

# Bletchley & Fenny Stratford Town Council

## To: Members of the Finance & General Purposes Committee

Robin Bowen-Williams (Chair), Bruce Abbott, Keith Ely, Tim Haynes, Tony Keller, Angela Kennedy, Joan Thomas, Alan Webb

All other Council Members - for information but all are welcome to attend meeting

Your attendance is requested at the Meeting of the Finance and General Purposes Committee to be held at

74/76 Queensway, Bletchley  
on Tuesday 10<sup>th</sup> November 2009

Commencing at 7.30pm, when the business set out below will be transacted:

Clerk to the Council

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## Agenda

1. **Apologies**
2. **Notification of any Other Business** - Information items only
3. **Declarations of Interest**
4. **Minutes of the meeting held on 13<sup>th</sup> October 2009** (as circulated with the Full Council agenda October 2009)
5. **Matters arising from the minutes of the last meeting**
6. **Road / Parking Issues**
  - 6.1 - **To note the following road maintenance and minor works**
    - (a) Simpson Road, Fenny Stratford – removal of the existing paving and the laying of new materials
    - (b) Hunter Drive, Bletchley – removal of the existing paving and the laying of new materials
  - 6.2 – **Revised Penalty Charge for Parking Contraventions**

To note that MKC has under the Traffic Management Act 2004, revised its level of penalty charges which apply to parking contraventions and details are as attached.
  - 6.3 – **off Street Parking Places**

To note the above Order, details as attached
7. **Licensing**
  - 7.1 - **Bletchley Sports Club, Manor Fields**

Request by Environmental Health Division to review licence. The request has been made “because of loud amplified music from a trailer stage set up in the open air which caused a statutory nuisance to neighbouring premises on 29 August 2009. Letters sent to the Chair of the Committee that has been ignored. “

Members are requested to consider a response to this licence review.
  - 7.2 – **Stanier Square Licence**

To consider progression of the feasibility of the Town Council managing bookings and events to be held on Stanier Square

## **8 Financial Matters**

8.1 - To receive a report on the Council's finances to the end of October 2009 – details of income and expenditure for October – report as attached.

8.2 – To authorise proposed November expenditure – details as attached

8.3 – To note F & GP and Office Admin budget papers for 2009/10 – as attached

8.4 – To note the report from the Accounts Administrator regarding the splitting of the Town Council money into separate accounts. This course of action was agreed as a process of managing and protecting the Town Council money.

8.5 – To note that we have received an amount of £5134.76 from Crosslinks being the money left in the Spotlight balances at the end of the financial year – there was a delay in sending us this money due to the need to have their accounts fully audited before they could send the money. To receive a copy of the annual report, financial statements and final account reconciliation from Crosslinks as attached.

8.6 – To note the Policy & Parliamentary Briefing paper as issued by NALC regarding payments by parish councils. To consider supporting this paper – support to be lobbied via our local association being BALC,

## **9. Albert Street Toilets**

9.1 – At the F & GP October meeting, it was agreed to progress with the removal of one of the gents cubicles (pending costs) and that details should be forwarded to the November meeting for consideration.

To remove and cap off pipe work to pan and cistern = £168.00

To consider progression of this matter.

9.2 – Any other items regarding the toilets

## **10. Community Liaison Funding Schemes 2010 - 2011**

This item also already considered by C & G Committee

This year the council are offering four grant funds,

- Parish Partnership Fund,
- Play Area Improvement Scheme,
- Community Parking Partnership Scheme
- Youth Work Fund.

Members are requested to consider the possible grant applications for the next financial year. To note that all applications for funding in 2010 must be received no later than 29<sup>th</sup> January 2010 although application forms are not yet currently available. MK Council have six priorities for 2011, details as attached to C & G papers.

Previous successful applications to this funding include:  
Easter / summer play schemes (Play area fund)  
Junior Youth Club (Youth work fund)  
Spotlight management (PPF)  
Clearance of allotment land (PPF)  
Bus management system run from TC (PPF)  
Celina Close (Play area)  
Bala Way (Play area)

No applications submitted previously for parking scheme – agreed in principle to make an application for this in 2010/11 although there was also an in principle agreement not to increase the budget for 2010/11.

All projects require 50% match funding

**11. Bletchley Market**

11.1 – To receive a report on the finances of Bletchley Market to the end of October 2009 – details of income and expenditure for October – report as attached

11.2 – To note income & comparison figures for 2006/07, 2007/08, 2008/09 and 2009/10 – as attached

11.3 – To receive a verbal report following the Exec meeting on 6.11.09 regarding the review of hours and responsibilities for the Town Centre Caretaker

11.4 – To note the letter as sent to Mrs Hill regarding sale of the burger van and the confirmation of the process regarding the sale of the fish mongers from the Town Council Caretaker. – details as attached.

11.4 – Any other issues for information regarding Bletchley Market

**12. Allotments**

12.1 - To receive a verbal update regarding the funding for works at Manor Fields although as reported at October meeting, all applications made to date have been unsuccessful. This is attributable to a number of factors not least of which is that allotments are a mandatory service of the Town Council and therefore not eligible for many government funding schemes. Funding is still being progressed.

12.2 – To note that quotes are awaited for fencing works to Larch Grove allotments to increase the size of the fencing to 1.8m high (x 120m long) – this follows several requests and complaints from allotment holders and is frequently discussed at the allotment working group meetings. Quotes have been requested and are awaited, deadline for submission of quotes is 13.11.09 – a copy of the quote request is attached for information only.

Members are requested to consider progression of this matter as no authorisation to carry out works has been agreed by this committee.

**13. Staffing and Accommodation**

13.1 – Staff sickness due to swine flu

To note the sickness of a staff member and the impact this has on existing staff, in particular pressures around arrangements for the Christmas lights switch on.

13.2 – To consider the booking of a training session for the Omega system for the year end accounts at a cost of £295

**14. NALC / BALC**

14.1 – to note and consider attendance at BALC's AGM on Friday 13<sup>th</sup> November, 7.30pm at the County Hall, Aylesbury

14.2 – To consider voting in the elections for representation on NALC's Larger Local Council's Committee – Nominations are:

Bert Biscoe

Rosemary Farmer

Isabella Fraser

Deryck Nash

Peter Quinn

Anna Toon

Haydn White  
Kevin Wilson  
Nicholas Wiltshire

Nominations must be made by Tuesday 17<sup>th</sup> November. There are 4 seats on this committee and therefore council's are encouraged to vote for 4 candidates. Personal details for all nominees in support of their application are as attached.

#### 14.3 – Quality Council Learning Seminar

To consider attendance at this seminar to find out more about Quality Councils. The seminar is free and will be held on 24<sup>th</sup> November 2009 at Seventh Day Adventist Church, Fistermead, MK – times are awaited but anticipated it will be an all day seminar.

#### 15. **Consultation Request – Safer Communities Unit (SCU) at MK Council**

The SCU is looking to form a group to enable them to develop the SCU team for the future and ensure it is meeting local council's needs. The SCU team has done some analysis of their service and they would like to test this out with a group of parish representatives. They are therefore looking for a group of 15-20 town councillors/clerks to spend approx 1-2 hours at the end of Nov / early Dec to help develop this work.

Members are requested to consider any attendees and details are required by 11<sup>th</sup> November 2009.

#### 16. **Questions from the Public**

#### 17. **Any Other Business – Notified prior to meeting**

#### 18. **Correspondence**

#### 19. **Confirmation of date and time of next meeting**

Proposed for Tuesday 8<sup>th</sup> December 2009, 7.30pm at the Town Council offices,  
74/76 Queensway, Bletchley