaking**
There were no representations from members of the public.
- EMPC23-2467 **Formal adoption of uniform policy**
As requested at the meeting on 7 November the clerk had made amendments to the draft uniform policy and this was now ready for approval by the committee.

It was RESOLVED that the amended policy be adopted without further changes.
- EMPC23-2468 **Adoption a menopause policy**
The clerk gave a verbal report on feedback from employees following consultation with the staff team on the proposed draft menopause policy which had been agreed at the last meeting of the council. Broadly the staff team, especially the women employees had welcomed the introduction of the policy and had few comments to make but the following points raised by individuals were noted:

“**Asking for support**” – this section of the policy did not directly specify that members of the employment policy committee should keep personal information confidential. Also it made no provision for women to talk to another woman if their line manager/town clerk/relevant councillor was not female.

“**Sickness**” – The sentences “You do not have to disclose that your absence is related to the menopause if you wish to keep this private. However, we want you to feel that you can be open about the reason for your leave.” had been questioned suggesting this seemed to imply that there was no need to give a reason for sickness absence.

Members discussed this feedback and noted that the reason for introducing a



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menopause policy which was to normalise this common experience and bring it into the open. It was felt that all employees should be able to talk to their line managers about this issue regardless of gender and it was RESOLVED to amend the section headed "Asking for support" to signpost employees to the council's EAP to seek advice on how to have these conversations if they would find it difficult. It was further RESOLVED to amend the wording on confidentiality in this section.

It was decided to take no action on the wording of the section on sickness as the intent of this paragraph was to reassure employees that they need not mention the menopause though they would need to talk to their line manager in the usual way about not being fit to work on a given day and when they expected to be back.

It was RESOLVED to adopt the policy once the amendments had been added by the clerk.

EMPC23-2469 Introduction of cycle to work scheme for employees

The clerk noted that following the committee's decisions at the last meeting arrangements had been made to introduce a cycle to work scheme using the www.bike2workscheme.co.uk, which will provide employees with the opportunity to save up to 42% on the cost of bicycles and/or equipment up to the value of £1000. This is made possible by saving on income tax and national insurance contributions, as the rental will be deducted directly from salary. The scheme chosen appears to provide the most extensive choice of suppliers in the local area including Trek, Chainey's and Corley Cycles (full list on website).

Employees had been made aware of the scheme and attention had been drawn to the fact that staff will effectively be renting the bicycle for a period of 12 months from Bletchley and Fenny Stratford Town Council, and at the end of the period, there is a predetermined final value fee of the original cost of the bicycle if they wish to purchase the bicycle from the council. The percentages are defined by HMRC, and any variation will result in a "benefit in kind", which will mean income tax would be payable. A table showing the valuation tables and acceptable disposal value percentages had been supplied to all employees.

The scheme had been introduced during February and as yet no employees had used the scheme.

EMPC23-2470 Health and safety matters affecting employees and council activities

The clerk gave an oral report on Health and Safety assessments which had recently been conducted by external providers.

Legionella Risk Assessments

Annual legionella risk assessments and audit had been carried out for Newton Leys Pavilion, Spotlight, Fenny Stratford Community Centre and Sycamore House by Ravenscroft Environmental Services during the week commencing 5 February 2024. All actions from previous risk assessments were seen to have been completed, all monitoring was up to date and correctly recorded and all sites effectively received a clean bill of health. Documentation was available to councillors on request.

WorkNest Health and Safety Audits

Visits had been undertaken by a representative of the council's health and safety consultants, WorkNest, as follows:

1	February	2024	-	Barton	Road	landscape	depot
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12 February 2024 – Newton Leys Pavilion and Fenny Stratford Community Centre
13 February 2024 – Spotlight, Sycamore House and overall council activities

The full audit and action plan arising from the visits will be provided in the next 2-3 weeks but an overview was provided to the Town Clerk and the Environment and Premises Manager by WorkNest consultant, Rebecca Bick following the final visit.

Overall the health and safety measures, monitoring and arrangements in place across council premises were satisfactory with a few relatively minor actions identified. Rebecca will be assisting with amendments to the COSHH risk assessments for a number of specific chemicals stored at Barton Road alongside the COSHH data sheets which are already in place. In addition, while being happy with the risk assessments in place bolstering of the safe systems of work was recommended. It was also recommended that additional emergency lighting at Barton Road was required to the front and rear of the building and that the fire extinguishers be renewed. Arrangements to complete this work had been put in place.

The town council had asked for a review of current lone working arrangements since the fob system for outdoor staff had not been renewed. It was agreed that a fob system would not suit all workers and it was suggested that a new lone working procedure and risk assessment be put in place. This procedure should be developed in consultation with all staff members to find a practical and workable arrangement which is as straightforward as possible and which employees find comfortable and easy to comply with. The clerk noted it was likely that two systems would be required one for the office team and one for the landscaping. The risk to officers working on their own at individual buildings and attending evening meetings had been picked and the importance of having a record of when each employee left work was highlighted as was the ability of family members of employees to contact the council out of hours if their family member did not return from work when expected.

At the clerk's request health and safety at community events was discussed with the consultant at some length and the importance of undertaking risk assessments and determining staffing requirements at the planning stage (prior to council decisions to put on specific event) was noted. It was agreed to use one of the consultant visits owed to the council for delivery of event health and safety based top up training with key staff members. The forthcoming Martyn's Law legislation was noted and the clerk had already attended CPD events on the likely changes though most events in the town centre would not be captured by this proposed legislation.

A final issue to note was business continuity planning for the Barton Road premises. The council's general risk assessment was due for review at the next meeting of the Finance and Governance Committee on 27 February and consideration of these premises would be included.

The clerk reminded all members of the committee that they were welcome to inspect council premises for themselves during the working day by arranging a mutually convenient appointment.

EMPC23-2471 **Proposed changes to the Town Council's employee handbook and standard contracts as recommended by WorkNest**

Members reviewed draft changes to the Town Council's employee handbook (non contractual) and the council's model contracts of employment which had been prepared by the council's employment law consultants, WorkNest. The clerk noted that changes to flexible working request legislation was due to take effect in April and the



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revisions to the handbook did not cover this as the relevant code of practice had not been adopted yet.

Following discussion it was RESOLVED that re-issue of the employee handbook be delayed until these changes could be incorporated; meanwhile members raised a number of points from the proposed draft and it was RESOLVED that these be referred back to WorkNest for further comment, advice and clarification as follows.

S2.10 Driving Members felt the onus on individual workers to notify their employer of any points on their driving licence provided insufficient protection for the council especially for employees who use a council provided vehicle as part of their duties and wished to explore use of a regular electronic drivers licence check undertaken by the council either using the driver's own licence sharecode or via one of the commercial providers such as Driver Check.

S4.3 Ante-natal care/Adoption appointments Members agreed that the restriction on employee's paid leave for up to five adoption appointments if the primary adopter or up to two occasions if the partner of the primary adopter was unfair when compared with the provision for ante-natal care appointments. It was also noted that the provision for attendance at a partner's antenatal appointments was not generous (up to two appointments) especially if a high risk pregnancy was involved. The clerk drew attention to the council's generous leave policy but members noted that these appointments were very important, should not be part of paid holiday and it was increasingly difficult for employees to arrange them outside working hours.

Members reviewed proposed changes to the council's model contracts and It was RESOLVED to approve the proposed changes and to remove the clause at 7 Normal Place of Work about working outside the United Kingdom as there was no expectation that any employee would work outside the UK.

EMPC23-2472 **Procurement of health and safety and employment law advice for the council following the ending of current contract with WorkNest in June 2024**

The clerk noted that the town council's 3 year agreement for health and safety (H&S) specialist advice and employment law advice with WorkNest would come to an end in June 2024 and therefore a procurement exercise for future services would be undertaken. The clerk noted the legal requirement to employ a suitable "competent person" for H&S and stressed the importance of having this expert advice. Following discussion it was agreed to explore combined services (as with the current contract) and using different providers for each specialism. The clerk would report back to the committee in due course.

EMPC23-2473 **Financial management report showing expenditure against budget for the year to date on employment matters**

Members discussed a financial management report showing expenditure on staffing matters against budget to 19.2.2024. The chair of the committee noted that expenditure was running close to budget.

EMPC23-2474 **Exclusion of the public for the following items of business which are likely to include discussion of confidential personal data**

It was RESOLVED that members of the public be excluded from the remainder of the meeting as discussions of the following items of business would include personal confidential data concerning employees.

(Webcasting of the meeting was stopped at this point.)



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EMPC23-2475 **Confidential report from the clerk on matters pertaining to staff performance** **Members discuss**

Members discussed a written confidential management report on matters concerning individual employees which had been circulated before the meeting. The report also included information on lone working which had been included in the earlier oral report on health and safety.

It was RESOLVED to note the report and no further action was required. .

EMPC23-2476 **Confidential requests for flexible working hours from individual employees**

The clerk's confidential management report referenced above also including information about two recent flexible working requests received from individual members of staff. One flexible working arrangement had previously been reported to the committee, it had been trialed over a period of 6 months, was working satisfactorily and it was now planned to make this arrangement permanent. A more recent request from a different employee involved regular working from home for part of the employee's weekly contracted hours. A decision on this request was yet to be made.

Within the report attention was drawn to changes in legislation pertaining to flexible working rights due to come into effect in April 2024. Employers would be expected to agree to a flexible working request unless there was a genuine business reason not to and the grounds on which requests could be refused were listed in the report.

It was noted that the town council did not have a written governance arrangement specifying who was responsible for making decisions on flexible working requests ie the line manager, town clerk or Employment Policy Committee. Councillors agreed that there was a likelihood that there would be more flexible working requests in the future due to the changes in legislation and discussion followed.

It was unanimously RESOLVED that future decisions about flexible working requests should be delegated to the line manager responsible for the employee making the request. This would allow such requests to be dealt with promptly and left the clerk or the employment policy committee available to handle any appeals procedures.

Members agreed that the hybrid element of flexible working arrangements should be documented and certain expectations would need to be met eg home workers must be logged into their computer and available to take phone calls throughout the working day whilst at home apart from pre-agreed breaks, all meetings must be included in the employee's work diary, the employee may be required to attend physical meetings or come into work on their regular WFH day if this was necessary due to an staff leave, training etc. It was also suggested that the council could consider core times that employees need to work together or come into the office and this could possibly be included in employee contracts. Members noted that not all tasks could be done remotely and there would be some roles where hybrid working options were very minimal eg within landscaping team.

It was agreed that the clerk would seek advice from WorkNest and prepare suitable policies and arrangements which would enable line managers to apply a consistent and equitable approach to consideration of flexible working requests. A further report would be provided to the committee in due course.

It was RESOLVED that the most recent flexible working request (which included working from home) be approved with specific conditions and regular reviews. It was



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RESOLVED that the earlier flexible working request which had been trialed be made permanent.

EMPC23-2477 **Incremental pay increases for members of staff due to take effect from 1 April 2024**

Following the meeting of the committee in November 2023, when recommendations regarding incremental pay increases for individual members of staff had been approved in principle, the town council had since approved the 2024-25 budget incorporating the staffing budget which took account of these anticipated rises. It was not expected that the annual NJC pay award due on 1 April 2024 would be negotiated until later in the council year.

Members had received a confidential written report with details of all previously agreed contractual single point pay increments and one increment of two SCPs for one member of staff. It was RESOLVED to approve the increments as laid out in the report with effect from 1 April 2024.

It was RESOLVED to amend the SCP banding for the Town Clerk from SCP 46-49 to SCP 46-51 (Fenny Stratford Town Council Band 10), to amend the Deputy Clerk role pay band from SCP 31-35 to SCP 36-40 (Bletchley and Fenny Stratford Town Council band 8) and to amend the Environment and Landscape Supervisor role SCP banding from SCP23 – 27 to SCP 24-28 (Bletchley and Fenny Stratford Town Council 5).

The meeting closed at 9.01 pm



Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Finance and Governance Committee of Bletchley and Fenny Stratford Town Council held at Community Hall - Newton Leys Pavilion on Tuesday, 27th February, 2024 commencing at 7.30 pm

Present: Cllrs K Ely, R Graham, R Haine, E Kelly-Wilson, E O'Rourke, U Osumili and Fernandes

Absent: Cllrs A Segebrecht and Joshi

Apologies: Cllrs S Browne

In attendance: Alison Brown (Finance Manager acting as clerk to the committee) and Delia Shephard (Town Clerk)

Min Ref

- FC23/24-91 **To note apologies for absence**
It was RESOLVED to note the apologies listed above.
- FC23/24-92 **To note councillors' declarations of interest in matters on the agenda**
There were no declarations of interest.
- FC23/24-93 **To approve the draft minutes of the previous meeting of the committee**
It was RESOLVED that the draft minutes of the previous meeting on 9 January 2024 be approved as a correct record.
- FC23/24-94 **Public Speaking Time**
There were no representations from members of the public.
- FC23/24-95 **To review and comment on any planning applications due for review by Milton Keynes City Council**
- FC23/24-95i **24/00195/FUL - 27 Denbigh Road MK1 1DT**
It was RESOLVED to make no comments on the planning application.
- FC23/24-96 **24/00253/HOU - 38 Rydal Way MK2 3DL**
It was RESOLVED to make no comments on the planning application.
- FC23/24-97 **To review and note a financial management information report showing income and expenditure against budget for the year to 31 January 2024**
It was RESOLVED that the report be noted.
- FC23/24-98 **To review and note cash and investment reconciliations to 31 January 2024**
It was RESOLVED that the cash and investment reconciliations be noted.
- FC23/24-99 **To review and note the council's balance sheet as at 31 January 2024**
It was RESOLVED that the balance sheet as at 31 January 2024 be noted.
It was RESOLVED that the list of individual transactions over £500 for the period be noted.
- FC23/24-100 **To ratify a list of payments made or due to be made to 29 February 2024**
It was RESOLVED that the list of payments made or due to be made, which had been



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published with the agenda, be ratified.

FC23/24-101 To ratify a schedule of accounts to be paid by direct debit during the Financial Year 2024-25

It was RESOLVED that a schedule of regular direct debits to be paid during the Financial Year 2024-25 which had been published with the agenda be approved with the inclusion of an additional 2 direct debits as listed below:

1. BT – the provision of broadband services to 21 Barton Road
2. SES Water – the provision of water to the Newton Leys Allotments.

FC23/24-102 To receive a report on progress with Electric Vehicle Charging Points at Newton Leys Pavilion and consider any next steps

The RFO informed members of the committee, that subsequent to the publishing of the agenda, Believ are now not using the pre-application process with MKCC; Believe are now applying for full planning application process, with an anticipated submission on 28 February 2024. The Clerk has provisionally drafted a letter to the planning department of MKCC in support of the planning application.

It was RESOVLED that the update report be noted.

It was RESOLVED to approve the draft letter (prepared) by the Clerk.

FC23/24-103 Sycamore Hall Update

The Clerk gave a verbal report detailing the actions to date since the last Full Council meeting, when it was agreed to proceed with the public consultation. It was noted that a special edition of the Neighbour was in the process of print with delivery to all Bletchley and Fenny Stratford residents. The on-line consultation was already live on the website with a closing date of 24 March 2024. The Clerk reiterated that the council is actively encouraging residents to participate in the consultation and tours of the site can be arranged for members of the public.

It was RESOLVED to note the update.

FC23/24-104 To review and note the review of the effectiveness of internal audit 2023/24

Members noted the document reviewing the effectiveness of internal audit and internal controls for the financial year 2023-24. The Clerk and RFO stated that the document should be prepared by the members on the basis that the internal auditor works on their behalf to ensure that the internal controls are put in place to safeguard taxpayers money, compliance to financial regulations and statutory guidance, and that financial risk is minimised.

The RFO brought to the attention of the committee that bank statements should be signed off by a member of the council on a monthly basis ensuring that they reconcile to the cash books.

It was RESOLVED that a member of the Finance and Governance Committee would sign off bank statements and cash books on a monthly basis; this would be done on a rota.

It was RESOLVED to note the review of the effectiveness of internal audit and recommend to Full Council on 26 March 2024.

FC23/24-105 To note increase of Basic Allowance for Parish/Town Councils agreed on 24



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January 2024 and to confirm that Bletchley and Fenny Stratford Town Council will pay councillor allowances to elected councillors at the new rate of £1213 per year, from 1 April 2024

It was RESOLVED to note the report of the local IR panel approved by Milton Keynes City Council on 24 January 2024 which had increased the amounts for basic allowances for Town and Parish Councillors in the area by 4.48%. and the recommendation that Parish / Town Councils who pay allowances should track the MKCC basic allowance, as follows:

- Basic: Up to 10% of the MKC Basic Allowance for Quality Parish / Town Councils = £1,213 **or** Up to 7.5% of the MKC Basic Allowance for Non Quality Parish / Town Councils= £909.75
- Chairs: Up to 20% of the MKC Basic Allowance for Quality Parish / Town Councils= £2,442.60 **or** Up to 15% of the MKC Basic Allowance for Non Quality Parish / Town Councils= £1,831.95

The Finance manager confirmed that the an annual allowance of £1,213 would be reflected in future payments from May 2024 for those elected councillors claiming this allowance.

FC23/24-106 To review the annual financial risk assessment

The Clerk stated that the annual financial risk assessment had been prepared in the same form for a number of years; it has been updated into a more logical format and uploaded to the website. The Clerk highlighted to members the far right column, which detailed any further action required to mitigate the risk to the council. It was pointed out to members the additional risks of the Landscaping Contract and the Sycamore buildings project.

It was RESOLVED to note the review and recommend to Full Council on 26 March 2024. It was RESOLVED to authorise officers to implement the actions highlighted in red.

FC23/24-107 To review the Asset Register

Members reviewed the reports providing the detailed asset register. It was RESOLVED to note the reports.

FC23/24-108 To approve the write-off of the debts in the attached document

It was RESOLVED to approve the write-off of the two items of debt totaling £107.84.

The meeting closed at 8.18 pm

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Bletchley and Fenny Stratford Town Council Risk Management Register

Risk Number	Description of Risk	Type of impact	Likelihood	Impact	Overall Risk Rating	Internal Controls	Further Action needed
Governance							
A1	Breach of confidentiality	<ul style="list-style-type: none"> financial reputational strategic 	2	2	4	<ul style="list-style-type: none"> Confidentiality clause in employee contract. Members and employees agree to code of conduct. Data protection policy in place. Confidential data issued is clearly marked Training for employees and members of Employment Policy committee 	Additional training for all members
A2	Non compliance resulting in legal proceedings against the council	<ul style="list-style-type: none"> financial reputational strategic 	1	3	3	<ul style="list-style-type: none"> insurance including fidelity guarantee qualified Town Clerk and RFO access to legal advice via NALC, SLCC WorkNest and local solicitors risk assessments on processes and projects reviewed by WorkNest training programme for employees and members. VAT and long term financial planning. Has been obtained and council has access to specialist advisors members have been alerted to the need for VAT partial exemption calculation annually. 	Additional training for new members following elections 2024

						<ul style="list-style-type: none"> members have also been advised of need to take professional advice before beginning capital projects. option to tax on Sycamore Buildings, Newton Leys and FSCC 	
A3	Resources inadequate for council's priorities/needs	<ul style="list-style-type: none"> financial reputational strategic 	1	3	3	<ul style="list-style-type: none"> Annual revenue and capital budget planned and monitored monthly by either Full Council or Finance & Governance Committee supported by RFO Reserves and investment policies in place Financial regulations applied 	Seek additional advice on Borrowing/Sycamore Project
A4	Ineffective management and use of assets	<ul style="list-style-type: none"> financial reputational strategic 	1	3	3	<ul style="list-style-type: none"> monitoring of standard operating procedures by officers relevant reports to Employment Policy and Finance & Governance committees regular review of financial reports/information at committees and full council performance management of all employees 	
A5	Reduction in income	<ul style="list-style-type: none"> financial strategic 	2	2	4	<ul style="list-style-type: none"> revenue budget planned annually capital budget is planned annually medium term financial plan in place prudent estimates of income all charges reviewed annually regular monitoring at full council or Finance & Governance Committee 	obtain additional external advice?

A6	Budget overspend/variation	<ul style="list-style-type: none"> financial reputational strategic 	1	2	2	<ul style="list-style-type: none"> progress against budget reviewed monthly either by council or finance and governance committee earmarked and general reserves held in line with current council policy written scheme of delegations and financial regulations include arrangements for virements and budget amendments 	ensure all officer led decisions are on website – update needed
A7	Planning applications and other consultations not responded to within timescales	<ul style="list-style-type: none"> reputational financial, strategic 	1	3	3	<ul style="list-style-type: none"> qualified town clerk and RFO written scheme of delegations adopted Use of ModGov software for committee management 	
A8	Inadequate record keeping leading to poor decision making	<ul style="list-style-type: none"> reputational financial, strategic 	1	3	3	<ul style="list-style-type: none"> digital record keeping improved through introduction of new software system employees understand the importance of data control (see IT/cyber security section) 	<p>archival material not well organised and gaps in records, review and scanning of all paperwork recommended</p> <p>improvements to system of centralised record keeping and documenting of procedures</p>
A9	Loss of proper officer - eg long term sickness, vacancy	<ul style="list-style-type: none"> financial legal strategic 	1	2	2	<ul style="list-style-type: none"> Locum clerk services available via LGRC, SLCC and others Staff structure with Deputy Clerk, EPM and RFO in addition to clerk and segregated duties mitigates risk 	

						<ul style="list-style-type: none"> Ongoing CPD and training of employees to build capacity 	
Services and activities							
B1	Compliance eg failure to obtain necessary licenses	<ul style="list-style-type: none"> financial, reputational legal 	1	2	2	<ul style="list-style-type: none"> risk assessment for all events and activities H&S and legal advice available from NALC, WorkNest, insurers. Insurers notified of all new activities All activities to be authorised by council in accordance with scheme of delegations See H&S general risk assessment 	
B2	Public liability ie damage to people or property caused by council, employees or contractors	<ul style="list-style-type: none"> financial, reputational legal 	2	3	6	<ul style="list-style-type: none"> Insurance including public liability, H&S advice available from WorkNest risk assessments completed for all services and events. 	
B3	Bandstand and street furniture	<ul style="list-style-type: none"> financial, reputational legal 	1	2	2	<ul style="list-style-type: none"> Insurance of property risk assessment and regular inspection new acquisitions added to asset register 	Clarify management of street furniture on the public highway

B4	Large scale community events run by town council	<ul style="list-style-type: none"> • financial • legal • reputational • public safety/terrorism 	2	3	6	<ul style="list-style-type: none"> • public liability insurance • public safety considered from planning stage and included in risk assessments including planning for terrorist threat or civil emergency • H&S advice available from WorkNest • risk assessments completed for all individual events • H&S safety training provided to all employees • advice taken from MKCC and other statutory bodies for large scale events • permission of landowner and relevant licences obtained • security staff and road closures employed if necessary • adequate staffing levels from town council agreed before event can proceed 	<p>Improve contractor management system</p> <p>Implement safe systems of work for aspects of event management</p> <p>Additional training on event safety to be provided to key staff during first half of 2024</p> <p>Introduce bystander and UK protect training for all employees</p>
B5	Small scale community events run by town council eg warm spaces activities, coffee mornings, indoor or outdoor public consultations etc	<ul style="list-style-type: none"> • financial • legal • reputational 				<ul style="list-style-type: none"> • public liability insurance • H&S advice available from WorkNest • Risk assessments completed for all events or type of events • H&S training provided to all employees • adequate staffing levels 	

B6	Youth Work and Play Schemes	<ul style="list-style-type: none"> • financial • legal • reputational 	2	2	4	<ul style="list-style-type: none"> • youth activities outsourced to specialist providers who are required to provide risk assessments, proof of insurance and policies etc • insurance • council has safeguarding policy in place
B7	Publications/media	<ul style="list-style-type: none"> • financial • legal • reputational 	1	1	1	<p>See IT/cyber security section.</p> <ul style="list-style-type: none"> • editorial control with senior employees, • employees trained and understand copyright, GDPR, principles of defamation etc. • Four eyes principle on all postings and public statements • Social media protocol for members and training and advice available to them from County Association, NALC etc
B8	Managed CCTV Service	<ul style="list-style-type: none"> • financial • legal • reputational 	1	1	1	<ul style="list-style-type: none"> • Data processing by contractor, • equipment owned by contractor who is responsible for maintenance • agreed policy on placement of cameras which is undertaken in consultation with TVP
B9	CCTV - in house	<ul style="list-style-type: none"> • financial • legal • reputational 	1	3	3	<p>See IT/cyber security section.</p> <ul style="list-style-type: none"> • potential for data breach or misuse mitigated by internal procedures for employees • privacy policy adopted and published on website • password protected limited access to footage • CCTV policy adopted and enforced

						<ul style="list-style-type: none"> • signage in all buildings with CCTV 	
B10	War Memorial	<ul style="list-style-type: none"> • financial • legal • reputational 	1	1	1	<ul style="list-style-type: none"> • Insurance • regular inspection and maintenance as required • annual memorial service covered under community events section of document 	
B11	Dog Bins	<ul style="list-style-type: none"> • financial • legal • reputational • public health 	1	2	2	<ul style="list-style-type: none"> • Waste collection outsourced to specialist waste collector • Insurance • relevant risk assessments eg for maintenance work or replacement • regular inspection and signage inviting public to report when full 	
B12	Market (under licence from MKCC)	<ul style="list-style-type: none"> • financial • legal • reputational • public health 	2	2	4	<ul style="list-style-type: none"> • insurance • regular risk assessment • regular inspections in place • individual traders required to provide relevant documentation • specialist market contractors required to provide relevant documentation 	

B13	Community centres – interruption of hire of premises, delivery of activities services	<ul style="list-style-type: none"> • Financial • Legal • reputational 	2	2	4	<p>See section on property and premises.</p> <ul style="list-style-type: none"> • Unlikely that all community buildings would be unusable at once, if one building had to close users would be accommodated at alternative council premises or other premises or compensation would be offered 	
B14	Double bookings of premises	<ul style="list-style-type: none"> • Financial • Reputational 	2	2	4	<ul style="list-style-type: none"> • RBS bookings software mitigates risk • Employee responsibilities clarified on JDs • Training provided and limited number of employees manage bookings • Regular audit of procedures 	
B15	Tenancy Management - allotments	<ul style="list-style-type: none"> • Financial • reputational • legal • strategic 	1	2	2	<ul style="list-style-type: none"> • Legal advice available on allotment tenancies from NALG, NALC and SLCC • Employees are trained and RBS allotment software mitigates against poor record keeping • Regular inspections of all plots and consistent standards applied via RBS inspection recording 	
B16	Grasscutting and landscaping activities	<ul style="list-style-type: none"> • financial • reputational • legal • health • strategic 	2	2	4	<p>See separate H&S risk assessments, H&S handbook, safe systems of work and other documentation.</p> <ul style="list-style-type: none"> • public liability insurance • risk assessments for all activities and safe systems of work where appropriate 	Identify suitable temp agency in the event of long term staff sickness or absence

						<ul style="list-style-type: none"> specialist H&S advice available from WorkNest employees are experienced and provided with appropriate training, equipment and PPE 5 year contract 	
Employees/members/others							
C1	Theft, fraud, property crimes by staff - deliberate action by individuals	<ul style="list-style-type: none"> financial legal reputational 	1	3	3	<ul style="list-style-type: none"> financial regulations and procedures regularly updated regular internal audit segregation of duties within officer team appropriate recruitment selection procedures Physical cash handled verified by second member of staff whenever practicable though few occasions where cash is used regular review of internal controls regular inspection of council property including tools and equipment, uniform, PPE etc 	Members are not proactive in carrying out regular scrutiny
C2	Inappropriate behaviour by employees	<ul style="list-style-type: none"> reputational financial legal 	2	3	6	<ul style="list-style-type: none"> compulsory training provided for all employees employee handbook sets out expected behaviours appropriate performance management procedures for all employees officer code of conduct adopted clear complaints and grievance procedures as well as disciplinary processes advice available from WorkNest and other sources 	

						<ul style="list-style-type: none"> insurance 	
C3	Inappropriate behaviour by councillors	<ul style="list-style-type: none"> reputational Financial legal 	2	3	6	<ul style="list-style-type: none"> training offered to all councillors code of conduct and associated documents eg civility and respect documents set out expected behaviours member/officer protocol adopted insurance 	Training policy statement to be strengthened and training records of councillors published on website
C4	Inappropriate behaviour by others eg members of public, contractors etc	<ul style="list-style-type: none"> reputational financial legal 	2	3	6	<ul style="list-style-type: none"> civility and respect policies adopted and harassment or bullying is not tolerated lone working avoided where possible employees and members supported to carry out their work through training and guidance 	
C4	Lone working - general	<ul style="list-style-type: none"> legal reputational financial 	2	2	4	<ul style="list-style-type: none"> Lone working is avoided where possible but applies to employees and councillors Lone workers (employees) are provided with a mobile phone or have chosen to use their own mobile phone and are given lone working training Lone workers (employees and councillors) are encouraged to consider their personal safety, to ensure someone else 	<p>Personal safety training to be provided to members</p> <p>New What'sApp check in group to be consulted upon with staff teams</p> <p>Improvements to be made to communication</p>

						<ul style="list-style-type: none"> knows where they are and when they are expected back Employees are responsible for keeping line managers informed of their movements at all times Safe space available at Spotlight and Newton Leys 	channel between family members of employees and councillors and the council especially outside the normal working day
C6	Accident or injury in course of duties	<ul style="list-style-type: none"> legal reputational financial health 	1	3	3	<p>See separate general H&S risk assessments and other documentation.</p> <ul style="list-style-type: none"> H&S Handbook issued and signed for by all employees H&S training provided to all workers H&S advice available from WorkNest, insurers and HSE etc risk assessments undertaken for all activities PPE issued and use of PPE monitored 	
C7	Loss of experienced employees - high staff turnover	<ul style="list-style-type: none"> legal reputational financial 	2	2	4	<ul style="list-style-type: none"> council offers green book compatible contracts/pay and regularly reviews local and sector marketplace council uses Buckinghamshire LGPS training, CPD and appropriate performance management procedures are in place general workplace stress risk assessment is regularly reviewed and individual stress risk assessments are introduced when necessary 	Exit interviews to be introduced

						<ul style="list-style-type: none"> • Employment policy committee reviews staff turnover • Employee assistance programme available to employees • Locum cover and consultancy support available from a range of sources to cover clerk or RFO absence (eg LCRC, SLCC, Rialtas, DKB, etc) 	
C8	Employment issues eg high absence levels, poor performance, poor management affecting productivity and well being	<ul style="list-style-type: none"> • Financial • Reputational • legal 	2	2	4	<ul style="list-style-type: none"> • Employment policy committee reviews overall performance and productivity and can meet as frequently as required • Employment policy committee members must have relevant experience or must undertake training on the council's responsibilities as an employer • Employee handbook and other HR policies set out what is expected of staff • Performance appraisal system in place and outcomes of annual appraisals summarised for the Employment Policy Committee • All formal disciplinary action is reported to Employment Policy Committee • Return to work interviews conducted by line manager after any absence and sickness levels are reported to Employment policy committee if problematic or on request 	

						<ul style="list-style-type: none"> Occupational health specialist provider used if necessary to assess capacity or seek advice Employment Law advice available from WorkNest 	
C9	Contractor Issues - underperformance or other losses caused by delivery of services by third parties	<ul style="list-style-type: none"> Financial Reputational legal 	2	2	4	<ul style="list-style-type: none"> procurement procedures and checking of contractors are documented and followed risk assessments and safe systems of work required from all contractors alongside any other relevant documentation ie public liability insurance etc regular visual inspection of works before payment is authorised service level agreement for all new or ongoing contracts are reviewed regularly 	
Finance							
D1	Failure to set or demand precept	<ul style="list-style-type: none"> financial reputational 	1	3	3	<ul style="list-style-type: none"> Precept meeting date set in annual calendar a year in advance ModGov system used to regulate committee work trained clerk and RFO with segregated duties financial regulations and budgeting process understood by officers and councillors especially Finance and Governance Committee medium Term Financial Plan adopted annually. 	

D2	Failure to review and collect charges	<ul style="list-style-type: none"> financial reputational 	2	2	4	<ul style="list-style-type: none"> income reported to council on a monthly basis policies in place for review of charges in alignment with CPI in July review date included in RFO's work plan Rialtas bookings system used in conjunction with World Pay Safer Payments and Rialtas Omega financial system 	
D3	Unauthorised expenditure and or purchasing resulting in loss	<ul style="list-style-type: none"> financial reputational 	2	2	4	<ul style="list-style-type: none"> decision making structure laid out in scheme of delegations financial regulations in place and reviewed at annual meeting purchase order (PO) system in place POs raised by managers and authorised by RFO or clerk Invoices matched to POs. All expenditure reported to and approved by council. Dual councillor authorisations for all payments (except individual petty cash and bank card transactions) RFO and clerk bank authority is limited to setting up payments for authorisation an making internal transfers between accounts any credit accounts with suppliers authorised by council all direct debits authorised by council when set up and reviewed on an annual basis 	Councillors must review

D4	RBS allotment, accounts and booking systems - failure of system, access to records.	Financial and strategic	1	3	3	<ul style="list-style-type: none"> Data regularly backed up and stored on cloud More than one user has access to RBS systems so access available to the council during holidays and sickness absences 	
D5	Unexpected expenses	<ul style="list-style-type: none"> Financial reputational 	2	2	4	<ul style="list-style-type: none"> insurance arrangements aim to prevent unanticipated losses appropriate level of general reserves maintained appropriate level of earmarked reserves maintained 	
D6	Control of bank accounts eg insufficient monies to cover expenditure, inability to access accounts, misuse of bank accounts by staff	<ul style="list-style-type: none"> Financial reputational 	2	2	4	<ul style="list-style-type: none"> Financial regulations and procedures in place which include internal controls ie segregation of duties, all payments require two councillor authorisations, passwords and IDs kept securely etc No payments authorised without supporting paperwork bank reconciliations reviewed against statements and cashbooks RFO has access to online statements and check balance and cash flow on a regular basis. Transfers of funds between accounts conducted in accordance with financial regulations. 	Councillors must review original bank statements against cashbooks on a regular basis and report this to council.

						<ul style="list-style-type: none"> Working funds of at least £50,000 is transferred to current account each month from reserves. Cash and cheques are banked but discouraged as much as possible. 	
D7	Payment card	<ul style="list-style-type: none"> financial reputational 	1	3	3	<ul style="list-style-type: none"> Financial regs allow for use of one Lloyds payment card for online purchases and for fuel cards. All purchases reported to full council. 	
D8	Petty cash and cash handling	<ul style="list-style-type: none"> financial reputational 	1	1	1	<ul style="list-style-type: none"> Imprest petty cash operated using voucher system, signatures and receipts required for all transactions. Cross referencing of all payments. Petty cash and all other cash held in safe. Receipts issued for all cash received in office. Restricted access to safe. Building fitted with alarm. Very low levels of cash now held. 	

D9	Collapse of banks	Financial, reputational, strategic	1	3	3	<ul style="list-style-type: none"> all funds held in UK banks accounts held with more than one provider investment policy adopted. 	Consider distributing funds more widely?
D10	Debtors - payments not received	<ul style="list-style-type: none"> financial 	1	2	2	<ul style="list-style-type: none"> Debtor reports can be run from Omega all debtors monitored monthly and progressed legal action taken if necessary but costly option 	
D11	Outsourced payroll - salaries not paid, NI and PAYE not collected correctly, overpayments or payments for hours not worked. Misconduct by employee. Loss of payroll provider.	<ul style="list-style-type: none"> Financial reputational 	1	2	2	<ul style="list-style-type: none"> payroll expenditure reported to council on a monthly basis and authorised at council meeting all overtime and expenses supported by documents and authorisation from line manager minute references for changes to contract. payroll provider provides monthly reports checked by RFO payroll agent suitably qualified and insured other payroll providers available in event of problem with current provider 	

D12	Direct debits misused or not controlled eg collected after contract expired	<ul style="list-style-type: none"> financial reputational 	1	3	3	<ul style="list-style-type: none"> financial regulations determine procedures for direct debit use (see above) bank statements checked monthly list of all direct debits reviewed annually by council 	
D13	VAT	<ul style="list-style-type: none"> financial reputational legal 	1	3	3	<ul style="list-style-type: none"> Council is aware of need to undertake VAT partial exemption calculation annually External VAT advice obtained on projects Option to tax on specific buildings 	
IT/Cyber security							
E1	Loss of data due to system failure	<ul style="list-style-type: none"> legal Reputational Strategic financial 	1	3	3	<ul style="list-style-type: none"> data is held in the cloud offsite and or backed up regularly so retrieval of data should always be possible with minimal loss 	
E2	Cyber security –data breach through malicious actor, hacking etc		2	2	4	<ul style="list-style-type: none"> IT support contract with accredited provider who provide advice on security of hardware and software all software is regularly updated 	<p style="color: red;">Consider cyber security insurance and seek professional advice further measures to enhance security in light of increasing security risks, consider a cyber essentials accreditation for council</p>

E3	Data breach - failure to comply with data protection or other legislation through employee/councillor error	<ul style="list-style-type: none"> • financial • legal • reputational 	2	2	4	<ul style="list-style-type: none"> • access to information segregated and staff profiles and access are restricted according to need • password protection on highly sensitive information • council registered with ICO and NALC GDPR Toolkit policies adopted. • payroll data transferred using password protected documents • employees are required to use council provided email accounts for councillors and may not send council information to private email addresses • employees are aware that email addresses and personal data may not be shared without consent • councillors are advised to only use council provided email account for council business • councillors are advised not to share email addresses or personal data which they gather in course of their council work unless the council holds a consent 	<p>See above</p> <p>Review encryption procedures for transfer of sensitive information</p> <p>Provide further training for employees and councillors on risks of data breaches via phone or tablet as well as pc</p>
E4	Website failure or inaccessibility	<ul style="list-style-type: none"> • financial • reputational • legal • Strategic • IT 	2	2	4	<ul style="list-style-type: none"> • .gov.uk domain name • website hosted by external provider with appropriate back up facilities • website complies with current accessibility legislation • website regularly checked by employee team 	

E5	Fire/Flood or other catastrophe leading to physical loss of documents	<ul style="list-style-type: none"> • financial • reputational • legal • strategic 	1	3	3	<ul style="list-style-type: none"> • physical deeds and legal documents stored in safe at Sycamore House (not fireproof) • digital copies of key documents held 	archived documents remain to be digitised
E6	Use of own devices and memory sticks etc	<ul style="list-style-type: none"> • IT • legal • financial • reputational 	2	2	4	<ul style="list-style-type: none"> • usage of USB devices with council IT equipment not permitted • employees' use of own devices avoided where possible • councillors supplied with council tablets but may log into Office 365 and ModGov accounts on own devices using password protection 	
E7	Misuse of IT and improper use of council documents eg copying to home computer	<ul style="list-style-type: none"> • IT • legal • financial • reputational 	1	3	3	Confidentiality clause in staff contract, members agree to code of conduct, data protection policy in place, confidential data issued to members is clearly marked, training for staff and councillors.	
Property and premises							
F1	Asbestos management - all council owned and leased buildings	<ul style="list-style-type: none"> • financial • legal • reputational • health 	1	3	3	See separate H&S risk assessments and documentation. <ul style="list-style-type: none"> • asbestos register maintained for all premises. H&S handbook contains guidance. 	

F2	Buildings not maintained resulting in damage to property or people – all council owned and leased buildings	<ul style="list-style-type: none"> • financial • legal • reputational • health 	1	3	3	<p>See separate H&S risk assessments and documentation.</p> <ul style="list-style-type: none"> • public liability insurance • all premises inspected and included in annual H&S review • regular reports on condition of premises to full council • budgeting includes maintenance for all council owned premises
F3	Criminal damage/vandalism - all property and premises	<ul style="list-style-type: none"> • financial • legal • reputational • health 	2	2	4	<p>See separate H&S risk assessments and documentation.</p> <ul style="list-style-type: none"> • public liability insurance • security of all premises regularly reviewed • security alarms and CCTV at some premises • regular checks of Albert Street WCs (daily), Fenny Chapel and council run allotment sites (weekly) • appropriate lighting installed
F4	Theft - all property	<ul style="list-style-type: none"> • financial • reputational • legal 	1	3	3	<ul style="list-style-type: none"> • insurance • asset register and equipment list kept up to date • key holding arrangements for each property regularly reviewed • padlock codes at allotments changed at least annually • access arrangements to all premises reviewed annually • allotment tenants advised to seek own insurance • terms and conditions of hire of buildings specify no cover of third party property

F5	Fire - all locations	<ul style="list-style-type: none"> • financial • reputational • legal • strategic 	1	3	3	<p>See separate H&S risk assessments and documentation</p> <ul style="list-style-type: none"> • insurance • fire risk assessment completed for all premises (except allotments) and firefighting equipment and alarms regularly tested and renewed • bonfires at allotments permitted on specific dates, tenants are not permitted to leave fires unattended 	
F6	Flood - all locations	<ul style="list-style-type: none"> • financial • legal • reputational • health 	1	3	3	<ul style="list-style-type: none"> • insurance • currently deemed unlikely at all premises 	
F7	Business interruption at any of council premises	<ul style="list-style-type: none"> • financial • legal • reputational • strategic 	1	3	3	<ul style="list-style-type: none"> • limited insurance cover • all office staff are equipped for agile working and can relocate to different premises or work from home • voice over internet telephone system can be answered from any location • unlikely that all premises would be unavailable at once • Barton Road is sole suitable premises for landscaping equipment and if unavailable temporary accommodation for equipment would be necessary, employees could 	<p>Explore emergency arrangements for landscaping team with neighbouring councils in event of loss of premises or equipment – also contractors who could provide short term support</p>

						start and finish work from office premises	
F8	Personal injury - all locations	<ul style="list-style-type: none"> • financial • legal • reputational • health 	1	3	3	See separate H&S risk assessments and documentation.	
F9	Inadequate budget provision - all locations	<ul style="list-style-type: none"> • financial • reputational • legal • strategic 	1	2	2	<ul style="list-style-type: none"> • all locations included in budget planning • regular condition surveys to anticipate needs 	
F10	Vehicles - loss, accident, theft at all locations	<ul style="list-style-type: none"> • financial • legal • reputational 	1	3	3	See separate H&S documentation and council policies and procedures for vehicle use by employees <ul style="list-style-type: none"> • fleet insurance • secure overnight storage at Barton Road depot 	

F11	Faulty equipment eg electrical equipment causing fire, guards not on machine resulting in accident etc (all premises)	<ul style="list-style-type: none"> • financial • reputational • legal • strategic • health 	1	3	3	<p>See separate H&S risk assessments and documentation.</p> <ul style="list-style-type: none"> • Regular inspection of all equipment before use
F12	Purchase of unnecessary equipment (all premises)	<ul style="list-style-type: none"> • Financial • reputational 	1	3	3	<ul style="list-style-type: none"> • All spending approved by council, two members to authorise all purchases and budget must be available before officer raises PO • PO system in place includes checks and authorisation by more than one officer • Scheme of delegations lays out decision making process on spending
F13	Lack of PPE (all premises)	<ul style="list-style-type: none"> • Financial • Legal • Reputational • health 	1	3	3	<p>See separate H&S documentation.</p> <ul style="list-style-type: none"> • provision for PPE made in annual budgeting process and appropriate stock levels held to avoid running out • employees instructed not to undertake tasks without PPE
F14	Stock control - goods billed and not supplied	<ul style="list-style-type: none"> • financial 	1	1	1	<ul style="list-style-type: none"> • financial regulations and delivery note procedures in place
F15	Manor Road site	<ul style="list-style-type: none"> • legal • reputational 	2	2	4	<ul style="list-style-type: none"> • insurance • site regularly monitored

F16	Fenny Stratford Community Centre	<ul style="list-style-type: none"> • financial • property • legal • reputational 	2	3	6	<ul style="list-style-type: none"> • insurance • recent valuation undertaken (January 2024) • risk assessment and appropriate procedures in place • regular inspections 	<p>Victorian building with attendant physical challenges</p> <p>Inspection by councillors would be welcomed</p> <p>Loss of anchor tenant would have severe impact on financial viability</p>
F17	War Memorial (management agreement)	<ul style="list-style-type: none"> • financial • reputational 	1	1	1	<ul style="list-style-type: none"> • insurance • regular inspections 	<p>Licence agreement expires in May 2024, to be renewed with MKCC</p>
F18	Fenny Chapel	<ul style="list-style-type: none"> • financial • legal • reputational • security 	1	3	3	<ul style="list-style-type: none"> • Insurance • Regular inspections 	<p>Consider long term future of building, currently used for storage as sits within a consecrated cemetery.</p>
F19	Community Orchard	<ul style="list-style-type: none"> • Financial • Legal • Reputational • health 	1	2	2	<ul style="list-style-type: none"> • insurance • regular inspection and maintenance 	

F22	Sycamore House (Sycamore Buildings Project)	<ul style="list-style-type: none"> • financial • legal • reputational • property 	2	3	6	<p>See separate H&S workplace risk assessment for location.</p> <ul style="list-style-type: none"> • insurance • building has been brought up to satisfactory H&S standards as office workplace • currently building is in satisfactory condition 	<p>Work to improve disabled access via Sycamore Hall still required.</p> <p>Listed building status and age of building has impact on maintenance which must be considered in future maintenance programme</p>
F23	Sycamore Hall (Sycamore Buildings Project)	<ul style="list-style-type: none"> • financial • legal • reputational • property 	2	3	6	<p>Separate H&S risk assessment for workplace location will be needed, building currently mothballed pending refurbishment.</p> <ul style="list-style-type: none"> • insurance cover in place 	
B8	Newton Leys Pavilion/FS Community Centre/Sycamore Hall	Financial, reputational, legal, property, security, IT.	2	2	4	Insurance, risk assessment and regular inspection. Separate H&S Cover from see Action Plan in place. H&S audit undertaken by EW and action plan in place for FSCC and NLP, to be undertaken for SY as soon as property transferred.	

B9	Allotments	Financial, reputational, legal, security, property, strategic.	1	2	2	Individual site risk assessments outstanding. Insurance. Regular inspection.
B15	Public Conveniences	Financial, reputational, legal, security, property.	2	3	6	<ul style="list-style-type: none"> • Insurance • regular inspection and risk assessment • High usage and high levels of damage.

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Bletchley and Fenny Stratford Town Council

REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT AND CONTROLS – 2023-24

PART 1 – MEETING STANDARDS

Expected Standard	Evidence of Achievement	Yes or No	Reference to specific evidence	Suggested Areas for Development
1.Scope of Internal Audit	Terms of reference of internal audit were approved by Full Council.	Yes	Continuation of contract with Auditing Solutions Ltd agreed at Finance Committee.	More detailed input from members on terms of reference would still be helpful.
	The internal audit work takes into account the council's risk assessment and wider internal control arrangements.	Yes	Internal Auditor was instructed to follow guidance in proper practices and to consider the council's anti-fraud and corruption arrangements.	
	Internal audit work covers the council's anti-fraud and corruption arrangements.	Yes		
2. Independence	The internal auditor has direct access to officers and full, uncontrolled and unhindered access to all the books, ledgers and documents required to undertake the audit	Yes	Internal auditor requests download of Omega accounts software which is provided prior to the two audits, one mid-year and one at year-end. The auditor is provided with unfettered access to all documents and information requested. The process has been	

Page 50	<p>Reports are made by the auditor in their own name to the Town Council.</p>	Yes	<p>actioned remotely over the last three years Reports provided to Finance Committee and Full Council and minuted.</p> <p>See above.</p>	
	<p>The Internal Auditor holds no other role within the Town Council.</p>	Yes	<p>The internal auditor is independent and has no other connection with the Town Council save the role as the internal auditor.</p>	
	<p>Competence</p> <p>There is no evidence of failure to carry out the internal audit work ethically, with integrity and objectively.</p>	Yes	<p>The internal auditor was selected following research in the sector and is appropriately qualified and experienced.</p>	

Page 51	4. Relationships	All responsible officers (Finance Manager(RFO) and Clerk) are consulted on the internal audit plan.	Yes	The RFO is responsible with the council for making the arrangements for internal audit.	
		Respective responsibilities of Officers and Internal Auditor are defined in relation to internal control, risk management and fraud and corruption matters.	Yes	Financial Regulations, Scheme of delegations and Risk Management policies have been adopted which lay down these responsibilities.	
		Town Council members understand their responsibilities.	Yes	This is true in the majority of cases although some councillors who are not members of the Finance and Governance Committee rarely ask questions and may lack confidence in financial matters.	In house training has been offered and the council has a budget for external training.
	5. Audit Planning and reporting	The annual internal audit plan takes into account the risks facing the Council and was approved by the Council.	Yes		

	Internal audit has reported in accordance with the plan	Yes	2022-23 reports were produced to council and their approval was minuted. The mid-year audit report for 2023-24 was completed in October 2023 and reported to full Council in November 2023.	
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PART 2 – CHARACTERISTICS OF EFFECTIVENESS

Expected Standard	Evidence of Achievement	Yes or No	Reference to specific evidence	Suggested Areas for Development
Internal Audit work is planned	Town Council annually produces a financial risk assessment statement	Yes	Last RA approved at full council on 24 January 2023.	
	Town Council agrees an annual budget statement	Yes		
	Town Council maintains an asset	Yes	The asset register is updated on an on-	

	register Annual Return published on Town Council's Web Site	Yes	going basis utilising Rialtas Software See website.	
Understanding the whole Organisation- its needs and objectives	The Town Council makes reference to "Governance and Accountability for Smaller Authorities in England – a Practitioners Guide 2022" to ensure audit work provides assurance for the council's annual governance statement.	Yes	See above 1.	
Be seen as a catalyst for change	Town Council revises and approves the following policies and items on an annual basis, taking into consideration the results of the Internal and External audits. Standing Orders, Financial	Yes Yes	All policies are on a review cycle but see below. Most policies (including SOs, and FRs)	

Page 54	<p>Regulations, Risk Management Strategy and Risk Register Review of Insurance Cover.</p> <p>The Town Council also reviews and discusses the following on a monthly basis - Regular Financial Statements Income/Expenditure Budgets</p>	Yes	<p>were reviewed at annual meeting in May 2023. Insurance renewal was in August and detailed review of insurance took place prior to renewal. Risk Management Policy and risk register were reviewed and revised by Council during 2023. See minutes</p> <p>See minutes of Finance Committee.</p>	
Add value and assist the organisation in achieving its objectives	Audit reports are received and discussed at Finance Committee Meetings and referred to full council. Recommendations are noted or implemented as appropriate.	Yes	No recommendations in last two reports.	
Be forward	The Town Council has now	Yes	The MTFP for 2024-25 is was approved	

looking	adopted a set of strategic priorities and values and is preparing a delivery plan for 2024-2025.		at Full Council in January 2024	
Be Challenging	Internal audit focuses on the risks facing the council and auditor is encouraged to be robust in challenging existing procedures.	Yes		
Ensure the Right Resources are Available	<p>All appropriate resources are made available to Internal Audit without hindrance, including minutes, Policies Receipts/payments book, Cheques counterfoils, bank statements, invoices, Financial Regulations, Standing Orders and Financial Files.</p> <p>Town Council staff available to help the auditor with any queries or to locate any resources.</p> <p>The auditor understands the</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>See internal audit reports which detail resources viewed. (NB Two reports per financial year.)</p> <p>See internal audit reports.</p> <p>Auditor selected on basis of</p>	

	role of the council and the legal and corporate framework in which it operates.		professional qualifications and experience in sector.	
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Draft Review prepared and signed by

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Cllr

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Cllr

Date:

(For consideration at Finance and Governance Committee on 27 February 2024 and approval at Full Council on 2 April 2024)



Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Environment and Planning Committee of Bletchley and Fenny Stratford Town Council held at on Tuesday, 19th March, 2024 commencing at 7.30 pm

Present: Cllrs R Graham, R Haine, I Hussein and E Kelly-Wilson

Absent:

Apologies: Cllr A Palmer

In attendance: Will Allen (Environment and Premises Manager acting as clerk to the committee)

Min Ref

- EPC23/24-57 **To note councillors' apologies for absence**
It was RESOLVED that the apologies for absence listed above be noted.
- EPC23/24-58 **To note councillor's declarations of interest in matters on the agenda**
No declarations of interest were made.
- EPC23/24-59 **To approve the minutes of the last meeting of the committee**
It was RESOLVED that the draft minutes of the meeting held on 16 January 2024 be approved as a correct record of proceedings.
- EPC23/24-60 **Public Speaking Time**
There were no representations from members of the public.
- EPC23/24-61 **To review planning applications due for determination by Milton Keynes Council**
- EPC23/24-61i **24/00334/FUL - Bull And Butcher 30 Aylesbury Street Bletchley Milton Keynes MK2 2BA**
It was RESOLVED that no comments be made on the proposed development.
- EPC23/24-61ii **24/00259/HOU - 45 Napier Street Bletchley MK2 2NF**
It was RESOLVED that no comments be made on the proposed development.
- EPC23/24-61iii **24/00313/HOU - 22 Manor Road Bletchley MK2 2HW**
It was RESOLVED that no comments be made on the proposed development.
- EPC23/24-61iv **24/00305/FUL - Queensway House 207 - 209 Queensway Bletchley Milton Keynes MK2 2EE**
It was RESOLVED that no comments be made on the proposed development.
- EPC23/24-61v **24/00132/FUL - 1 St Martins Street Bletchley MK2 2TZ**
It was RESOLVED that no comments be made on the proposed development.
- EPC23/24-62 **To note a report showing income and expenditure against budget which fell within the remit of the committee**
It was RESOLVED that the report be noted.
- EPC23/24-63 **To receive a progress report on the council's carbon reduction goals**
It was RESOLVED that a report which detailed the progress made towards the



Bletchley and Fenny Stratford Town Council

council's carbon reduction goals since the last meeting of the committee be noted. Insulated valve jackets had now been fitted at Newton Leys Pavilion as recommended in the action plan. A full planning application on electrical vehicle charging points at Newton Leys Pavilion had now been submitted to Milton Keynes City Council by the provider (with a letter of support as previously agreed by the town council).

EPC23/24-64 **Community Infrastructure Projects**

EPC23/24-64i **To note the outcome of the town council's most recent CIF application**

The Environment and Premises Manager confirmed that the town council's most recent CIF application (2024-2025) for the provision of photovoltaic panels at Newton Leys Pavilion had not been successful.

It was RESOLVED that this information be noted. The chair of the council noted that no similar applications for solar panels had been approved either and there had been a focus on SIDs.

EPC23/24-64ii **To receive an update report on 2023-2024 community infrastructure fund projects**

It was RESOLVED that a written report giving details of progress with the three 2023-24 community infrastructure fund projects be noted. The town council had completed its work on the SIDs and signage projects and was waiting for MKCC to complete its work on these projects.

It was RESOLVED that the proposed positions of three planters on Aylesbury Street as shown in a written report on the amended third project be approved.

It was further noted that all spending on these projects had been completed within the financial year and the projects should be completed early in 2024-2025.

EPC23/24-65 **To consider responding to a statutory consultation on an experimental traffic order restricting parking at entrances to the Blue Lagoon**

It was RESOLVED to respond to a statutory consultation from MKCC on parking restrictions at the entrances to the Blue Lagoon in support of the proposed measures.

EPC23/24-66 **To consider an update report relating to the Newton Leys to Blue Lagoon Redway, bund and any further incursion prevention measures**

It was RESOLVED that a written report be noted which updated the committee on progress on the new red way from the Blue Lagoon to Newton Leys and the construction of the bund between the car park and pitches at Newton Leys Pavilion.

It was RESOLVED that installation of wooden bollards be approved in an area of the site to prevent fire parking at the sports hall fire escape. It was advised that officers consider whether up to eight such bollards might be required rather than the four originally suggested.

EPC23/24-67 **To consider supporting a "Hedgehogs R Us" initiative by selling hedgehog highway surrounds from Sycamore House**

Members considered correspondence requesting that the town council sell "hedgehog highway gateways" but it was felt that the project was unsuitable for Bletchley and Fenny Stratford for several reasons.



Bletchley and Fenny Stratford Town Council

- EPC23/24-68 **To consider obtaining feasibility reports for creating a small community orchard on land owned by the town council next to the allotment site at Newton Leys**
The committee had been provided with an indicative quote for a feasibility study on land at the rear of Newton Leys Allotments with a view to creating a community orchard.

Following discussion it was RESOLVED to continue research on this project and particularly to explore a less formal, wilder type of orchard than the community orchard at Newton Leys

It was further RESOLVED to approve expenditure on the feasibility phase of this project up to the cost of £900.
- EPC23/24-69 **To note future changes to management of TCV Green Gym at Pinewood Drive**
It was RESOLVED that changes to the management of the Green Gym at Pinewood Drive be noted. The Green Gym would no longer be organized and managed by a paid coordinator from The Conservation Volunteers (TCV) but would now be run by an independent volunteer group though this would still sit under the umbrella of TCV.
- EPC23/24-70 **Landscaping and maintenance matters**
- EPC23/24-70i **To receive a report on allotment site occupancy and maintenance**
It was RESOLVED to note the report showing that allotment occupancy was now at 100%. It was requested that officers gather information from allotment tenants on their reason for taking up/holding an allotment as a baseline of useful data.
- EPC23/24-71 **To receive a report on work to fulfil the MKCC devolved landscaping contract**
It was RESOLVED to note the written report circulated with the agenda which was an update on landscape maintenance since the last meeting of the committee.
- EPC23/24-71i **To consider the opportunity for the town council to provide landscape maintenance services to Stoke Hammond Parish Council on land to be adopted by that council within Newton Leys**
It was RESOLVED TO RECOMMEND to full council that the town council should supply a quotation to Stoke Hammond Parish Council for delivery of landscape maintenance services on areas of public open space in Newton Leys within the parish of Stoke Hammond. A sum to be quoted for the works had been provided in a confidential report. It was not felt appropriate to include tree/shrub and hedge work in the quotation because if these services were to be delivered in the locations specified there would be an adverse impact on the capacity of the landscaping team.

The meeting closed at 8.29 pm

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Agenda Item 8

Agenda Item	To consider a community grant application for £1,500 to support the MK Goan community to hold an Easter event.		
Council/Committee	Full Council		
Meeting Date	26 March 2024	Report Writer	John Fairclough – Support Services Manager
Summary	<p>The MK Goan community comprise of around 60 to 80 families, many located in Bletchley and Fenny Stratford town council. The community was devised when many felt isolated from families and friends left behind in Goa.</p> <p>The grant will be used to support an easter event of dancing, food, easter egg hunts and games, to help social well and create a sense of community spirit. The event will be for 80-100 members of the Goan community.</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>		
Budget Codes and Costs	4005 Community Funding		
Equality/Inclusion Implications	All Welcome		
Supporting Documentation (if any)	Grant Application Form Attached		

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GRANT FUNDING APPLICATION FORM

OVERVIEW

<p>Brief overview of application:</p> <p>The Milton Keynes Goan Community is holding an Easter Event of Dine and Dance, with Easter Egg Hunt and other games and activities bringing the Community together through social gathering activities. The event is scheduled to host approximately 100 people at the venue already booked for the 7th of April 2024. We are targeting 100 people, with a minimum of 80 heads</p> <p>The Milton Keynes Goan Community comprise of roughly 60 to 80 families currently in the community with family and friends to add on to the count. The main group Committee members hail from Bletchley and Fenny Stratford with their families and friends around Milton Keynes.</p> <p>A brief about the MK Goan Community – a group of Milton Keynes Goans, hailing from Goa India, came together to form the community in the light to gather and create awareness and social wellbeing among the Goan Community, who felt very isolated in a country away from home.</p> <p>The Idea to hold such community events is to gather the community in the light of social wellbeing and improve social relations in the community, with the sense of community spirit.</p>
<p>Name of project /activity: Easter Dine & Dance – Social event with Egg hunt, games, bingo and prizes.</p>
<p>Amount requested : £1500 (The major cost in the event is the Venue, Food, Decor and Setup)</p>
<p>Start Date : 10th March 2024 (Preparing for the event)</p>
<p>Date application received: (office use only)</p>
<p>Date of meeting to be discussed: (office use only)</p>

Approved/Declined (please delete) if no state reason.
(office use only)

ABOUT THE PROJECT

1 What is the purpose of your activity/project?

Continue on separate sheet if required

To bring the community together to socialise, meet different people and help improve their social relationships within the community.

2 How will it benefit the community?

Continue on a separate sheet if required

The event will help the community to allow people to share thoughts, ideas and experiences through social gatherings and interactions. Such events help people to get to know the neighbours and help build a sense of community spirit.

3 What is the start date of your project? 10th March 2024

4 Total cost of project £ 3500 (Approx.)

5 Have you applied for funding from other sources? If yes give details

Have not applied for funding elsewhere.

6 Have you been able to secure any support from volunteers to assist with the project or goods or sponsorship from other organisations? If yes give details

The Core committee members – who are 8 in number are sponsoring £50 each from their own savings.

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7 Break down of costs. Items required/quotes etc.	
	Cost
Venue	£160
Food	£1100
Music	£250
Liability Insurance for the venue	£60
Miscellaneous, hampers and gifts	£500
Other expenses – To be determined	
8 If the funding applied for is not the total cost of the project how will the remainder required be funded?	
We will charge the attendees with a minimum entrance fee	

YOUR ORGANISATION

9	Name of Organisation	Milton Keynes Goan Community		
10	Address for correspondence	C/O Knights Crescent, Bletchley Milton Keynes		
		Postcode MK2 2F		
11	Email	MKGoanCommunity@gmail.com		
12	Telephone/Mobile	7525555 (Arshi Colaco) – Vice Chairperson 7521545317 (Ligori D'Mello) – Treasurer		
13	Website (if applicable)	-NA-		
14	Applicant Contact name	Arshi Colaco & Ligori D'Mello		
15	Type of organisation (please tick) *Insert registration/company/charity number if required	Registered Charity *	<input type="checkbox"/>	
		Voluntary/Community Group	<input checked="" type="checkbox"/>	Voluntary Group
		Community Interest Company CIC*	<input type="checkbox"/>	
		Other	<input type="checkbox"/>	
			<input type="checkbox"/>	

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16	Is your organisation new/ what date was it formed?	Date established (if applicable)	New – 8th October 2023
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FINANCE

17	Please give details of your turnover in the last 2 financial years or attach copies of your accounts. – New Organization - therefore not applicable		
20 /20	Income £	Expenditure £	
20 /20	Income £	Expenditure £	
18	Does your organisation have a bank account?	✓ YES	NO
If NO what process will you have for dealing with the funds if they are approved? (please state)			
Bank/building society name	METRO BANK UK		
Bank/building society address	Unit E, 3 Babbage Gate, Milton Keynes Oakgrove MK10 9SU		
Name of account holder	MILTON KEYNES GOAN COMMUNITY		
Account Number	02104026		
Sort Code	01-05-80		

CHECK LIST for application	Please tick
Constitution or Rules In addition please include a list of names and addresses of the management committee (for Town Council information only)	✓
Finance information – Bank Details mentioned	✓
Charity or Company Number - None	
Policies relevant to your application. – None	
Appropriate signatures for the funding – Refer Minutes of meeting dated 26-11-2023 (Point 4 sub topic – b)	✓
All written costs/ quotations – Attached – what is available at hand	✓





DECLARATION

We confirm that the information given in this application is correct

We agree that information about the successful application may be used on the Town Council website and social media.

We agree to provide a written report setting out the way in which the money has been used. Include photographs or other information if relevant. This **MUST** be submitted within the first three months of the grant being awarded.

We are authorised to make this application on behalf of: **Milton Keynes Goan Community**

1 st Signature	Name	Date	Position
		10 th March '24	Vice Chairperson
2 nd Signature	Name	Date	Position
		10/03/2024	Treasurer

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CONSTITUTION

Preamble:

We, the members of the Milton Keynes Goan Community, in order to form a more perfect union, establish justice, ensure tranquility, promote the general welfare, secure the blessings of unity, cultural richness, and contribute to our prosperity and the wider community, do ordain and establish this Constitution for the Milton Keynes Goan Community.

Article I: Name and Purpose

Section 1. Name: The name of this community shall be the "Milton Keynes Goan Community."

Section 2. Purpose: The purpose of the Milton Keynes Goan Community is to foster a sense of unity, preserve and promote Goan culture, traditions, and values, provide a supportive and inclusive environment for its members residing in the Milton Keynes area, and actively contribute to the prosperity and well-being of the wider community.

Article II: Membership

Section 1. Eligibility: All individuals who identify as Goan or have a genuine interest in Goan culture and reside in the Milton Keynes area are eligible for membership.

Section 2. Rights and Responsibilities: Members of the Milton Keynes Goan Community have the right to participate in community events, voice their opinions, contribute to the betterment of the community, and actively engage in initiatives that promote the prosperity of both the Goan community and the wider community. They also have the responsibility to respect and uphold the values and traditions of the Goan culture.

Section 3. Membership Fee: To support community activities and initiatives, a membership fee may be established. The amount and frequency of this fee shall be determined by the Core Committee Members and communicated to the other members.

Section 4. Membership Cancellation: The Core Committee reserves the right to cancel an individual's membership where deemed necessary. Grounds for cancellation may include but are not limited to violations of community guidelines, disruptive behavior, or activities inconsistent with the values and objectives of the Milton Keynes Goan Community.

Section 5. Resignation and Non-Payment: Members may resign at any time by providing written notice to the Secretary. Additionally, any member who has not paid their membership fee for one year will be contacted by the Core Committee. The Committee will then decide whether that member is deemed to have resigned or withdrawn of his/her membership.

Section 6. Membership Secretary: A Membership Secretary shall be appointed, responsible for keeping accurate and up-to-date records of community members, managing the membership database, and assisting in membership-related matters.

Article III: Governance

Section 1. Leadership: The Milton Keynes-Goan Community shall be governed by a Chairperson, Vice Chairperson, Secretary, Treasurer, Membership Secretary, and other positions deemed necessary, elected by the community members every three years.

Section 2. Duties of Officers:

- *Chairperson:* The Chairperson shall preside over community meetings, represent the community in external matters, and provide overall leadership.
- *Vice Chairperson:* The Vice Chairperson shall support the Chairperson and assume responsibilities in their absence.
- *Secretary:* The Secretary shall maintain records of community meetings, handle correspondence, and keep members informed of community activities.
- *Treasurer:* The Treasurer shall manage community finances, maintain financial records, and provide regular reports to the community.
- *Membership Secretary:* The Membership Secretary shall be responsible for keeping records of members, managing the membership database, and assisting in membership-related matters.
- *Other Positions Deemed Necessary:* Additional positions may be established as needed to address specific community needs and enhance the effectiveness of community governance.

Article IV: Cultural Preservation

Section 1. Promotion of Goan Culture: The Milton Keynes Goan Community shall actively promote and preserve Goan culture through cultural events, festivals, workshops, and other activities held in the Milton Keynes area, contributing to the cultural diversity and vibrancy of the wider community.

Section 2. Language and Education: Efforts shall be made to promote the use of the Konkani language and provide educational programs not only for the community members but also for the wider community to enhance understanding and appreciation of Goan history, traditions, and values.

Article V: Community Events and Outreach

Section 1. Organization: The Milton Keynes Goan Community shall organize regular events, celebrations, and gatherings in the Milton Keynes area to foster a sense of community and celebrate Goan traditions. Outreach initiatives shall be undertaken to involve the wider community in these events.

Section 2. Inclusivity: Community events shall be inclusive, welcoming all members residing in the Milton Keynes area, and efforts shall be made to extend invitations to the wider community to promote unity and understanding.

Article VI: Prosperity and Community Engagement

Section 1. Economic and Social Initiatives: The Milton Keynes Goan Community shall actively engage in economic and social initiatives that contribute to the prosperity and well-being of its members and the wider community.

Article VII: Finances

Section 1. Bank Account: An account will be maintained on behalf of the Milton Keynes Goan Community at a bank agreed upon by the committee.

Section 2. Cheque Signatories: Three cheque signatories will be nominated by the Committee, with one of them being the Treasurer. The signatories must not be related nor members of the same household.

Section 3. Payment Authorization: All payments, including cheque payments, BACS payments, cash withdrawals, debit card payments, or cash payments, will be signed by two of the signatories.

Section 4. Record Keeping: For cheque payments, the signatories will sign the cheque. For other payments, a requisition note will be signed by two signatories and held by the Treasurer.

Section 5. Financial Records: Records of income and expenditure will be maintained by the Treasurer, and a financial statement shall be given at each community meeting.

Section 6. Use of Funds: All funds raised by or on behalf of the Milton Keynes Goan Community shall be dedicated solely to furthering the aims of the group, as specified in Article V: Community Events and Outreach, Section 1.

Article VIII: Amendments

Section 1. Amendment Process: This Constitution may be amended by a two-thirds majority vote of the members present at a community meeting in Milton Keynes. Proposed amendments must be communicated to the members in advance.

Article IX: Dissolution

Section 1. Dissolution Process: In the event of dissolution, the community shall provide a notice period of at least 90 days to all members. During this time, community assets and responsibilities shall be managed according to the procedures outlined by the Core Committee members. In the event of dissolution, the assets of the Milton Keynes Goan Community shall be distributed to charitable organizations or causes that align with the values and objectives of the community.

Article X: Code of Conduct

Section 1. Offensive Behavior: Any offensive behavior, including racist, sexist, or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behavior is repeated. The individual concerned shall have the right to be heard by the Core Committee, accompanied by a friend, before a final decision is made.

Article XI: Meetings

Section 1. Annual General Meetings (AGM): _____

1.1 Schedule: An Annual General Meeting (AGM) shall be held within fifteen months of the previous AGM.

1.2 Notification: All members will be notified in writing at least 3 weeks before the date of the meeting, providing details of the venue, date, and time.

1.3 Nominations: Nominations for the committee may be made to the Secretary before the meeting or at the meeting.

1.4 Quorum: The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:

- The Committee will present a report of the work of the Milton Keynes Goan Community over the year.
- The Committee will present the accounts of the Milton Keynes Goan Community for the previous year.
- The officers and Committee after every 3 years will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

Section 2. Special General Meetings:

2.1 Initiation: The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chairperson or Secretary stating the reason for their request.

2.2 Schedule: The meeting will take place within twenty-one days of the request.

2.3 Notification: All members will be given two weeks notice of such a meeting, providing the venue, date, time, and agenda. Notice may be by telephone, email, or post.

2.4 Quorum: The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

Section 3. General Meetings:

3.1 Frequency: General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.

3.2 Notification: All members will be given two weeks' notice of such a meeting, providing the venue, date, time, and agenda. Notice may be by telephone, email, or post.

3.3 Quorum: The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

Section 4. Committee Meetings:

4.1 Initiation: Committee meetings may be called by the Chairperson or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

4.2 Quorum: The quorum for Committee meetings is three Committee members.

Article XII: Rules of Procedure for Meetings

All questions that arise at any meeting will be discussed openly, and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached, a vote will be taken, and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the Chairperson of the meeting shall have an additional casting vote.

Article XIII: Ratification

This Constitution shall be considered ratified upon approval by a majority vote of the founding members residing in Milton Keynes, present at the inaugural meeting of the Milton Keynes Goan Community.

This constitution was agreed upon and ratified at the Inaugural General Meeting of the Milton Keynes Goan Community on:

Date: 3rd / Dec / 2023

Signatories:

Name: Othelia Fernandes Position in the Community: Chairperson

Signed: [Signature]

Name: Arshi Colaco Position in the Community: Vice Chairperson

Signed: [Signature]

Name: SIMON VARELLA Position in the Community: events + cultural co-ordinator

Signed: [Signature]

Name: Jenifer Menezes Position in the Community: Social Coordinator

Signed: [Signature]

Name: LIGORI D'ALMEIDA Position in the Community: Treasurer

Signed: [Signature]

Name: MELISSA FERNANDES Position in the Community: ASST. SECRETARY

Signed: [Signature]

Name: LAVINIA RODRIGUES Position in the Community: Vice-Event Coordinator

Signed: [Signature]

Budget Summary February 2024

REVENUE EXPENDITURE	<u>2023/24</u>		Variance
	<u>Actual</u> 27/02/24	<u>Budget</u>	
Community Grants	39,794	46,075	6,281
Democratic Services	14,929	19,386	4,262
Planters	731	1,500	141
Youth Work	7,920	16,240	8,320
Dog Bins	12,081	15,200	119
Senior Youth Club	16,199	30,450	14,251
Spotlight	16,351	20,660	3,189
Bandstand	561	1,165	534
Community Engagement	39,830	40,600 -	9,015
Christmas Lights Overhead Exp	29,061	32,555	2,894
Christmas Event	20,573	17,890 -	2,683
Albert St Toilets	30,034	44,030	10,581
Allotments & Community Orchard	6,085	7,261	760
War Memorial	-	600	600
The Chapel	1,180	2,250	1,040
Fenny Stratford Community Centre	32,443	35,641	708
Professional Fees	9,447	11,421	1,974
Community Infrastructure Fund	4,587	13,500 -	1,087
Community Projects/Services	24,741	35,820	11,079
Well-being	46,344	52,200	3,856
Landscaping	120,405	124,911 -	10,656
Sycamore House (Office)	15,973	21,355	4,542
Sycamore Hall	11,665	13,851	1,986
Staff Costs	463,553	492,557 -	13,016
74/76 Queensway/Library	6,742	5,000 -	1,742
Council Support Services	52,082	107,357	22,688
Rolling Capital Programme Contribution	-	55,000	-
Town Council Vehicle	8,731	6,517 -	2,214
Neighbourhood Plan	9,638	15,000	5,362
Newton Leys Pavilion	87,914	108,147	14,333
Market	3,352	3,249 -	273
	1,132,946	1,397,388	78,814
INCOME			
Community Grants	1,500	- -	1,500
Spotlight	7,731	7,910	179
Community Engagement	17,934	11,490 -	6,444
Xmas Event	121	- -	121
Precept/Grant	1,178,613	1,178,612 -	1
Albert St Toilets	12,950	12,950	-
Allotments & Community Orchard	10,355	10,060 -	295
Landscaping	84,309	43,186 -	26,123
Fenny Stratford Community Centre	35,418	38,080	2,662
Sycamore Hall	312	- -	312
Council Support Services	52,683	18,400 -	34,283
Neighbourhood Plan	4,325	- -	4,325
Newton Leys Pavilion	68,849	75,000	6,151
Market	1,572	1,700	128
	1,476,672	1,397,388 -	79,284
NET REVENUE EXPENDITURE	- 343,726	-	158,098

ROLLING CAPITAL PROGRAMME

	<u>2023/24</u>		
	<u>Actual</u>	<u>Budget</u>	Variance
Balance Brought Forward	497,284	497,284	-
Revenue Contribution	-	55,000	55,000
Sycamore House/Hall	6,888	350,000	343,112
Fenny Stratford Community Centre	1,600	3,000	1,400
Barton Road/Landscaping	950	29,000	28,050
Newton Leys Pavilion	4,185	3,000	- 1,185
Sycamore Hall IT	-	-	-
Sub Total	13,623	385,000	
Balance Carried Forward	483,661	167,284	

Budget Summary March 2024

	Actual	2023/24 Forecast	Budget	Variance
REVENUE EXPENDITURE				
Community Grants	40,994	40,994	46,075	5,081
Democratic Services	15,124	15,124	19,386	4,262
Planters	1,373	1,373	1,500	127
Youth Work	7,920	9,900	16,240	6,340
Dog Bins	14,850	14,850	15,200	350
Senior Youth Club	17,196	17,196	30,450	13,254
Spotlight	18,052	18,052	20,660	2,608
Bandstand	747	747	1,165	418
Community Engagement	51,543	51,543	40,600	- 10,943
Christmas Lights Overhead Exp	29,661	29,661	32,555	2,894
Christmas Event	20,573	20,573	17,890	- 2,683
Albert St Toilets	35,631	35,631	44,030	8,399
Allotments & Community Orchard	6,523	6,523	7,261	738
War Memorial	-	-	600	600
The Chapel	1,210	1,210	2,250	1,040
Fenny Stratford Community Centre	36,749	37,369	35,641	- 1,728
Professional Fees	9,447	9,447	11,421	1,974
Community Infrastructure Fund	17,087	17,087	13,500	- 3,587
Community Projects/Services	24,741	24,904	35,820	10,916
Well-being	50,283	50,283	52,200	1,917
Landscaping	134,120	134,120	124,911	- 9,209
Sycamore House (Office)	17,522	17,522	21,355	3,833
Sycamore Hall	11,934	11,934	13,851	1,917
Staff Costs	505,527	505,527	492,557	- 12,970
74/76 Queensway/Library	6,742	6,742	5,000	- 1,742
Council Support Services	119,319	119,319	107,357	- 11,962
Rolling Capital Programme Contribution	55,000	55,000	55,000	-
Town Council Vehicle	8,875	8,875	6,517	- 2,358
Neighbourhood Plan	9,638	10,938	15,000	4,062
Newton Leys Pavilion	105,533	106,168	108,147	1,979
Market	3,522	3,522	3,249	- 273
	1,377,436	1,382,134	1,397,388	15,254
INCOME				
Community Grants	1,500	1,500	-	- 1,500
Spotlight	8,208	8,208	7,910	- 298
Community Engagement	17,934	17,934	11,490	- 6,444
Xmas Event	121	121	-	- 121
Precept/Grant	1,178,612	1,178,612	1,178,612	-
Albert St Toilets	12,950	12,950	12,950	-
Allotments & Community Orchard	10,369	10,369	10,060	- 309
Landscaping	84,309	66,309	43,186	- 23,123
Fenny Stratford Community Centre	39,104	39,104	38,080	- 1,024
Sycamore Hall	312	312	-	- 312
Council Support Services	57,211	65,211	18,400	- 46,811
Neighbourhood Plan	4,325	4,325	-	- 4,325
Newton Leys Pavilion	74,923	74,923	75,000	77
Market	1,713	1,713	1,700	- 13
	1,491,591	1,481,591	1,397,388	- 94,203
NET REVENUE EXPENDITURE	- 114,155	- 99,457	-	109,457

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Notes to 2023/24 Forecast Outturn

It is anticipated that the forecast outturn will be an operating surplus in the region of £100k.

Main Reasons for the £100k Surplus

1. When the budget for 2023/24 was prepared, it was not anticipated that interest rates would increase to the extent that they did; this resulted in additional bank interest of circa £47k.
2. Expenditure on Youth Services has been limited by the choice of provider. Whilst the budget for 2024/25 has been amended to reflect this, however, it has led to an underspend of circa £19k.
3. Due to uncertainty on the lease of Albert Street Toilets, the anticipated refurbishment did not go ahead in 2023/24, resulting in an underspend of £7k.
4. The provision of a budget in 2023/24 for the Citizens Advice Bureau in the sum of £8k was not spent as the service provision was not available.

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01/03/2024

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15:02

Invoices Due for Payment by 31 March 2024

For Purchase Ledger

Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
Acorn MK Nurseries [ACORN MK]									
22/02/2024	090185		090185/Acorn MK Nurseries		22/02/2024	753.84		753.84	
Telephone :01234713469						Total of Invoices Due (ACORN MK)	753.84	0.00	753.84
Bucks Pest Control [BUCKSPEST]									
22/02/2024	1000002605		1000002605/Bucks Pest Control		23/03/2024	108.00		108.00	
						Total of Invoices Due (BUCKSPEST)	108.00	0.00	108.00
Corina's Cool Kids [CORINA]									
28/02/2024	047		047/Corina's Cool Kids		30/03/2024	290.00		290.00	
						Total of Invoices Due (CORINA)	290.00	0.00	290.00
Eastern Shires Purchasing Organisation [ESPO]									
05/02/2024	7227757		7227757/Eastern Shires Purchas		06/03/2024	86.94		86.94	
Telephone :0116 2657095 orders						Total of Invoices Due (ESPO)	86.94	0.00	86.94
Expert Security [EXPERTSECU]									
23/02/2024	94718		94718/Expert Security		20/03/2024	417.60		417.60	
23/02/2024	94719		94719/Expert Security		20/03/2024	138.00		138.00	
Telephone :01908 218383						Total of Invoices Due (EXPERTSECU)	555.60	0.00	555.60
Mr & Mrs Ghey - 21 Barton Road [GHEY]									
01/12/2023	BR0055		BR0055/Mr & Mrs Ghey - 21 Bart		01/12/2023	1,250.00		1,250.00	
01/01/2024	SCBR0042		SCBR0042/Mr & Mrs Ghey - 21 Ba		01/01/2024	310.90		310.90	
01/01/2024	BR0056		BR0056/Mr & Mrs Ghey - 21 Bart		01/01/2024	1,250.00		1,250.00	
01/02/2024	BR0057		BR0057/Mr & Mrs Ghey - 21 Bart		01/02/2024	1,250.00		1,250.00	
						Total of Invoices Due (GHEY)	4,060.90	0.00	4,060.90
Hygeniq Solutions [HYGENIQ]									
28/06/2023	E250623		E250623/Hygeniq Solutions		30/07/2023	0.20		0.20	
						Total of Invoices Due (HYGENIQ)	0.20	0.00	0.20
InspireAll Leisure and Family Support Se [INSPIREALL]									
09/02/2024	BLC012016		BLC012016/InspireAll Leisure a		09/03/2024	1,898.50		1,898.50	
						Total of Invoices Due (INSPIREALL)	1,898.50	0.00	1,898.50
ISE Fire									
23/02/2024	8180		8180/ISE Fire		23/02/2024	288.00		288.00	

Invoices Due for Payment by 31 March 2024

For Purchase Ledger

Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Total of Invoices Due (ISE FIRE)						288.00	0.00	288.00
LGRC Associates [LGRC]								
14/11/2022	ON ACC 266		<i>P/Ledger Electronic Payment</i>		14/11/2022	8.00		8.00
Telephone :01404 45973						Total of Invoices Due (LGRC)		
						8.00	0.00	8.00
MK Council [MKCOUNCIL]								
07/02/2024	425002636211		<i>425002636211/MK Council</i>		08/03/2024	1,036.80		1,036.80
Telephone :01908 252502						Total of Invoices Due (MKCOUNCIL)		
						1,036.80	0.00	1,036.80
City Glass Stony Stratford [MKGLAZIER]								
04/10/2023	ADJUSTMENT		<i>ADJUSTMENT/City Glass Stony St</i>		04/10/2023	-22.84		0.00
Telephone :01908 760544						Total of Invoices Due (MKGLAZIER)		
						-22.84	0.00	0.00
National Association of Local Councils [NALC]								
20/02/2024	14419		<i>14419/National Association of</i>		21/03/2024	60.00		60.00
Telephone :020 7637 1865						Total of Invoices Due (NALC)		
						60.00	0.00	60.00
NPower								
16/02/2024	IN09763764		<i>IN09763764/NPower</i>		17/03/2024	31.99		31.99
16/02/2024	IN09763763		<i>IN09763763/NPower</i>		17/03/2024	25.02		25.02
16/02/2024	IN09763762		<i>IN09763762/NPower</i>		17/03/2024	72.17		72.17
16/02/2024	IN09679119		<i>IN09679119/NPower</i>		17/03/2024	24.99		24.99
16/02/2024	IN09763760		<i>IN09763760/NPower</i>		17/03/2024	25.62		25.62
16/02/2024	IN09763716		<i>IN09763716/NPower</i>		17/03/2024	170.98		170.98
16/02/2024	IN09763715		<i>IN09763715/NPower</i>		17/03/2024	31.33		31.33
16/02/2024	IN09763711		<i>IN09763711/NPower</i>		17/03/2024	606.18		606.18
Telephone :0845 070 9494						Total of Invoices Due (NPOWER)		
						988.28	0.00	988.28
ORCA								
27/02/2024	27/02/24		<i>27/02/24/ORCA</i>		27/02/2024	115.00		115.00
						Total of Invoices Due (ORCA)		
						115.00	0.00	115.00
OVO Energy [OVO]								
12/02/2024	CREDIT ADJ		<i>CREDIT ADJ/OVO Energy</i>		12/02/2024	-364.43		0.00
						Total of Invoices Due (OVO)		
						-364.43	0.00	0.00
The Palatial Hall [PALATIAL]								
05/02/2024	ON ACC 391		<i>P/Ledger Electronic Payment</i>		05/02/2024	-900.00		0.00

Invoices Due for Payment by 31 March 2024

For Purchase Ledger

Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due			
Total of Invoices Due (PALATIAL)						-900.00	0.00	0.00			
Prestige OH Ltd [PRESTIGE]											
09/02/2024	340		340/Prestige OH Ltd		10/03/2024	275.00		275.00			
Total of Invoices Due (PRESTIGE)						275.00	0.00	275.00			
Rialtas Business Solutions [RBS]											
09/02/2024	31295		31295/Rialtas Business Solutio		09/03/2024	4.40		4.40			
Telephone :01793 731296			Total of Invoices Due (RBS)						4.40	0.00	4.40
Ravenscroft Environmental Services [RES]											
10/02/2024	1945		1945/Ravenscroft Environmental		11/03/2024	1,140.00		1,140.00			
Total of Invoices Due (RES)						1,140.00	0.00	1,140.00			
Securitas Security Serves (UK) Ltd [SECURITAS]											
17/01/2024	S-SIN1453161		S-SIN1453161/Securitas Securit		16/02/2024	609.58		0.00			
16/02/2024	ON ACC 386		P/Ledger Electronic Payment		16/02/2024	-609.59		0.00			
18/02/2024	S-SIN1460618		S-SIN1460618/Securitas Securit		17/03/2024	635.46		635.45			
Total of Invoices Due (SECURITAS)						635.45	0.00	635.45			
SES Business Water [SES]											
20/12/2023	974421-611		974421-611/SES Business Water		20/12/2023	-255.94		0.00			
26/01/2024	974421-612		974421-612/SES Business Water		26/01/2024	21.96		0.00			
Total of Invoices Due (SES)						-233.98	0.00	0.00			
Shred-It											
12/02/2024	9506236733		9506236733/Shred-It		13/03/2024	117.50		117.50			
Telephone :0800 028 1164			Total of Invoices Due (SHRED-IT)						117.50	0.00	117.50
Saf's Kitchen [SKMK]											
19/10/2023	SKMKSF202408		SKMKSF202408/Saf's Kitchen		22/03/2024	2,250.00		2,250.00			
Total of Invoices Due (SKMK)						2,250.00	0.00	2,250.00			
Suez Recycling and Recovery [SUEZ]											
31/12/2023	33178933		33178933/Suez Recycling and Re		30/01/2024	0.02		0.02			
Telephone :08000830504			Total of Invoices Due (SUEZ)						0.02	0.00	0.02
Total Gas & Power Ltd [TOTALGAS]											
10/02/2024	330202647/24		330202647/24/Total Gas & Power		09/03/2024	283.93		283.93			

Invoices Due for Payment by 31 March 2024

For Purchase Ledger

Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
Telephone :01737 275800						Total of Invoices Due (TOTALGAS)	283.93	0.00	283.93
Tudor Environmental [TUDOR]									
06/02/2024	IN0298367		IN0298367/Tudor Environmental		31/03/2024	279.98		279.98	
19/02/2024	IN0300840		IN0300840/Tudor Environmental		31/03/2024	50.65		50.65	
Telephone :02476856846						Total of Invoices Due (TUDOR)	330.63	0.00	330.63
Tull Industrial Doors [TULLDOORS]									
06/02/2024	2024-02-03		2024-02-03/Tull Industrial Doo		06/03/2024	336.00		336.00	
Telephone :0800 9998671						Total of Invoices Due (TULLDOORS)	336.00	0.00	336.00
Mariee Wymer - Expenses [WYMER]									
29/02/2024	29/02/2024		29/02/2024/Mariee Wymer - Expe		29/02/2024	774.16		774.16	
						Total of Invoices Due (WYMER)	774.16	0.00	774.16
YMCA Milton Keynes [YMCAMK]									
21/02/2024	2292		2292/YMCA Milton Keynes		21/02/2024	500.00		500.00	
						Total of Invoices Due (YMCAMK)	500.00	0.00	500.00
						Total of Invoices Due (Purchase Ledger)	15,375.90	0.00	16,897.15
						TOTAL OF INVOICES DUE (ALL LEDGERS)	15,375.90	0.00	16,897.15

Invoices Due for Payment by 31 March 2024

For Purchase Ledger

Pay by Direct Debit

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
Wave - Anglian Water Business [ANGLIANWAT]									
16/10/2023	ON ACC 362		Purchase Ledger DDR Payment		16/10/2023	-119.00		0.00	
17/10/2023	12682148		12682148/Wave - Anglian Water		16/11/2023	48.24		0.00	
15/11/2023	ON ACC 367		Purchase Ledger DDR Payment		15/11/2023	-119.00		0.00	
15/12/2023	ON ACC 372		Purchase Ledger DDR Payment		15/12/2023	-119.00		0.00	
11/01/2024	13020371		13020371/Wave - Anglian Water		10/02/2024	-113.46		0.00	
15/01/2024	13035345		13035345/Wave - Anglian Water		14/02/2024	-506.65		0.00	
16/01/2024	ON ACC 383		Purchase Ledger DDR Payment		16/01/2024	-119.00		0.00	
02/02/2024	13094196		13094196/Wave - Anglian Water		26/02/2024	124.90		0.00	
13/02/2024	13147074		13147074/Wave - Anglian Water		04/03/2024	-58.96		0.00	
15/02/2024	ON ACC 393		Purchase Ledger DDR Payment		15/02/2024	-119.00		0.00	
26/02/2024	ON ACC 395		Purchase Ledger DDR Payment		26/02/2024	-130.00		0.00	
Telephone :0345 070 4158						Total of Invoices Due (ANGLIANWAT)	-1,230.93	0.00	0.00
Fuelcard Services Ltd [BPFUEL]									
25/02/2024	9006907137		9006907137/Fuelcard Services L		03/03/2024	203.16		203.16	
Telephone :01282 838800						Total of Invoices Due (BPFUEL)	203.16	0.00	203.16
British Gas Business [BRITISHGAS]									
21/02/2024	814517030		814517030/British Gas Business		11/03/2024	271.25		271.25	
Telephone :0845 072 3875						Total of Invoices Due (BRITISHGAS)	271.25	0.00	271.25
BT Telephone Payment Services Ltd [BT]									
28/02/2024	MO10 K6		MO10 K6/BT Telephone Payment S		10/03/2024	33.54		33.54	
						Total of Invoices Due (BT)	33.54	0.00	33.54
George Browns [GEORGEBROW]									
09/02/2024	812590		812590/George Browns		10/03/2024	1,537.67		0.00	
20/02/2024	ON ACC 394		Purchase Ledger DDR Payment		20/02/2024	-1,537.67		0.00	
Telephone :01525 372062						Total of Invoices Due (GEORGEBROW)	0.00	0.00	0.00
PHS Group plc [PHS]									
24/02/2024	70400847		70400847/PHS Group plc		25/03/2024	57.34		57.34	
29/02/2024	70418828		70418828/PHS Group plc		30/03/2024	142.99		142.99	
Telephone :029 2085 1000						Total of Invoices Due (PHS)	200.33	0.00	200.33
Trade UK [SCREWFIX]									
19/02/2024	1466547766		1466547766/Trade UK		31/03/2024	19.47		19.47	
21/02/2024	1467421049		1467421049/Trade UK		31/03/2024	54.99		54.99	

Invoices Due for Payment by 31 March 2024

For Purchase Ledger

Pay by Direct Debit

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
26/02/2024	1469136104		1469136104/Trade UK		31/03/2024	11.98		11.98
Telephone :01908 630213								
						86.44	0.00	86.44
Total of Invoices Due (SCREWFIX)								
						86.44	0.00	86.44
Tatry Group Ltd [TATRY]								
01/02/2024	INV-3000		INV-3000/Tatry Group Ltd		29/02/2024	2,532.86		2,532.86
						2,532.86	0.00	2,532.86
Total of Invoices Due (TATRY)								
						2,532.86	0.00	2,532.86
Vodafone Ltd [VODAFONE]								
11/02/2024	B10-318701866		B10-318701866/Vodafone Ltd		06/03/2024	448.34		448.34
Telephone :08704 500010								
						448.34	0.00	448.34
Total of Invoices Due (VODAFONE)								
						448.34	0.00	448.34
Total of Invoices Due (Purchase Ledger)						2,544.99	0.00	3,775.92
TOTAL OF INVOICES DUE (ALL LEDGERS)						2,544.99	0.00	3,775.92

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Bletchley and Fenny Stratford Town Council Delivery Plan 2023-24 - Approved April 2023

(Projects organised by strategic priority)

Updated on 20.3.2024

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	Reported to committee on 14.11.2023 - published on website		Completed for year	EPM	2, 3,
Develop action plan arising from carbon and environmental audit	E&PC	F&GC	Action Plan adopted Environment and Planning Committee to oversee work rather than a working group Purchase of valve insulation jackets approved and to be installed at Newton Leys Pavilion in early March 2024		Completed for year	EPM	2, 3,
Implement actions from the plan based on timetable therein	E&PC	F&GC	See above		Completed for year		2, 3
Establish or join local Climate Forum	E&PC	CC	Clerk has attended MK Climate Forum councillor attendance required, to be discussed at March meeting of Environment and Planning Committee		Needs work	EPM	2
Manor Road Site							
Further development of site including planting permanent signage and maintenance	E&PC		Project completed and will be moved to BAU plan for 2024-2025	to September 2023 and thereafter	Completed for year	EPM	2
Pinewood Drive Allotment Site							

Support Green Gym Group to become independent and sustainable	E&PC	CC	EPM to arrange meeting with new Project Co-ordinator as TVC funding for paid officer ends in March 2024. Physical issue with garage walls to be progressed and support for 2024-2025 to be carried forward to new plan.	to March 2024	Completed for year	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	Regular liaison with MKCC, all Strategic group and User Groups to date have been attended by officers or members of town council.	Ongoing	Completed for year	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	No budget for planting during 2023-24. Long term objective and priority for 23-24 is to preserve and improve through landscaping contract from September 23	Ongoing	Completed for year	EPM	4, 5
Provide more flower beds including some raised beds to be enjoyed particularly by disabled people	E&PC		No budget allocated, cannot progress without funds. Planters to be provided in Fenny Stratford unlikely to be in place by year end. Report to E&P Committee 19 March 2024 Moved to 2024-25 plan - and wildflower beds in Leon Rec	Ongoing	Completed for year	EPM	4, 5
Boundary marking of land behind Newton Leys Allotments and agreement about future usage	Council	E&PC	Boundary marked. Feasibility of orchard project to be reported to Environment and Planning Committee 19 March 2024.	By 1 July 2023	Completed for year	EPM	

			Further development of site in 2024-2025 move to next year's plan				
Installation of additional EV chargers at NLP	F&GP	F&GC/ Council	Slow progress due to complexities of lease and planning issue. Planning application due to be resubmitted in March 2024. Move into 2024-25 Plan	Asap	On track		

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	Planning permission granted 2 October 2023. Community consultation during February/March 2024. Initial surveys and design plans commissioned following approval of high level costings in January 2024. Results of consultation to Full Council on 26 March 2024. Item to be carried over to 2024-2025 plan.	LT goal	On track	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	LT goal	On track	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 development of town.	Council	E&PC	All town deal meetings attended by representatives of town council. Presentation on PRI project to full council in May 23. Community advisory group established, first meeting 31 July 23. Regular reporting to full council. Next Board meeting 19 March 2024. PRI and Transport Hub consultations expected in June 2024 post elections. NDP progress has been affected by issues connected to TD and New City Plan etc, timetable will be adjusted and this work will be carried forward into 2024-2025 plan.	LT goal	On track	TC	2, 4, 5, 6
Work with partners to support the development of a strong image or “brand” for the Town. Continued partnership working with MKC Economic Development team, business associations and Town Deal.	Council	MKCC/ Town Deal	TC is co-operating with Economic Development team at MKCC and work on developing a brand for Bletchley via the . Long term objective	To 2025	On track	TC	4
Develop relationships with businesses and support new business association	Council	CC	Continue partnership working with MKCC economic development team as well as independent engagement with local businesses	Ongoing	On track	MT	4
CIF Project 1 (2023-2024) - planters on Queensway	E&PPC	Council, CC	On 15.11.2023 it was agreed to relocate this project to Aylesbury Street in FS due to uncertainty with PRI project in TD TIP Quotations and locations agreed at Environment and Planning 19 March 2023.	By 31 March 2024	On track	EPM	4

CIF Project 3 (2023-2024) - signage to BLC	E&PC	Council	Wording of signage now agreed, awaiting installation by MKCC.	By 31 March 2024	On track	EPM	4
Public Art							
i) Women's Euros Legacy Project - Blecca Lea	Council	MKCC	Regular features in newsletters and social media channels, Blecca Lea participated in Big Street Eat, Blue Lagoon exhibition v successful, project now completed though some participation expected in Xmas event on 2.12.2023.	to end 2023	Completed for year	TC/DC	4
ii) Turing Project - continue engagement with partners on public art commission	MKCC	Council	Work commissioned by MKCC, Town Council involved in commissioning process throughout.		Completed for year	TC	4
iii) Leon Dinosaur - continue engagement with MKCC on future of dinosaur and regen of Warren field	Council	MKCC	Dinosaur was removed as it could not be repaired at reasonable cost and site was needed for regen works. TC has engaged with city council, regen and community. Supported "Down Memory lane event" run at Spotlight to collect memories of dinosaur in February 2024.	Ongoing in line with regeneration timetable	Completed for year	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 plan including forward budgets and planned annual review of charges		Council	Approved at January 2024 budget and precept meeting of town council.	Will be reviewed in next financial year	Completed for year	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	All elements completed.		Completed for year	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	Review has been undertaken. This project will need to be carried forward into 2024-25	To be taken forward into next year's plan	Completed for year	MT	3, 6
Review of staffing arrangements in the light of changing council needs	EPC	Council	Staff changes completed. Further review may be necessary in 2024-2025		Completed for year.	TC	3
Asset valuation of Fenny Stratford Community Centre	F&GP	Council	Procurement for survey completed outcome awaited	within financial year	Completed for year	EPO	

Investment of reserves	Council	F&GP	Separate account set up for NL allotments commuted sum.	To be taken forward into next year's plan	Completed for year	RFO	3
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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	Programme for year completed but for Community Iftar scheduled 22 March 2024 and Easter Egg Hunt	Ongoing through year	On track	DC/MT	1, 2, 3, 5
CIF Information boards project (2022-2023) - install and maintain new CIS information boards also review and refurbish council noticeboards		F&GC	CIF noticeboards installed and completed. New noticeboard at Sycamore House installed November 2023. (Eaton Leys noticeboard agreed – awaiting installation approval from developer. To be carried forward to 2024-25 plan.)		Completed for year	EPM	3
Partnership with Bedford and MK Waterways Trust							
i) Agree and deliver approved objectives for 2023-24		Council	Funding agreed for project at Fenny. Detailed installation plan awaited This individual project to be carried forward into 2024-2025. The partnership will not be renewed due to changing status of organisation.		Completed for year	DC/MT	1, 2,

	ii) Raise awareness of importance of canal in B&FS		Council	To be pursued through NDP and carried forward into next year's plan	Ongoing	Completed for year	DC	1, 2
	Undertake a study as to how best to involve young people in the governance of council	Council	F&GC		Long term goal	Needs work	TC	4
	Develop a business directory on the new website and advertise the Town's businesses		Council	BFSTC website directory update is in progress . Work on promoting town's businesses with MKCC economic development team as part of Town Deal AMOS is ongoing – work to be integrated with Town Deal etc and carried forward to future years	to March 2024 target will not be met for this year	Needs work	DC	2
	Local History							
Page 98	i) Digital Trail project	CC	Council	Funding application successful. Community group being established. Carry forward into 2024-2025 plan, launch date in time for heritage week in September 2024		On track	DC	2, 5
	ii) Develop local history element of website	CC	Council		to March 2024 target will not be met for this year	Needs work	DC	2, 5
	Meet targets in Communications Strategy and Action Plan:					Needs work	DC	
	i) Targets in plan	CC	Council	Achieved New communications action plan to be created in early 2024-2025 – carry forward to next plan.		Completed for year	DC	1, 2,3,5, 6

ii) annual survey - to inform budget planning	Council	CC, F&GC	Undertaken during November 2023, results to full council prior to budget decision making. Repeat in 2024-2025 plan.		Completed for year	TC/DC	3
White Ribbon							
i) Maintain accreditation by developing programme of work and events	CC	Community Committee	Clerk has co-organised MK Vigil on behalf of council. Visits to Water Eaton Larder on 27.11.2023. More engagement from councillors needed – carry forward to 2024-2025.		Needs work	DC	5, 6
ii) Support events and publicise on website/newsletters/ social media	CC	Community Committee	Joint working with MKCC, MK Soroptimists and others continues	to March 2024	Completed for year	TC/DC	5, 6
Constitution - develop constitution and policies page on website	F&GP	Council	Develop ModGov module for website Carry forward to end of April 2024.	Original deadline extended to March 2024 likely to be met in April/May 2024	Needs work	TC/DC	3

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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	Working on Newton Leys route construction on town council land at Newton Leys etc	Long term goal	On track	TC	1, 4

ii) Support provision of walking and cycle route maps for the Town and surrounding area	E&PC	Council/ MKCC	Move to 2024-2025 plan	Long term goal depends on delivery of Redways	Needs work	TC	1, 2, 4, 5
Future provision of public toilets							
i) Develop and implement minor refurbishment and improvement programme	F&G		Delaying issue is lack of secure tenure, clerk had further discussions with MKCC on 11.3.2024. Carry forward to 2024-2025 plan.		Needs work	EPM	2, 3,
ii) Continue negotiations with MK Council and Town Deal for provision of improved permanent facilities	Council	MKCC/ Town Deal	As above Carry forward to 2024-2025 plan	Long term goal	Needs work	TC	6
Installation of 4th defibrillator in community		Community Committee/E&PC	Equipment secured from central government for Defib at Albert St WCs now installed. Discussions with Nationwide in Queensway for installation of additional Defib. This item to be carried forward to 2024-2025 plan.	by 31 March 2024	Completed for year	EPM	6
CIF Project 2 (2023-24) - Installation of SIDs	E&PC		NL camera location cannot be utilised until roads adopted. Other locations risk assessed and equipment purchased. Ringway/MKCC have installed 3 posts – equipment should be in pace by year end.	by 31 March 2024	On track	EPM	6
Preparation for landscaping transfer and planning for safety around water body at Mount Farm	E&PC	EPC		to September 2023 and thereafter	Completed for year	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	<p>Monthly meetings have been taking place YTD. Volunteer task forces have completed research tasks. Emergine policy ideas taken out to consultation in January 2024.</p> <p>Clerk has met with senior officers at MKCC to discuss timetabling. It is proposed to adjust the timetable to synchronise with New City Plan and other developments.</p> <p>Item to be carried forward into 2024-2025 plan and new timetable agreed.</p>		Needs work	TC/DC	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	<p>Town Council focus is now on Sycamore Hall for its community hub. No information available about the community hub at the Lakes.</p> <p>Suggest item is not included in 2024-2025 plan other than as regular liaison on regeneration project.</p>	Ongoing	Completed for year	TC	2, 4
Landscaping Service Delivery							
Implementation of devolved service with grant from MKCC - detailed action plan	E&PC	Council	<p>New staff start 14.8.2023. Contract delivery starts 4.9.2023</p> <p>Move to business as usual plan for 2024-2025.</p>		Completed for year.	MT	

Produce detailed timetable for service transfer for period from May 23 to September 23	E&PC	F&GC		1 May 2023	Completed for year	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	Completed for year	EPM	1
ii) Devolved Landscaping from 1 September 2023 to 31 March 2024	E&PC	EPC		1 June 2023	Completed for year	EPM	1
iii) NL Football pitches marking and maintenance	E&PC	Council/CC/ EPC			Completed for year	EPM	1
Set up and preparation of Barton Road premises	F&GC	EPC, Council			Completed for year	EPM	1
Oversee equipment delivery	F&GC	E&PC, Council			Completed for year		3
Develop and introduce landscaping app for customers and officers	F&GC	Council, EPC, CC	App is operational and working well. Will continue to monitor.	by mid August 2023	Completed for year	MT	3, 4, 5
Agree community use of NLP football facilities	CC	E&PC, Council, EPC, F&GC	Agreement reached and hiring arrangement in place and being monitored	asap	Completed for year	MT	3, 4, 5

1 Information sent out on 19.3.2024 on behalf of NPSG below

Dear All

I am writing on behalf of the Bletchley and Fenny Stratford Neighbourhood Plan Steering Group (NPSG) to share an update on the status of our developing Neighbourhood Plan (NP).

As you may remember an informal community consultation was conducted this January to seek feedback on policy ideas which had emerged from previous workshops and consultations. The NPSG would like to thank all those who gave up time and energy to support or attend these sessions, particularly the members of the two task forces. At its last two meetings (in February and March) the NPSG considered both the experience and the outcome of the January consultations alongside other activities which are currently taking place in Bletchley, most importantly, the progress which is being made with the New City Plan for Milton Keynes and potential developments within the Town Deal.

It was evident from our NP consultation that residents in Bletchley are unclear about the many different activities taking place in our community now and particularly about how they fit together. This is hardly surprising given the many individual projects going on eg the Town Deal projects, the Bletchley Pathfinder, the Lakes Regeneration, EW Rail and the NP as well as the New City Plan. There has been a lack of accessible integrated information about the town's redevelopment as so many agencies are involved. Our own experience with the NP consultation has been supported by other recent pieces of work undertaken locally on behalf of the Town Deal by engagement experts. Their reports stressed the importance of presenting a "bigger picture" to residents and developing a cohesive narrative for the town and its future which more people could understand and engage with in a meaningful way.

Following meetings I have held on behalf of the NPSG with senior officers at MKCC, including the Deputy Chief Executive and the Director for Planning and Placemaking, and on advice from our planning consultants and feedback from our volunteers, the NPSG has agreed to revisit the timetable for the NP. Previously we had hoped to move to a formal Regulation 14 consultation (ie a formal pre-submission draft plan consultation) in May this year but we recognise we will not be ready to do this and further community consultation is necessary. Furthermore, MKCC has now advised that they will not be in a position to share their final Land Availability Assessment (LLA) outputs until their consultation on their draft local plan (New City Plan probably in early July 2024). The LAA outputs are essential to produce the NP as they will identify sites for development in our area. We had previously expected to have this information before the pre-election period which starts next week.

Therefore, we will continue with informal consultations over the summer months on focussed aspects of the NP. We will also work with MKCC on a range of other public consultations eg on the transport hub and the public realm improvement project in the Town Deal. These will take place after the May elections and we expect that information from these exercises will also inform our evidence base for the NP. The NPSG now expects to produce our draft plan in the autumn ready for formal (Regulation 14) consultation no earlier than October 2024 though this timetable may be affected by a general election and other pieces of work going on in the town.

Although delay is regrettable, after all the work which has been put into the NP already, the NPSG felt it was essential to undertake more community consultation and to ensure that any policies developed are compatible with those in the New City. If you have any questions please don't hesitate to contact me and I will also share any feedback from you with the NPSG.

Yours sincerely

Town Clerk

- 2 www.bfsnp.org.uk – website currently being updated by town council officers as time permits
- 3 Next meeting of steering group 18 April 2024