



## STOTFOLD TOWN COUNCIL

Dear Councillor, you are hereby summoned to attend:

**A MEETING OF THE TOWN COUNCIL, ON WEDNESDAY 3<sup>RD</sup> OCTOBER 2018, AT  
7.00PM, IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

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### **AGENDA**

1. **Presentation by Nicola King, Youth & Community Participation Officer regarding youth work in Stotfold**
2. **Mayor's announcements and civic attendance**  
To be presented.
3. **Disclosure of Members Interests on matters contained in this agenda**  
To receive from Members any disclosures of personal or prejudicial interests on matters contained in the agenda. Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.
4. **To receive apologies for absence from Town Council Members.**
5. **Oral questions from Electors**  
Up to 3 members of the public will be given 3 minutes each to speak, after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification to the Clerk.
6. **Council minutes**  
To note and sign as a correct record, the minutes of the Council meeting held on Wednesday 5<sup>th</sup> September 2018. See Agenda Report for Clerk's requested amendment to the minutes.
7. **Clerk's Report and Matters Arising for Information**  
Nothing to report as at production of agenda.
8. **Correspondence received for information**  
Flood report  
Correspondence from Alys Bishop, Principal Drainage Engineer & Flood Risk Team Leader at Central Beds Council, asking for the Town Council to provide feedback on the draft flood report, incorporating feedback from the community – the Brook Street Flood Emergency Team will also be asked to provide comment. She is expecting the draft report by the end of September – copy to be circulated to Members. Members will be asked to discuss and consider a response at the November Council meeting.

#### Alistair Burt MP

An invitation has been received from Alistair Burt MP to join him on 10<sup>th</sup> November, 10am to 12noon at Cardington Village Hall to discuss local concerns of mutual interest. The meeting is for Chairman, Clerks and Members of Town and Parish Councils. Any topics to be included are to be given to the Clerk in advance, as is willingness to attend in order that a place can be booked.

9. **To receive a report from a Central Bedfordshire Councillor on matters pertaining to Stotfold**
10. **To receive a report from Member and Nominated Representatives on outside bodies**
11. **To receive a report, copies of minutes and recommendations from the Town Plan Implementation Group**
12. **Arlesey Road project & relocation of Football Club**  
To receive an update on progress.
13. **Monthly accounts**
  - i) To approve the list of payments in the Expenditure Report for October 2018 and note income received during September 2018 in the Income Report (to be presented)
  - ii) To review and note the Committee Budget Report for month end September, together with the bank balances as at end September 2018 (to be presented)

**14. Committee minutes**

Planning Committee

*12<sup>th</sup> September 2018*

- Members of the Planning Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 12<sup>th</sup> September 2018.
- Members of the Council will then be asked to note the minutes of the Planning Committee meeting held on Wednesday 12<sup>th</sup> September 2018. There were no recommendations to Council.

*26<sup>th</sup> September 2018*

- Members of the Planning Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 26<sup>th</sup> September 2018.
- Members of the Council will then be asked to note the minutes of the Planning Committee meeting held on Wednesday 26<sup>th</sup> September 2018. There were no recommendations to Council.

Recreation Grounds, Public Lands & Lighting Committee

- Members of the Recreation Grounds, Public Lands & Lighting Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 12<sup>th</sup> September 2018.
- Members of the Council will then be asked to note the minutes of the Recreation Grounds, Public Lands & Lighting Committee meeting held on Wednesday 12<sup>th</sup> September 2018.

Cemetery Management Committee

- Members of the Cemetery Management Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 19<sup>th</sup> September 2018.
- Members of the Council will then be asked to note the minutes of the Cemetery Management Committee meeting held on Wednesday 19<sup>th</sup> September 2018 (see Agenda Report for Committee recommendation)

Buildings Management Committee

- Members of the Buildings Management Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 19<sup>th</sup> September 2018.
- Members of the Council will then be asked to note the minutes of the Buildings Management Committee meeting held on Wednesday 19<sup>th</sup> September 2018 (see Agenda Report for Committee Recommendation. Confidential Committee Recommendation dealt with under separate Confidential agenda item 16).

#### Establishment Committee

- Members of the Establishment Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 26<sup>th</sup> September 2018.
- Members of the Council will then be asked to note the minutes of the Establishment Committee meeting held on Wednesday 26<sup>th</sup> September 2018 (see Agenda Report for Committee recommendation)

#### **15. Exclusion of press and public**

The Chairman will then propose that the press and public are temporarily excluded whilst matters pertaining to staff salaries and contracts are discussed and that they be instructed to withdraw from the meeting for the following two agenda items (16 and 17).

#### **16. Recommendation from Buildings Management Committee**

To consider the Buildings Committee recommendation (minute 59/18) that 'the proposals contained in the confidential Committee report regarding amendment to contracts, salary format for x3 key holder roles for the Greenacre Centre and Memorial Hall are approved. Changes to be implemented for next appropriate salary period, subject to agreement by relevant staff members on contract amendments'.

#### **17. Town Clerk salary structure**

It has been some time since the Town Clerk salary structure in relation to the Council's profile has been reviewed. It is therefore requested that this be considered against an independent assessment, which would be carried out by NALC and SLCC. To achieve this the Clerk is required to complete an application form, subject to a fee of (TBA). Questions to be asked will include an outline of the town, Council's budgets, outline of the Council's responsibilities, services, etc and the Clerk's role within those responsibilities.

The Council will be legally obliged to abide by the findings of the independent assessment.

Council is therefore asked to approve undertaking this process.

#### **18. Questions from Electors on items arising from this evening's meeting**

#### **19. Items for information purposes only**

*KA Elliott-Turner*

**Mrs KA Elliott-Turner  
Town Clerk**

27<sup>th</sup> September 2018

To: All Stotfold Town Councillors, Central Bedfordshire Council Ward Members, representative of the press and electorates of Stotfold

# COUNCIL AGENDA REPORTS

<b>AGENDA ITEM 6</b>	<b>Meeting date: 3<sup>rd</sup> October 2018</b>
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## **Council minutes**

The Clerk requests an amendment to the minutes, which were taken by the Assistant Clerk in her absence. The Assistant Clerk agrees to the proposed amendments.

To be amended to read:

### **181/18 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2017/2018**

A copy of the External Auditor's Certificate (Mazars) and completed Annual Return for year end 31<sup>st</sup> March 2017 was previously circulated to Members. There were no significant matters arising from the audit and have certified the Annual Governance & Accountability Return. The Certificate and completed Annual Return has been published as required on the Council's website and notice board.

The External Auditors have made three suggestions for the 2018/2019 year, with the Clerk's comments as follows:

#### Auditor

In undertaking the review of the 2017/2019 Annual Governance & Accountability Return it came to our attention that the Council values assets according to a policy approved in 2009 before the guidance on fixed asset valuation was revised and the policy is inconsistent with the latest guidance. Although the Council has followed proper practice in ensuring consistency from year to year and within asset classes and the basis adopted are not unreasonable, the policy is more complex than recommended in the guidance. We recommend that the Council adopts the approach to asset valuation set out in part 5 of the 2018 Practitioner's Guide and restates 2017/2018 fixed assets on the 2018/2019 AGAR. This involves valuing purchased assets at purchased cost where available and insurance value where not and keeping the values constant until disposal. Donated assets and community assets with no intrinsic resale value should be valued at £1.

#### Clerk's comments

This will be reviewed throughout the year, and a revised/updated asset register as per Mazars' suggestion will be submitted to Council for approval before the end of 2018/2019.

#### Auditor

The Council provided evidence that a detailed budget setting report was prepared but the minutes to the meeting at which it was presented simply recorded approval of the precept rather than the budget. In future, the Council should ensure that approval of the budget is explicitly minuted.

#### Clerk's comments

Comment noted – minutes will be worded accordingly.

#### Auditor

The Council has 6 different bank accounts, two of which are dormant and relate to completed projects. We recommend the Council reviews whether separate bank accounts are still appropriate.

Clerk's comments

Council is asked to consider the auditor's comments, and the Clerk's recommendation that the following bank accounts are subsequently closed, with funds re-allocated to Council's current account/s:

- South East Beds Forum account - currently has £0.56. This is an account held by the Town Council on behalf of a now closed grant giving group.
- SCLC Saver – currently has £8.51. This was an account set up specifically for the larger Community Leisure Centre Project to keep funds for that project clearly separate. The project is now concluded, and these are remaining monies.

**RESOLVED** the sums of £0.56 in the South East Beds Forum account and £8.51 in the SLCL Saver are transferred to the Council's current account and both accounts are then closed.

With regard to the audited accounts, it was:

**FURTHER RESOLVED** that the External Auditor's Certificate and Report for year-end 31<sup>st</sup> March 2018 is received and noted.

**Decision required:** amend the minutes as per Clerk's request

**Expenditure required:** n/a

**AGENDA ITEM 14**

**Meeting date: 3<sup>rd</sup> October 2018**

**Committee recommendations – Cemetery Management, 19<sup>th</sup> September 2018**

Minute 35/18:

**RECOMMENDED** that the first two options as methods to re-site the Beacon are dismissed for the reasons given, and that the previous resolution to re-site the Beacon within the Cemetery is rescinded. Therefore, the quote from Steve Dear Tree Services for £700 plus vat for work to remove the Ash, Cedar and two shrubs either side of the Beacon is accepted. Work to be undertaken and area to be cleared before the Remembrance Sunday Beacon Ceremony in November. Funds from Tree Surgery budget.

**Decision required:** approve recommendation

**Expenditure required:** £700 – Cemetery Tree Surgery budget

<b>AGENDA ITEM 14</b>	<b>Meeting date: 3<sup>rd</sup> October 2018</b>
<b>Committee recommendations – Buildings Management, 19<sup>th</sup> September 2018</b>	
Minute: 59/18	
<p><b>RECOMMENDED</b> that the proposals contained in the confidential Committee report regarding amendment to contracts, salary format for x3 key holder roles for the Greenacre Centre and Memorial Hall are approved. Changes to be implemented for next appropriate salary period, subject to agreement by relevant staff members on contract amendments.</p>	
<b>Decision required:</b> approve recommendation	
<b>Expenditure required:</b> as per report	

<b>AGENDA ITEM 14</b>	<b>Meeting date: 3<sup>rd</sup> October 2018</b>																		
<b>Committee recommendations – Establishment, 26<sup>th</sup> September 2018</b>																			
Minute 27/18:																			
<p><b>RECOMMENDED</b> that the following grants are approved:</p>																			
<table border="1"> <thead> <tr> <th><b>Organisation</b></th> <th><b>Purpose of Grant</b></th> <th><b>Amount Awarded</b></th> </tr> </thead> <tbody> <tr> <td>Friends of Roecroft Lower School</td> <td>Purchase of stage curtains for school</td> <td>£1,500</td> </tr> <tr> <td>Magpas Air Ambulance</td> <td>Purchase of fuel for Air Ambulance helicopter</td> <td>£1,000</td> </tr> <tr> <td>Stotfold Scout Group</td> <td>Purchase of two CADAC gas barbecues</td> <td>£450</td> </tr> <tr> <td>Keech Hospice Care</td> <td>Towards costs to provide 24-hour children's advice line</td> <td>£500</td> </tr> <tr> <td>RBL - Poppy Appeal</td> <td>Poppy wreaths for Remembrance Sunday</td> <td>£175</td> </tr> </tbody> </table>	<b>Organisation</b>	<b>Purpose of Grant</b>	<b>Amount Awarded</b>	Friends of Roecroft Lower School	Purchase of stage curtains for school	£1,500	Magpas Air Ambulance	Purchase of fuel for Air Ambulance helicopter	£1,000	Stotfold Scout Group	Purchase of two CADAC gas barbecues	£450	Keech Hospice Care	Towards costs to provide 24-hour children's advice line	£500	RBL - Poppy Appeal	Poppy wreaths for Remembrance Sunday	£175	
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<b>Decision required:</b> approve recommendation																			
<b>Expenditure required:</b> £3,625 – Establishment Grants budget																			