

# Bletchley & Fenny Stratford Town Council

## Finance & General Purposes Committee Meeting Tuesday 19<sup>th</sup> January 2010 Minutes

Minute Ref	Narrative	Action
Present	Robin Bowen-Williams (Chairman), Bruce Abbott, Keith Ely, Tim Haynes, Tony Keller, Angela Kennedy, Sue Kettles, Joan Thomas, John Rowley, Alan Webb, Lisa Courtney (Town Clerk).	
FGP253-10	<b>Apologies</b> – none, all present	
FGP254-10	<b>Notification of any other business</b> None	
FGP255-10	<b>Declarations of interest</b> Robin Bowen-Williams declared a personal interest in agenda item 8.3 being an honorary life member of the Rugby Club.  Sue Kettles declared a personal interest in agenda item 8.1 as a member of quiz team for Plough.	
FGP256-10	<b>Minutes of the meeting held on 8<sup>th</sup> December 2009</b> These were accepted as a true and accurate record and signed by the Chairman	
FGP257-10	<b>Matters arising from minutes of the last meeting</b> There were none	
FGP258-10 FGP258-10.1  FGP258-10.2  FGP258-10.3  FGP258-10.4  FGP258-10.5	<b>Road Issues</b> Saffron Street – the scheduled road/paving works were noted  St Patrick's Day Parade – road closures were noted  CMK Temporary 40 mph restrictions – details of the traffic orders were noted  Drayton Road – accident statistics were noted with the agreement that no further action or request for action (to MKC) should be made  STARS – details of the next meeting were noted with no items suggested for inclusion on the agenda.	
FGP259-10 FGP259-10.1  FGP259-10.2  FGP259-10.3 FGP259-10.4	<b>Licensing</b> The Plough – Details of the licensing concerns were noted with no comments Kebabs – renewal of street licence was noted and agreed to support this application. Rugby Club – Details of the licensing review were noted Stanier Square – Bookings for the square were noted and concerns were expressed regarding use of the square for this event and the market. The Clerk advised that the Market Officer is in contact with the users of the square to ensure that all needs were accommodated.	

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FGP260-10	<b>Proposals to amend Licensing Act 2003 from DCMS</b> Details as per the agenda were noted with no further action.	
FGP261-10	<b>Financial Matters</b>	
FGP261-10.1	The finances to December 2009 were noted and agreed.	
FGP261-10.2	The expenditure for January 2010 was noted and authorised. There was a query around the status of current cheque signatories and agreed this should be resolved immediately.	Accounts Administrator
FGP261-10.3	The budget papers were noted and agreed	
FGP261-10.4	2008/09 accounts – it was noted that the accounts for 2008/09 were concluded and there was no need for any financial concerns although it was noted that the internal auditor should be asked to review the salaries procedure	Clerk for internal auditor for 2009/10
FGP261-10.5	It was agreed to purchase a new pc (with peripherals) to the maximum cost of £400	Clerk
FGP261-10.5	It was agreed that the Clerk would review the feasibility of leasing future pcs along with an integral IT contract/management programme.	Clerk
FGP261-10.6	First Aid course – agreed that Sally Ann should attend the course at a cost of £303.15	
FGP261-10.7	Internal Auditor 09/10 accounts - It was agreed to appoint Ian Hendry as the internal auditor for 2009/10 and request that his remit be the same as 2008/09 with the assurance that the salaries procedure / payments be included as part of his audit.	Clerk
FGP261-10.8	Parish Councillors Guide – it was agreed to purchase 25 copies of the new version at £12.75 each.	Clerk
FGP261-10.9	Membership to SLCC – agreed to renew at a cost of £151.00	Clerk
FGP262-10	<b>Albert Street Toilets</b> – Details as per the agenda were noted	
FGP263-10	<b>Bletchley Market</b>	
FGP263-10.1	The finances to end Dec 09, including details of income and expenditure – were noted and agreed	
FGP263-10.2	No meeting held 07/01/2010	
FGP263-10.3	Use of contractor – it was noted that a specification is being prepared and reported further when details available.	
FGP263-10.4	Sickness / Holiday cover for Town Centre Caretaker It was noted that whilst current staff (TCCO and Ranger) are able to cover the Caretaker's post on most occasions this may not (a) always be possible, especially if unexpected sickness and (b) the	

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	<p>cover staff do not have the necessary experience to deal with all issues of the market, especially if the absence falls on a specialist market day.</p> <p>Agreed to contact Taj Ubi who had supplied temporary cover previously to see if he was interested in this cover.</p>	Clerk to contact Taj
<p>FGP264-10 FGP264-10.1</p> <p>FGP264-10.2</p>	<p><b>Allotments</b> Meeting held on 12.01.10 – notes from this meeting were tabled with a request that the Administrator addresses any actions from this meeting.</p> <p>Manor Fields site – the Clerk advised that all funding applications to date had been unsuccessful and unlikely that there would be any further funding forthcoming. It was noted that the S106 monies were not yet available as the trigger points for payment by the constructor had not yet been met.</p> <p>The Clerk advised that further quotes are now being sought based on a total budget of £15k being £9k Town Council budget and £6k from MKC Parish Partnership Fund – matter to be reconsidered along with revised quotes at the February F &amp; GP Meeting.</p>	<p>Administrator</p> <p>TCCO – Feb agenda</p>
FGP265-10	<b>Bletchley Landfill Site</b> – details as per the agenda were noted and that the Clerk is progressing	Clerk – Feb agenda
FGP266-10	<b>Health &amp; Safety</b> – noted and that any actions required from the review will be identified to the February F & GP meeting.	Clerk - Feb agenda
FGP267-10	<b>A Boards in Queensway</b> – details as per the agenda were noted and that the Clerk is progressing	Clerk – Feb agenda
FGP268-10	<b>Property Strategy</b> – The strategy was noted with a suggestion that section 3.8 should make reference to any acquisitions or purchase of property by MK Council	Clerk
<p>FGP269-10 FGP269-10 FGP269-10 FGP269-10</p>	<p><b>Staffing &amp; Accommodation</b> St Paul's pupil, work experience – noted 'Go to work with a parent' day - noted Appointments of Regeneration Officer and Administrator - noted</p>	
FGP270-10	<p><b>Membership of the Regeneration Committee</b> Agreed that Sue Kettles and John Rowley should become members of the Regeneration Committee as representatives from F &amp; GP (to also include Tim Haynes who is already a member)</p>	
FGP271-10	<p><b>Community Action Questionnaire</b> Following response was agreed: To oppose any extra services going to post offices as they are already struggling with existing services and the public already have to wait an excessive amount of time in post office queues.</p>	Clerk / Vice Chair to coordinate response
FGP272-10	<b>Questions from the Public</b> - None	
FGP273-10	<b>Any other Business</b> - None	
FGP274-10	<p><b>Date and Time of Next Meeting</b> Agreed as Tuesday 9<sup>th</sup> February 2010 at the Town Council offices</p>	

The Chairman closed the meeting at 8.30pm