



STOTFOLD TOWN COUNCIL

Dear Councillor, you are hereby summoned to attend:

**A MEETING OF THE TOWN COUNCIL, ON WEDNESDAY 5TH JUNE 2019, AT 7.00PM, IN
THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

AGENDA

- 1. Mayor's announcements and civic attendance**
See Agenda Report.
- 2. 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.
- 3. To receive apologies for absence from Town Council Members.**
- 4. 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.
- 5. Council minutes**
To note and sign as a correct record, the minutes of the Annual Meeting of the Council held on 15th May 2019.
- 6. Clerk's Report and Matters Arising for Information**
Nothing to report as at production of agenda.
- 7. Correspondence received for information**
Nothing to report as at production of agenda.
- 8. Policing and community safety in Bedfordshire**
Further to the request from the Police & Crime Commissioner (PCC) for funding from Town and Parish Councils towards provision of a PCSO, a response has been received to our request for more information. See attached. Members are asked to consider whether they wish to fund (or part fund) a PCSO as per the PCC's request.
- 9. Bank signatories**
To confirm the following as signatories/administration rights for the Council's bank accounts held with Unity Trust and Barclays as per Agenda Report.

10. 2018/2019 Annual Governance Statement (Section 1)

To confirm and approve the statements on the Annual Governance Statement (section 1) of the 2018/2019 Annual Governance & Accountability Return (AGAR) Part 3. The Clerk, being Responsible Financial Officer, and Chairman to sign once approved by Council.

11. 2018/2019 Accounting Statement (Section 2)

To confirm and approve the Accounting Statement (section 2) of the 2018/2019 Annual Governance & Accountability Return Part 3. The Clerk, being Responsible Financial Officer, has signed to certify that this Accounting Statement fairly represents the financial position of this authority. Once approved by Council, the Chairman is to sign this section.

12. 2018/2019 Annual Audit Report

To note the Internal Auditor's report on the internal audit carried out on year-end figures and accounts during 2018/2019, together with the completed Annual Internal Audit Report 2018/2019 of the Annual Governance & Accountability Return Part 3.

13. To receive a report from a Central Bedfordshire Councillor on matters pertaining to Stotfold

14. To receive a report from Member and Nominated Representatives on outside bodies

15. To receive a report, copies of minutes and recommendations from the Town Plan Implementation Group

16. To receive an update on progress of the Arlesey Road project & relocation of Football Club

17. Monthly accounts

- i) To approve the list of payments in the Expenditure Report for June 2019 and note income received during May 2019 in the Income Report
- ii) To review and note the Committee Budget Report for month end May, together with bank balances as at end May 2019

18. Committee minutes

Planning Committee

- Members of the Planning Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 22nd May 2019
- Members of the Council will then be asked to note the minutes of the Planning Committee meeting held on Wednesday 22nd May 2019. There were no recommendations to Council

Recreation Grounds, Public Lands & Lighting Committee

22nd May 2019

- 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 22nd May 2019
- Members of the Council will then be asked to note the minutes of the Recreation Grounds, Public Lands & Lighting Committee meeting held on Wednesday 22nd May 2019. There were no recommendations to Council

29th May 2019

- Members of the Recreation Grounds, Public Lands & Lighting Committee will be asked to confirm that the minutes are a correct record of the Extraordinary meeting held on 29th May 2019
- Members of the Council will then be asked to note the minutes of the Extraordinary Recreation Grounds, Public Lands & Lighting Committee meeting held on Wednesday 29th May 2019. There were no recommendations to Council

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 29th May 2019
- Members of the Council will then be asked to note the minutes of the Town Enhancement Committee meeting held on Wednesday 29th May 2019.

19. Questions from Electors on items arising from this evening's meeting

20. Items for information purposes only

KA Elliott-Turner

**Mrs KA Elliott-Turner
Town Clerk**

31st May 2019

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

COUNCIL AGENDA REPORTS

AGENDA ITEM 1	Meeting date: 5th June 2019
Mayor's announcements & civic attendance	
<u>Mayors Civic Attendances May 2019</u>	
<p>12th May – Houghton Regis – Afternoon Tea on the Bowls Green – Declined 14th May – Girl Guiding AGM – Attended 15th May – Houghton Regis – Town Council and inaugural reception – Declined 17th May – The Big Tidy Up Etonbury School – Attended 18th May – The Big Tidy Up Stotfold – Attended 19th May 2019 – The Etonbury green Wheel launch - Attended 19th May – Lord-Lieutenant's Annual service of Thanksgiving and re-dedication for voluntary organisations – Declined</p>	
<u>Mayors Civic Attendances June 2019</u>	
<p>1st June – ABS The Soldiers Charity – Howbury Hill – Deputy Mayor to attend 12th June – WI talk – Accepted 20th June – Filming at Stotfold FC – Accepted</p>	
Decision required: attendance where Mayor unable to attend, or Councillors are invited	
Expenditure required: n/a	

COUNCIL AGENDA REPORTS

AGENDA ITEM 9

Meeting date: 5th June 2019

Bank signatories

To confirm the following as bank signatories/administration rights to the Council's Unity Trust and Barclays bank accounts:

Role	Name	Mandate
Town Clerk & RFO	Kate Elliott-Turner	Administration rights and signatory
Assistant Clerk	Caroline Jenkins	Signatory only
Finance Assistant	Qun Zhe (Jo) Wang	Administration rights only
Councillor	Alan Cooper	Signatory only
Councillor	Brian Collier	Signatory only
Councillor	Brian Saunders	Signatory only
Councillor	Jane Hyde	Signatory only
Councillor	Steve Hayes	Signatory

- Council approves expenditure as per monthly expenditure list, plus regular payments throughout the year. In order to make those payments, a mandate is set up with both banks to sign/authorise the transaction – this may be by way of signing a cheque or carrying out online authorisation to make BACS payments.
- The list includes the addition of Councillor Hayes, to increase the number of Councillors who may be called upon to authorise/sign for expenditure.
- The signing mandate is one Clerk plus two Councillors. Priority Clerk signature is the Town Clerk, with Assistant Clerk signing in their absence. Any two Councillors may sign as requested by the Clerk.
- The Town Clerk & RFO and Finance Assistant administer the bank accounts, and so have administration rights.

Decision required: approve bank signatories

Expenditure required: n/a