



Bletchley and Fenny Stratford Town Council

The annual meeting of the council will be held in the community hall at Newton Leys Pavilion, Furzey Way on Tuesday, 7th May, 2024 commencing at 7.30 pm to transact the items of business set out in the agenda below.

Delia Shephard

Delia Shephard
Clerk to the Council
Monday, 29 April 2024

AGENDA

1. Election of chair of council and declaration of acceptance of office
2. Election of vice-chair of council
3. Declarations of acceptance of office (from councillors who have not already made such declarations)
4. Councillors' apologies for absence
5. 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)
6. Minutes of meeting Tuesday, 30 April 2024 of Full Council (Pages 1 - 6)
7. To consider co-option to any of the casual vacancies on the town council
 - i Ismail Hussein
8. To review and approve the committee structure and scheme of delegations (including the terms of reference for committees) (Pages 7 - 42)
9. To appoint members to committees and sub-committees
 - i Finance and Governance Committee
 - ii Community and Environment Committee
 - iii Employment Policy Committee
 - iv Appeals Committee
 - v Events Working Group or Sub-committee
 - vi Clerk's Performance Management Sub-committee

(The agenda assumes that these committees will be approved earlier in the meeting but this may not be the case, if an alternative structure is adopted appointment to committees may be delayed or take place according to the alternative structure.)

Following election to committees, chair and vice-chairs will be elected.

10. To review and adopt the council's standing orders and financial regulations (Pages 43 - 86)
11. To review representation on external bodies and arrangements for reporting back
 - i Milton Keynes Parish Forum – 2 representatives required (Cllr Stephens and the clerk are prepared to continue as representatives)
 - ii Buckinghamshire and Milton Keynes Association of Local Councils – 2 representatives required
 - iii Lakes Estate Renewal Forum – clerk currently attending
 - iv Bletchley and Fenny Stratford Town Deal Board – the clerk is a member and

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*

- any change would need to be approved by the Town Deal Board
- v Salden Chase Sub-committee – two representatives
- vi Bletchley and Fenny Stratford Neighbourhood Plan Steering Group – 5 representatives or more

12. To review and approve the asset register and inventory of equipment (Pages 87 - 88)
13. To confirm existing arrangements for insurance cover in respect of all insurable risks (Pages 89 - 106)
At the annual meeting on 24 May 2022, it was resolved that based upon the recommendation of the Finance and Governance Committee, the Council enter into a three year agreement for insurance cover with Zurich Municipal.
14. To review and approve subscriptions to other bodies (Pages 107 - 108)
- i Buckinghamshire & Milton Keynes Association of Local Councils (BMKALC) including NALC contribution
 - ii Society of Local Council Clerks (SLCC)
 - iii The Allotment Association (formerly National Association of Allotment and Leisure Gardeners)
15. To review and approve the council's policies and procedures as follows (Pages 109 - 214)
- i Complaints procedure
 - ii Data protection and Freedom of Information policies
 - iii Press and media policy
 - iv Employment policies and procedures (documents currently under review)
16. To approve a revised annual calendar of meetings (Pages 215 - 216)
17. To note that the general power of competence will be unavailable to the council and S137 of the Local Government Act 1972 may be used for activities for which there is not an alternative power provided the relevant test is met
Expenditure under S137 (4)(a) of the Local Government Act 1972 is limited to £10.81 per elector for the financial year 2024-2025.
18. 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

19. Banking Hub (Pages 217 - 220)
To consider the motion that Bletchley and Fenny Stratford Town Council
- i supports the principle of the establishment of a Banking Hub in Central Bletchley, and
 - ii agrees to request that MKCC identifies premises and facilitates the creation of a Hub if deemed to be viable.

<https://www.cashaccess.co.uk/hubs/>

20. Financial Matters
- (i) Summary financial report showing income and expenditure against budget to 30 April 2024 (Pages 221 - 222)
 - (ii) Ratification of payments made or due to be made before the next meeting of the Finance and Governance Committee (Pages 223 - 228)
21. To approve arrangements for the Big Street Eat (Verbal Report)
22. *To review and approve service proposals from independent providers for Employment Law and Health and Safety Advice for the town council and to determine the provider and contract length to be selected (To Be Tabled)