

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 8th December 2009**

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

Clerk to the Council

Agenda

1. **Apologies**
2. **Notification of any Other Business** - Information items only
3. **Declarations of Interest**
4. **Minutes of the meeting held on 10th November 2009** (as circulated with the Full Council agenda November 2009)
5. **Matters arising from the minutes of the last meeting**
6. **Licensing**

6.1 - Bletchley Sports Club, Manor Fields

Extract from the November F & GP agenda:

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. "

From the November meeting, members responded that they did not support the review and did not feel it necessary to take any further action given that the noise nuisance only lasted one day.

Since submitting the Town Council's response, further information has been received from MK Council and this is as attached, including recommended health and safety guidelines for adoption by the club. From the additional information, it is clear that the concerns are not just around noise levels but around health and safety and structured management of the event.

In light of this new information, members are requested to consider a revised response to the request for the licence to be reviewed. Members will note from the email as attached that the Sports Club committee itself recognises the need for improved event management and are content for a review and conditions around H & S to be imposed under the environmental acts.

The matter is due to be considered at the Licensing Hearing on Wednesday 16th December 2009 at 6pm at Civic Offices and members are invited to attend. If any member would like to speak on behalf of the Town Council then this must be agreed by F & GP and notified to MKC 5 days before the meeting.

6.2 – Bletchley Leisure Centre (new)

To consider a response to the licence application for the new leisure centre – details as attached.

6.3 – Stanier Square Licence

To note that a response has been received from Ian McGregor (Acting Network Manager) at MKC regarding the Town Council's request to take over the responsibility of issuing permission for use of Stanier Square. Ian advises that "in principle I have no objections" and he is progressing this via MKC Legal dept to see what agreements / permissions would need to be in place for this to happen. Details will be further reported once available.

7 Financial Matters

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

7.2 – To authorise proposed December expenditure – details as attached

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

7.4 – To consider budget for Finance and General Purposes Committee for 2010/11 - draft copy as attached and to make recommendation to Full Council

8. Albert Street Toilets

8.1 – To receive a verbal update on works at the toilets regarding removal of the cubical as agreed at the November F & GP meeting.

8.2 – Any other items regarding the toilets

9. 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 29th 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 which are under the responsibility of the F & GP committee are:

Clearance of allotment land (PPF)

Bus management system run from TC (PPF)

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

10. Bletchley Market

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

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

10.3 – From the November meeting, the Clerk was requested to clarify the situation regarding removal of rubbish. The Town Centre Caretaker confirms that there are no known problems regarding the traders taking their own rubbish away. Any rubbish which may have been noted by councillors was an exception and it is ordinarily cleared by traders with no problems.

10.4 – Banner advertising the market

From the October 2009 F & GP meeting it was agreed to purchase a banner advertising the specialist and general market.

As a result of the annual testing of the catenaries, it is strongly recommended that the banner is not hung from the catenaries as this causes too much strain and tension on the wire. Nationally this course of action is being dissuaded and the banner from last year was removed as it became dangerous.

An alternative is that banners could be installed on the new street columns although due to recent damage on same in CMK, MK Council is currently removing these and it is unlikely that this would be supported (or planning permission granted) by MKC.

Alternative advertising arrangements could be:

- (a) a professional display in the Town Council offices – on the window
- (b) Professional posters created for display in shops / noticeboard
- (c) could request use of railway bridge by Buckingham Road to display a banner

10.5 – Complaint from the traders regarding catering van

To note and consider a response to the complaint as attached.

10.6 – Any other issues for information regarding Bletchley Market

11. Allotments

11.1 – Waiting Lists

To note that the exercise regarding the review of the waiting lists has been confirmed and at time of writing (2.12.09) there are 35 residents from within our parish area awaiting an allotment. There are none from outside the parish.

11.2 – Provision of allotments

Extract from Charles Arnold Baker (being the definitive guide on parish council business)
“A local council must formally consider any written request by six or more electors to operate the Allotments Act and, in addition, if it is of the opinion that there is a demand it is bound to provide allotments but the duty is restricted to the provision of allotment gardens. It would be difficult to be of any other opinion in the face of a resolution from a well attended electors meeting.”

Further advice received from BALC confirms that “an allotment garden” is an ordinary allotment and that should the Town Council decide not to progress with additional allotment provision then it must have sound reasons for this decision, especially if there is a waiting list of local residents.

11.3 – Larch Grove

To receive a verbal report on revised specification / works for this site.

12. Bletchley Leisure Centre – sale of stock

To note the list as attached itemising all equipment for potential purchase by the Town Council. To consider the submission of any bids for this equipment.

13. Bletchley Landfill Site

13.1 – Next meeting

To note that the next meeting will be held on 17.02.10 at 7.30pm at the landfill site. Minutes from the meeting on 18.11.09 are available in the office for review or for despatch via email if required.

13.2 – Civic Amenity (CA) Site

To receive a verbal update (from the Clerk) regarding any progress on the Town Council's suggestion that a CA site is located at the existing landfill site.

14. War Memorials

To note the correspondence as attached from the Department for Communities and Local Government

15. Health and Safety

To consider the annual review of the health and safety policy – details as attached.

16. Amendments to statutory main river map

To note and consider a response to the attached from the Environment Agency.

17. A Boards in Queensway

To request Milton Keynes Council to produce their own guidelines regarding the use and display of A Boards in Queensway. Guidelines have been created previously by Nottinghamshire County Council and copies of these previously circulated. To further request MK Ward Councillors to support this action.

18. Bletchley Development Board

To note the letter and invoice as attached received from Geoffrey Lever following the winding up of Bletchley Development Board.

19. Staffing and Accommodation

19.1 – Work Experience

To note that a pupil from St Paul's school will be on a 2 week work experience placement at the Town Council offices from 11.01.10 to 22.01.10

19.2 – To note that the lease for the Spotlight office has finally been received from MKC. To consider progression /signing of this lease and it is suggested that this matter is delegated to the Executive for progression and signing (as has happened previously). The lease is for a 6 year period from November 2007 to November 2013 with an annual rent of £1.00. A copy of the lease is available in the office for review.

19.3 – Bucks CC Pension Fund, Annual Report and Accounts 2008-09

To note that this report and accounts has now been received and a copy held in the office for review.

19.4 – To note that MK Mediation Services will be operating from both the Town Council and Spotlight offices from January 2010 – this is as agreed at the October F & GP meeting. The Mediation service will offer the following services:

Drop in sessions at Spotlight office on a Monday starting 11 January from 1.30-2.30pm

Town Council offices on a Wednesday starting 13 January from 1.30-2.30pm

20. Questions from the Public

21. Any Other Business – Notified prior to meeting

22. Correspondence

23. Confirmation of date and time of next meeting

Proposed for Tuesday 19th January 2010, 7.30pm at the Town Council offices, 74/76 Queensway, Bletchley