

**SCHEME OF DELEGATED AUTHORITY**

Details of decisions taken under the Council’s adopted scheme of delegated authority during the months of May, June, July and August 2021. Note that up until 7 July 2021, the adopted scheme gave delegated authority to make decisions to the Council Manager, in consultation with the Chair and Vice-Chairs of relevant Committees (or in the case of policy, the Chairman and Vice-Chairman of the Council). The scheme was amended at the Full Council meeting on 7 July 2021 so that decisions could be made by the Council Manager, in consultation with the Chair of the relevant Committee and the Chairman of the Council.

**SCHEME OF DELEGATED AUTHORITY – DECISIONS TAKEN IN MAY 2021**

<b>Date</b>	<b>Issue</b>	<b>Notes</b>	<b>Consultation</b>	<b>Resolution</b>	<b>Authorisation</b>
14 May 2021	Council Manager’s attendance at the SLCC (Society of Local Council Clerks) Conference in October, at a cost of approximately £400.	The Conference will take place in October 2021 for 3 days. The cost includes Conference and hotel accommodation.	Chair and Vice-Chair of HR Committee (Cllrs T Chapman-Ballard and Newland)	That the Council Manager be authorized to attend the SLCC National Conference in October (3 days) at a cost of £450 to come from the Staff Training Budget.	Council Manager 20 May 2021
19 May 2021	Letter to Wavendon Gate residents signed by Ward Councillor Alice Jenkins and Chairman of WCC, Cllr Adam Chapman-Ballard	Letter to inform residents about planning application 21/00943/REM (Church Farm Development for 350 houses) and to ask them to respond within the consultation period.	Chairman and Vice-Chairman of the Council (Cllrs A Chapman-Ballard and Tamagnini).	That a letter, signed by Ward Cllr Alice Jenkins and the Chairman of WCC (Cllr Adam Chapman-Ballard) be sent to residents residing close to the Church Farm development site (planning application 21/00943/REM)	Council Manager 19 May 2021

19 May 2021	Council Manager's attendance at the SLCC (Society of Local Council Clerks) 'Leadership in Action' training (virtual) at a cost of £75	The training will take place on 9 & 10 June 2021 (2 days).	Chair and Vice-Chair of HR Committee (Cllrs T Chapman-Ballard and Newland)	That the Council Manager be authorized to attend the SLCC 'Leadership in Action' training on 9 & 10 June at a cost of £75, to come from the Staff Training Budget.	Council Manager 20 May 2021
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#### SCHEME OF DELEGATED AUTHORITY – DECISIONS TAKEN IN JUNE 2021

Date	Issue	Notes	Consultation	Resolution	Authorisation
17 June 2021	For the council to become a distribution point for 'Girl Pack' charity sanitary packs	Following approach from the charity to become a distribution point	Chair of Community Engagement Committee (Cllr T Chapman-Ballard and Chairman of the Council (Cllr A Chapman-Ballard)	That the Council becomes a distribution outlet for Girl Pack. This service will operate in accordance with social distancing rules as they apply.	Council Manager 23 June 2021
21 June 2021	Repairs required to a leaning fence at Boxberry Gardens allotment, at a cost of £420 + VAT.	RTM have quoted £420+ vat to repair the fence and remove a seedling that is growing through it.	Chair and Vice-Chair of Operations Committee (Cllrs Newland and Taylor)	That the fence repair at Boxberry Gardens Allotment Site is carried out by WCC's allotment maintenance contractor, RTM. The cost to come from the allotment maintenance budget	Council Manager 22 June 2021

<b>Date</b>	<b>Issue</b>	<b>Notes</b>	<b>Consultation</b>	<b>Resolution</b>	<b>Authorisation</b>
24 June 2021	As from 1 July 2021 and following contract renewal, the cost of the dog bin emptying contract has increased significantly (from £1.55 per bin per empty to £3.00 from 1 July 2021). The Council to consider a virement from general reserves to cover this year's costs.	Such a significant increase had not been accounted for in the 2021-2022 budget.	Chair and Vice-Chair of Operations Committee (Cllrs Newland and Taylor)	That £4,700 be vired from general reserves to the dog bin budget, to make up the shortfall in contract costs and to include a contingency amount to cover any additional or replacement bins required in the next nine months.	Council Manager 24 June 2021
29 June 2021	To agree the transfer of £2,200 from cancelled community events (Big Lunch, Coach Trips) to the General Community Engagement budget.	To allow the money to be used elsewhere for Community Engagement purposes.	Chairman and Vice Chairman of the Council (Cllrs A Chapman-Ballard and Tamagnini)	That £2,200 be transferred from cancelled events to the general community engagement budget for 2021/2022	Council Manager 29 June 2021
29 June 2021	To purchase banner frames for 2021/2022 Autumn Fayre and future community events, at a cost of £1,000.		Chair of Community Engagement Committee (Cllr T Chapman-Ballard) and Chairman of the Council (Cllr A Chapman-Ballard)	That banner frames for future community events be purchased at a cost of £1,000, to come from the general community engagement budget.	Council Manager 29 June 2021

<b>Date</b>	<b>Issue</b>	<b>Notes</b>	<b>Consultation</b>	<b>Resolution</b>	<b>Authorisation</b>
30 June 2021	To purchase and install brass name plaques on the two footbridges at Browns Wood Sports Ground, at a cost of £330 + vat	The footbridges were named through a competition: Piglet Bridge and The Caroline Devine Bridge – names will be inscribed on the brass plaques.	Chair and Vice-Chair of Operations Committee (Cllrs Newland and Taylor)	That £330 of s.106 monies (Neighbourhood Play Maintenance) be used to purchase and install brass plaques on the two footbridges at Browns Wood Sports Ground.	Council Manager 30 June 2021

#### **SCHEME OF DELEGATED AUTHORITY – DECISIONS TAKEN IN JULY 2021**

<b>Date</b>	<b>Issue</b>	<b>Notes</b>	<b>Consultation</b>	<b>Resolution</b>	<b>Authorisation</b>
20 July 2021	Renewal of Street Trading License – Walton More Kebabs	The Council is invited to comment on the renewal application.	Chairman of the Council (Cllr A Chapman-Ballard) and Chair of Regulatory Committee (Cllr Taylor)	Submit comment to MKC: Hours of operation to cease at 9pm (as per current licence) and not increased to 10.30pm due to the proximity of the kebab van to residents and the potential for nuisance.	Council Manager 20 June 2021
20 July	To review the internal auditor contract	Comparison of service and quotes from current provider and another auditing services were considered.	Chairman of the Council (Cllr A Chapman-Ballard) and Chair of Regulatory Committee (Cllr Taylor)	(1) That Auditing Solutions Ltd (ASL) be retained as the Council's internal auditors (2) RFO to enquire about a multi-year contract with a potential for discount or guaranteed fixed price.	Council Manager 29 June 2021

<b>Date</b>	<b>Issue</b>	<b>Notes</b>	<b>Consultation</b>	<b>Resolution</b>	<b>Authorisation</b>
20 July	Purchase of financial / allotments / booking software	Moving from Sage to financial software specific to parish councils. Purchasing software to facilitate event bookings / facilities hire / allotment management Three suppliers were reviewed – Scribe (rolling contract), Edge IT (5 -year quotes supplied), and Rialtas Omega	Chairman of the Council (Cllr A Chapman-Ballard) and Chair of Regulatory Committee (Cllr Taylor)	1. To change the Council's financial software to Scribe Accounts (with integrated asset management software) 2. To purchase Edge IT modules (5-yr contract): <ul style="list-style-type: none"> <li>• allotments (AdvantEdge Allotments)</li> <li>• bookings (AdvantEdge Facilities)</li> <li>• playground/allotments inspection (AdvantEdge Playgrounds), inc. inspection app and tablet (InspectEdge)</li> </ul>	Council Manager 29 June 2021
21 July 2021	To identify a project that would benefit from match funding from MKC's Community Infrastructure Fund (CIF) 2022/2023.	Successful bids for CIF are required to have a public realm theme. Parish Councils can bid for up to 3 projects, for a maximum of £20k.	Chairman of the Council (Cllr A Chapman-Ballard) and Chair of Operations Committee (Cllr Newland)	That the Council applies for MKC CIF Funding (match funds) for refurbishment of Caraway Close Play Area, Walnut Tree (MKC owned), subject to the following: (a) That Full Council agrees to ringfence the Caraway Close £5k in the 2021/2022 budget to 2022/2023. (b) Further information / costings obtained on the potential for refurbishment, with MKC and Serco	Council Manager 21 July 2021

Date	Issue	Notes	Consultation	Resolution	Authorisation
21 July 2021	To approve details for the refurbishment of Lamb Lane Open Space, Wavendon Gate, at a cost of £7,800. (2021/2022 budget allocation of £10K)	Discussions with MKC/Serco on requirements and costs: <ul style="list-style-type: none"> <li>• Anti-vandal seats with metal slats around 'circle'.</li> <li>• 4 Eastgate picnic benches</li> <li>• Lay resin bond gravel on 8m circle</li> <li>• Remove shrubbery around tables.</li> </ul>	Chairman of the Council (Cllr A Chapman-Ballard) and Chair of Operations Committee (Cllr Newland)	That the refurbishment details for Lamb Lane Open Space be approved, at a cost of £7,800.	Council Manager 21 July 2021
21 July 2021	To approve details for the refurbishment of Tansman Lane Play Area, Old Farm Park, at a cost of £7K (2021/2022 budget allocation of £5K)	Discussions with MKC/Serco on requirements and costs: <ul style="list-style-type: none"> <li>• Mulch pad under double swings</li> <li>• Paint existing play equipment (modern theme)</li> <li>• Replace rope and net on multi-play.</li> <li>• Remove metal tubular fencing and replace with 1m high estate fencing (gate at each end)</li> <li>• Return planting bed to grass, re-using surviving plants on site.</li> </ul>	Chairman of the Council (Cllr A Chapman-Ballard) and Chair of Operations Committee (Cllr Newland)	That the refurbishment details for Tansman Lane Play Area, at a cost of £7K, be approved, subject to Full Council agreeing to use £2K of the Lamb Lane Open Space refurbishment underspend (£2,200) on the project.	Council Manager 21 July 2021

<b>Date</b>	<b>Issue</b>	<b>Notes</b>	<b>Consultation</b>	<b>Resolution</b>	<b>Authorisation</b>
21 July 2021	To approve details for the refurbishment of Lamb Lane Play Area, Wavendon Gate, at a cost of £5K. (2021/2022 budget allocation of £5K)	Discussions with MKC/Serco on requirements and costs: <ul style="list-style-type: none"> <li>• Remove knee rails and fill holes with concrete.</li> <li>• New swings with cradle and flat seat</li> <li>• Tango double seat</li> <li>• Extend wetpour</li> <li>• Paint multi-play</li> </ul>	Chairman of the Council (Cllr A Chapman-Ballard) and Chair of Operations Committee (Cllr Newland)	That the refurbishment details for Lamb Lane Play Area be approved, at a cost of £5K.	Council Manager 21 July 2021
21 July 2021	To approve details for refurbishment of Gatewick Lane Play Area, Caldecotte, at a cost of £5,600 (2021/2022 budget allocation of £5K)	Discussions with MKC/Serco on requirements and costs: <ul style="list-style-type: none"> <li>• Remove and break out rocker</li> <li>• Install Kompan roundabout with bench</li> <li>• New swings with cradle and flat seat.</li> <li>• Rubber mat surfacing</li> </ul>	Chairman of the Council (Cllr A Chapman-Ballard) and Chair of Operations Committee (Cllr Newland)	That the refurbishment details for Gatewick Lane Play Area, at a cost of £5,600, be approved, subject to Full Council agreement to increase the allocated budget by £600.	Council Manager 21 July 2021
21 July 2021	To approve inspection costs for new play areas: <ul style="list-style-type: none"> <li>• Lamb Lane Open Space</li> <li>• Play Areas at Lamb Lane, Tansman Lane and Gatewick Lane</li> </ul>	The inspection costs for all refurbished play areas in 2021/2022 will total £450.	Chairman of the Council (Cllr A Chapman-Ballard) and Chair of Operations Committee (Cllr Newland)	That Full Council be requested to approve the £450 inspection costs for refurbished play areas and open space (2021/2021 strategic landscaping plan), which is not covered in the 2021/2022 budget.	Council Manager 21 July 2021

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21 July 2021	Agreement to take ownership of 'street' furniture at Duchess Grove Allotment Site.	Duchess Grove Allotment Association (DGAA) does not have any public liability insurance for furniture and request WCC take ownership. DGAA to regularly maintain and repair when required.	Chairman of the Council (Cllr A Chapman-Ballard) and Chair of Operations Committee (Cllr Newland)	1. That the Council takes ownership of the 'street' furniture at Duchess Grove Allotment Site (greenhouse, pagoda's, benches, compost area). 2. That the Council enters into an agreement with DGAA for it to regularly maintain and inspect the furniture and to repair, when required.	Council Manager 21 July 2021
27 July 2021	Agree to carry out a short resident's survey (interim survey) at the Autumn Fayre about the impact of Covid19.	The survey will give an indication of impact or potential impact of Covid19 on our residents. A more strategic survey to be carried out in the next civic year.	Chair of Community Engagement Committee (Cllr T Chapman-Ballard) and Chairman of the Council (A Chapman-Ballard)	That a short interim residents survey be carried out about the impact and potential impact of Covid19 on our residents. The Survey to be conducted on-line, website, newsletter, Autumn Fayre, social media. (Survey Monkey).	Council Manager 27 July 2021
27 July 2021	To agree to continue support of the FNC (Friendly Neighbourhood Club) through payment of their hire of Wavendon Gate Pavilion Cost and a contribution to their Xmas Meal.	The cost of hiring Wavendon Gate Pavilion is £34 per hire. The FNC are planning to resume meetings in August 2021.	Chair of Community Engagement Committee (Cllr T Chapman-Ballard) and Chairman of the Council (A Chapman-Ballard)	That the Council continues to support the Friendly Neighbourhood Club by paying the hire fees for their meetings at Wavendon Gate Pavilion (£34 per meet) and a contribution to their Xmas outing.	Council Manager 27 July 2021

<b>Date</b>	<b>Issue</b>	<b>Notes</b>	<b>Consultation</b>	<b>Resolution</b>	<b>Authorisation</b>
27 July 2021	Proposal for the public art project to be installed at WCC owned land at Browns Wood Sports Ground (Recommendation of the Public Art Project Working Group).	Project is owned by MKC. Working Group made up of residents / WCC Cllrs and staff. Project Plan / milestones / timeline to be received by Full Council.	Chair of Community Engagement Committee (Cllr T Chapman-Ballard and Chairman of the Council (A Chapman-Ballard)	1. That the public art project be agreed in line with the Public Art Project Working Group: <ul style="list-style-type: none"> <li>• Reflective of our area</li> <li>• Incorporates stones from Woody the Rock Snake</li> <li>• Long lasting (25 years)</li> </ul> 2. That a request be made to MKC that any s.106 monies remaining from the project (£44K) be handed over to WCC for maintenance / regular inspect of the public art.	Council Manager 27 July 2021
29 July 2021	To agree to the increase in the cost of insurance by £23.48, to cover the cost of ownership of allotment furniture at Duchess Grove Allotment Site.	The furniture to be maintained by the Duchess Grove Allotment Association.	Vice-Chairman of the Council (Cllr Tamagnini) and Chair of Operations Committee (Cllr Newland)	That the increased cost in insurance of £23.48, to cover the cost of cover of the furniture at Duchess Grove Allotment Site, be agreed.	Council Manager 29 July 2021

## SCHEME OF DELEGATED AUTHORITY – DECISIONS TAKEN IN AUGUST 2021

Date	Issue	Notes	Consultation	Resolution	Authorisation
26 August 2021	<p>1. To agree the details of the project to refurbish Caraway Close Play Area, subject to a success bid for match funding (MKC's Community Infrastructure Fund (CIF), at a total cost of £32,380.</p> <p>2. To agree the CIF bid application, to be received by Milton Keynes Council by 27 August 2021.</p>	<p>Full Council be requested to accrue budget of £5k to 2022/2023 and to commit funds in the 2022/2023 budget to reach the match funding needed. Project:</p> <ul style="list-style-type: none"> <li>• Remove crows nest</li> <li>• Install multiplay hide and seek / slide</li> <li>• Remove existing swings and install new basket, cradle and flat</li> <li>• Replace existing seesaw with new double seesaw</li> <li>• Replace existing springer with new dinosaur springer</li> <li>• Overlay of coloured wetpour across whole site</li> <li>• 6 benches – rub down and re-stain</li> <li>• Cut back of overgrown landscaping</li> </ul>	Chairman of the Council Cllr Adam Chapman-Ballard and Chair of Operations Committee Cllr David Newland	<p>That subject to a successful bid for match funding from MKC's Community Infrastructure Fund, Full Council be recommended to:</p> <p>(a) Re-allocate the £5k Caraway Close Play Area refurbishment in the 2021/2022 budget to 2022/2023 budget.</p> <p>(b) Commit a further £11,190 in the 2022/2023 Council budget to be ringfenced for the refurbishment of the play area.</p> <p>(WCC's total contribution would be £16,240)</p>	Council Manager 27 August 2021