



STOTFOLD TOWN COUNCIL

Dear Councillor, you are hereby summoned to attend:

**THE STATUTORY ANNUAL MEETING OF STOTFOLD TOWN COUNCIL ON
WEDNESDAY 2ND MAY 2018 AT 7.00PM IN THE COUNCIL CHAMBER,
GREENACRE CENTRE, STOTFOLD**

A G E N D A

- 1. Election of Chairman**
To elect a Chairman of Stotfold Town Council, who will also take the role of Mayor of Stotfold.
- 2. Declaration of Acceptance of Office**
The Chairman will sign the Declaration of Acceptance of Office for the role of Chairman of Stotfold Town Council.
- 3. Apologies for absence**
To receive apologies for absence from Council Members.
- 4. Election of Vice-Chairman**
To elect a Vice-Chairman of Stotfold Town Council, who will also take the role of Deputy Mayor of Stotfold. The Vice-Chairman will sign the Declaration of Acceptance of Office for their role, after the meeting.
- 5. Adoption of Standing Orders and Financial Regulations**
Council will formally adopt its Standing Orders and Financial Regulations. (Attached for Members)
- 6. Committees and Sub-Committees**
Council will formally confirm the constitution of its Committees and Sub-Committees, and formally adopt Committee Terms of Reference. See Agenda Report. (Terms of Reference attached for Members)
- 7. Formation of Committee Membership**
Council will confirm membership of each of its Committees, Sub-Committees and any Working Party. See Agenda Report.
- 8. Internal Auditor 2018/2019**
Council will formally appoint an Internal Auditor for 2018/2019. See Agenda Report.
- 9. Appointment of Member or nominated representatives outside bodies**
Council will nominate or confirm representatives (where role continues) on the following outside bodies:
 - a) Community Governor for St Mary's Academy
 - b) Community Governor for Roecroft Lower School
 - c) Community Governor for Etonbury Academy
 - d) Stotfold Football Club Committee
 - e) Mossman Management Committee

- f) Stotfold Bowls Club Committee
- g) Stotfold Scouts Committee
- h) Stotfold Chamber of Trade
- i) Trustees of Eleemosynary Charity of William Field
- j) Bedfordshire Association of Town & Parish Councils

See Agenda Report for this item.

10. Appointment of Member representatives to serve the Council

Council will nominate or confirm representatives (where role continues) as the following Town Council representatives:

- (a) Tree Warden – currently Councillor Mrs Cooper
- (b) Highways Representative – currently Councillor Mrs Bundock

11. Authorise regular/annual payments

Council will approve payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation – to include subscriptions and memberships (to be presented).

12. Council Deeds

To confirm that any Deeds in the custody of the Council are open to inspection.

13. Meetings schedule

To confirm dates for ordinary Council and Committee meetings for the period May 2018 to April 2019. (Attached for Members)

KA Elliott-Turner

**Mrs Kate Elliott-Turner
Town Clerk**

26th April 2018

To: all Members of Stotfold Town Council

STATUTORY ANNUAL TOWN COUNCIL MEETING

AGENDA REPORTS

AGENDA ITEM 6	Meeting date: 2nd May 2018
Committees and Sub-Committees	
<u>Numbers of Members on each Committee are as follows:</u> Buildings Management Committee shall have 8 members Cemetery Management Committee shall have 8 members Planning Committee shall have 10 members Town Enhancement Committee shall have 8 members Recreation Grounds, Public Lands & Lighting Committee shall have 10 members Establishment Committee shall have between 7 and 9 members *	
<u>Numbers of Members on Sub-Committees and Working Parties are as follows:</u> Green Wheel Working Party (sub-committee of RGPLL**) shall have 8 or more members – 2 of which must be from RGPLL Committee Town Plan Implementation Group (sub-committee of Town Enhancement) shall have up to 12 members – at least 2 of which must be Town Enhancement Committee members Stotfold Christmas Lights Committee shall have 2 Town Council members * Establishment Committee shall consist of the Mayor, Deputy Mayor and Chairmen of each Committee (elected at meetings during May), two additional Members will be elected at the June full Council meeting ** RGPLL – Recreation Grounds, Public Lands & Lighting Committee	
Decision required: confirm Committee, Sub-Committee and Working Party constitution	
Expenditure required: n/a	

AGENDA ITEM 8	Meeting date: 2nd May 2018
Internal Auditor	
To confirm that Mrs Julie Betts continues in the role as the Town Council's Internal Auditor for 2018-2019. The Clerk has undertaken checks to ensure that Mrs Betts is competent and suitable to carry out the role. Mrs Betts' fee is £250.	
Decision required: to confirm Mrs Julie Betts as the Town Council's Internal Auditor for 2018-2019	
Expenditure required: £250	

STATUTORY ANNUAL TOWN COUNCIL MEETING

AGENDA REPORTS

AGENDA ITEM 9	Meeting date: 2nd May 2018
Appointment of Member or nominated representatives on outside bodies	
<p>Community Governor – St Mary’s Academy Councillor Mrs Clarey current fills this position and is willing to continue in the role.</p> <p>Community Governor – Roecroft Lower School Councillor Mrs Bundock currently fills this position and is willing to continue in the role.</p> <p>Community Governor – Etonbury Academy Councillor Phelps currently fills this position and is willing to continue in the role.</p> <p>Stotfold Football Club Councillors Cooper and Dhaliwal currently fill the two positions and are willing to continue in the role. Councillor Matthews has also expressed an interest.</p> <p>Mossman Management Committee Councillor Saunders currently fills this position and is willing to continue in the role.</p> <p>Stotfold Bowls Club Committee Councillor Mrs Cooper currently fills this position and is willing to continue in the role.</p> <p>Stotfold Scouts Committee Councillor Talbot currently fills this position and is willing to continue in the role.</p> <p>Stotfold Chamber of Trade Councillor Collier currently fills this position and is willing to continue in the role.</p> <p>Town Council Trustees of the Eleemosynary Charity of William Field Councillors Hayes and Pickering currently fill the two positions, which have a 4-year term. Councillor Mrs Hyde is now the Chairman of the Charity.</p> <p>Bedfordshire Association of Town & Parish Councils Councillor Talbot currently fills this position and is willing to continue in the role.</p>	
Decision required: confirm member or nominated representatives on outside bodies	
Expenditure required: n/a	