



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, 13th December, 2022 commencing at 7.30 pm

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

Absent:

Apologies: Cllrs T Stephens and A Segebrecht

In attendance: Councillor Uche Osumili, Delia Shephard (Town Clerk), Will Allen (Environment and Premises Manager), Alison Brown (Finance Manager) (Clerk) and Lee Dudley

Min Ref

- FC22/23-40 **To note apologies for absence**
It was RESOLVED to note the apologies listed above.
- FC22/23-41 **To note councillors' declarations of interest in matters on the agenda**
There were no declarations of interest.
- FC22/23-42 **To approve the draft minutes of the previous meeting of the committee**
It was RESOLVED that the draft minutes of the previous meeting on 25 October 2022 be approved as a correct record.
- FC22/23-43 **Public Speaking Time**
There were no representations from members of the public.
- FC22/23-44 **To review and note a financial management information report showing income and expenditure against budget for the year to 30 November 2022**
It was RESOLVED that the report be noted.
- FC22/23-45 **To review and note cash and investment reconciliations to 30 November 2022**
It was RESOLVED that the cash and investment reconciliations be noted.
- FC22/23-46 **To review and note the council's balance sheet as at 30 November 2022**
It was RESOLVED that the balance sheet to 30 November 2022 be noted.
It was RESOLVED that the individual transactions over £500 for the period be noted.
- FC22/23-47 **To ratify a list of payments made or due to be made to 31 December 2022**
It was RESOLVED that the list of payments made or due to be made which had been published with the agenda be ratified.
- FC22/23-48 **To review interim audit report for 2022-2023**
Members reviewed an interim internal audit report completed on behalf of the Town Council by Auditing Solutions dated 20 October 2022. There were no matters brought to the attention of the Town Council.

It was RESOLVED to recommend to full council that the report be formally approved on 24 January 2023.
- FC22/23-49 **To review annual financial risk assessment**



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Members reviewed a revised version of the council's annual financial risk assessment which had been prepared in accordance with the town council's current policy for financial risk management.

It was RESOLVED to recommend to full council that the report be formally approved on 24 January 2023.

FC22/23-50

To approve the purchase of DocuSign

It was RESOLVED to approve the purchase of DocuSign software for 5 users at a cost of £1,125 per annum and to include the cost in budget for 2023-24.

FC22/23-51

To receive a presentation on the landscaping contract progress

Members received a presentation from Will Allen (Environment and Premises Manager) and Lee Dudley (Environment and Landscape Officer) on preparations for delivery of the devolved landscaping services which the town council would be providing with effect from September 2023.

FC22/23-52

To consider and approve the appointment of a cleaning contractor at Spotlight

Current cleaning arrangements at Spotlight were discussed in the light of increased usage of the building including forthcoming warm spaces activities and it was agreed that the current provision by members of the Ranger team during office hours was no longer sufficient.

It was RESOLVED to approve the appointment of an external cleaning contractor at Spotlight at a cost of £4,784 per annum and to include the cost in the budget for 2023-24.

It was RESOLVED to recommend to the Employment Policy committee that a review of the duties undertaken by the Ranger team be considered as part of the planning for the taking on of the landscaping contract and that this review should include consideration of the extra hours per week freed up by the change to an out of hours cleaning contract.

FC22/23-53

To receive a premises report and consider any recommendations therein for expenditure of building maintenance or repairs

No reports were presented.

FC22/23-54

To approve commitment to a funded vehicle charging project at Newton Leys Pavilion

Members considered two proposals for fully funded charging points sited within the Newton Leys Pavilion car park. A written report on potential participation in a Milton Keynes wide funding bid to be submitted by Milton Keynes City Council had been circulated before the meeting. This option would provide for BP Pulse charging units of 7KW capacity which would be funded through the scheme and maintained for a period of 7 years. There would be no costs to the council and no costs generated.

The Environment and Premises Manager gave an oral report on a second and recent option which had become available for a fully funded EV charging project to be developed with an alternative provider. This involved a fully funded project for 50KW EV charging units which would be fully funded and the units maintained for a period of 15 years.

The clerk noted the deadline for commitment to the MKCC scheme which was



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imminent.

It was RESOLVED to proceed with the project offered by the alternative provider because it offered faster charging units and the potential of income when the installation costs were recouped.

FC22/23-55

To note the outcome of any tender processes completed since the last meeting of the council

The Finance Manager reported the outcome of the tendering process for cleaning of Albert Street Toilets which had been awarded to Hygienic Cleaning Solutions after completion of tender evaluations by both officers and members. The value of the contract was £22,502.40 per annum.

It was RESOLVED to note the award of the contract.

FC22/23-56

To consider draft budget for 2023-24

The chair of the committee presented a draft budget for 2023-3024 which had been prepared by officers in accordance with the requirements of the council's financial regulations and recommendations from committees. Extensive discussion followed highlight issues of concern including the unpredictability of increasing utility costs and general inflation, VAT/Partial exemption calculations and their implications and the potential costs of borrowing for the Sycamore Hall project.

Having considered the budget cost centre by cost centre it was RESOLVED that the sum of £5,000 currently included for Bandstand performances would be moved to the community engagement cost centre and used for celebration of HM King Charles's Coronation in 2023.

No other changes were made.

FC22/23-57

To consider making any recommendations to full council regarding the draft budget and precept for 2022-2023

Discussion on the precept followed and a range of contrasting views were expressed. It was RESOLVED to recommend to full council on 24 January 2023, that the precept is increased by 9% meaning an average Band D tax payer would pay £192.59.

FC22/23-58

To review progress of relevant sections of the Town Council's annual delivery plan for 2022-2023 and to consider new projects for research and costing and inclusion in the draft 2022-2023 budget

No comments received by members.

The meeting closed at 9.00 pm