



Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Finance and Governance Committee of Bletchley and Fenny Stratford Town Council held at Sports Hall - Newton Leys Pavilion on Tuesday, 23rd August, 2022 commencing at 7.30 pm

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

Absent: Cllrs E O'Rourke

Apologies: Cllrs A Segebrecht

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

Min Ref

FC22/23-8 **Councillors' apologies for absence**

It was RESOLVED to note the apologies listed above.

FC22/23-9 **Councillors' declarations of interest in matters on the agenda**

There were no declarations of interest.

FC22/23-10 **Minutes of the previous meeting of the committee**

It was RESOLVED that the draft minutes of the previous meeting on 21 June 2022 be approved as a correct record. The Finance Manager apologised for not circulating the sustainability report from CCLA and would action with immediate effect.

FC22/23-11 **Public Speaking Time**

There were no representations from members of the public.

FC22/23-12 **Financial management information report showing income and expenditure against budget for the year to 31 July 2022**

The Finance Manager reminded the committee that the budgets for energy consumption were under pressure from increasing market prices and the budgeted increase for salary costs was inadequate based upon the latest Employer Offer to the Unions. It was RESOLVED to note the report.

FC22/23-13 **Cash and investment reconciliations to 31 July 2022**

It was RESOLVED to note the reconciliations.

FC22/23-14 **Balance sheet as at 31 July 2022**

It was RESOLVED to note the balance sheet.

FC22/23-15 **List of payments made or due to be made to 31 August 2022**

It was RESOLVED to ratify the list of payments.



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FC22/23-16 Outcome of any tender processes completed since the last meeting of the council

It was reported that the highest scoring bid for the provision of festive lighting had been Gala Lights following scoring of all bids by nominated councillors as previously agreed by the committee. It was RESOLVED to ratify the award of the contract to Gala Lights.

Cllrs Stephens and Wymer had given input into the choice of specific decorations on behalf of the Community Committee.

FC22/23-17 Recommendation from the Community Committee that a sum of £25,000 be included in the 2023-2024 budget to enable a repeat of the Bletchley Big Street Eat event (funds to be taken from reserves if necessary)

This recommendation was discussed and the committee agreed this should be considered as part of the wider budget planning process for 2023-24 and should be funded from revenue rather than reserves.

The clerk noted that officers would find it helpful to have an indication about funding as soon as possible so as to permit preparations. Members discussed the need for the Community Committee to consider generate additional funds through grant applications to, for example, the Arts Council or investigate savings elsewhere to meet the additional expenditure.

It was RESOLVED to recommend to staff that provisional bookings be made in respect of a repeat of the Big Street Eat event in July 2023 subject to determination of the budget.

FC22/23-18 Premises report and consider any recommendations therein for expenditure of building maintenance or repairs

FC22/23-19 To approve quotations for necessary plumbing works at Fenny Stratford Community Centre

It was RESOLVED that CME be appointed to carry out necessary plumbing works at Fenny Stratford Community Centre at a cost of £4,070.

FC22/23-20 To approve quotations for structural works to Sycamore House roof following recommendations in structural survey

It was RESOLVED that MK Roofing be appointed to carry out the necessary structural works at Sycamore House at a cost of £2,550.

FC22/23-21 To review the following policy matters for recommendation to full council

FC22/23-22 To consider specification for sun shade construction for Newton Leys Pavilion

The Clerk reminded members of the previous procurement for the sun shade construction at Newton Leys Pavilion, where the contractor who was appointed to install a retractable sun shade was unable to fulfil the contract as the specification had not been fully understood.



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Prior to another procurement process, members were requested to choose between the three options of Fixed Sail, Rigid Structure or Retractable.

It was RESOLVED that the procurement process should be based upon a retractable sun shade.

FC22/23-22i **To review councillor request to reconsider provision of elected councillors' allowances and to make any necessary recommendations to full council on 27 September 2022**

It was RESOLVED to recommend this matter for further consideration by full council on 27 September 2022.

FC22/23-22ii **To review draft code of conduct for recommendation to full council on 27 September 2022**

Councillors noted the clerk's report explaining changes to Milton Keynes Council's Code of Conduct which had been recommended for adoption by all town and parish councils within the Milton Keynes borough.

It was unanimously RESOLVED to recommend to full council that the Milton Keynes Council Code of Conduct (which was in conformity with the Local Government Association Model Code of Conduct promoted by NALC) be adopted at the next meeting of council on 27 September 2022.

FC22/23-22iii **To consider changes to the Council's public participation in meetings policy for recommendation to full council on 27 September 2022**

The Clerk advised that the proposed changes to the policy document were to accommodate hybrid meetings and the ability to publish or webcast meetings through social media where equipment was available.

It was RESOLVED to recommend the draft revised policy document to full council for adoption.

FC22/23-23 **To consider funding of refurbishment and development of Sycamore Hall and House**

The Clerk introduced this item and stated members were not required to make a decision, merely to start considering the potential cost implications prior to the additional full council meeting on 12 September 2022. Sources of funding from PWLB and grants cannot be accessed until more detailed costings are available and timescales identified.

The Chair summarised the progress to date of the Sycamore Buildings Working Group. Costings for the four options varied between £1.807 and £1.881m and two schemes were identified as preferred; options A1 and B1. The Chair also reminded members that current costings will substantially increase in the next twelve months given predicted inflation rates.