



STOTFOLD TOWN COUNCIL

Dear Councillor, you are hereby summoned to attend:

**A MEETING OF THE TOWN COUNCIL, ON WEDNESDAY 6TH JUNE 2018, AT 7.00PM, IN
THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

AGENDA

- 1. Mayor's announcements and civic attendance**
To be presented.
- 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. Presentation by BEST and Central Beds Council – Pix Brook Academy**
Victor Wan (Head of School Organisation, Admissions and Capital Planning) and Jessica Mortimer-Wabel (Admissions Manager) from Central Beds Council, and Craig Smith from Bedfordshire East Schools Trust (BEST) will be present to talk about:
 - Pix Brook Academy – what the new school will constitute and the range of subjects
 - Current intake criteria
 - Future school admission capacity with future housing growth in this area
 - Consideration of traffic movements in the area to cater for the new school
- 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. Formation of the Establishment Committee, and to elect two Members to serve on the Committee**
The Establishment Committee will be made up of the Mayor, Deputy Mayor and Chairmen of each Committee, plus two additional Members to be elected. See Agenda Report.
- 7. Statutory Council minutes**
To note and sign as a correct record, the minutes of the Statutory Council meeting held on Wednesday 2nd May 2018.
- 8. Council minutes**
To note and sign as a correct record, the minutes of the Council meeting held on Wednesday 2nd May 2018.
- 9. Clerk's Report and Matters Arising for Information**
See Agenda Report.

10. Correspondence received for information

None at production of agenda.

11. Elect Chairman of Town Plan Implementation Group

To elect a Chairman for the Town Plan Implementation Group from the Town Enhancement Committee membership for 2018/2019.

12. General Data Protection Regulation

To adopt the following new policies, in relation to the General Data Protection Policy. To meet the 25th May deadline, these policies have been included on the Town Council's website in draft format until adopted:

- Information Security Policy
- Information Security Asset Inventory
- Information & Data Protection Policy
- Document Retention Policy
- Subject Access Request Procedure
- Data Breach Policy

Note, the General Privacy Notice and Consent Form have already been adopted by Council. The General Privacy Notice has been included on the Town Council's website, and is sent out with booking forms, allotment tenancies, etc.

13. Etonbury Green Wheel Master Plan

To receive and approve the Etonbury Green Wheel Master Plan (attached for Members).

14. Sponsor a tile at St Mary's Church

As part of the refurbishment works at St Mary's Church, their Social & Fundraising Committee have organised a scheme so that people can sponsor a new floor tile. Sponsors names will be recorded in a ledger to be kept in the Church for posterity. Tiles can be dedicated in memory of a person or to mark an event and are available for £10 for a large tile and £5 for a small tile. See Agenda Report.

15. Town Council strategic thinking

As discussed in the May Cemetery Committee meeting, and as per requirement for the Quality Council Status (currently working towards), it is suggested that this Council produces a Corporate Strategy. It is a statement of the Town Council's vision for the town, its aims, objectives and key priorities. This document is not the same as a Town Plan, which sets out aims and ambitions of the community, but sets out where the Town Council wants to be in the medium or long-term future. This Council already reviews and adopts its 1 Year Action Plan, and the Corporate Strategy is intended to be produced in conjunction with this Action Plan, together with points identified in the adopted Stotfold Town Plan. A Financial Strategy may also be produced once key priorities have been identified or could be incorporated within the Corporate Strategy document.

Members are asked to consider a proposal to form a Strategy Working Party, comprising of Chairmen and Vice-Chairmen of the Council's six Committees, supported by Council staff. This Working Party will bring together views from each Committee as to their aims and objectives for the future, will consult the public on a draft document and will report back to full Council on progress.

16. Town Council Financial Reserves Policy

To consider and adopt the draft Financial Reserves Policy document, which identifies the types of reserves held by the Council, how they will be determined and how the levels held are reviewed. (attached for Members)

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

18. **To receive a report from Member and Nominated Representatives on outside bodies**
19. **To receive a report, copies of minutes and recommendations from the Town Plan Implementation Group**
20. **Arlesey Road project & relocation of Football Club**
To receive an update on progress.
21. **2017/2018 Annual Governance Statement (Section 1)**
To confirm and approve the statements on the Annual Governance Statement (section 1) of the 2017/2018 Annual Governance & Accountability Return Part 3. The Clerk, being Responsible Financial Officer, and Chairman to sign once approved by Council.
22. **2017/2018 Accounting Statement (Section 2)**
To confirm and approve the Accounting Statement (section 2) of the 2017/2018 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.
23. **2017/2018 Annual Audit Report**
To note the Internal Auditor's report on the internal audit carried out on year-end figures and accounts during 2017/2018, together with the Annual Internal Audit Report 2017/2018 of the Annual Governance & Accountability Return Part 3.
24. **Monthly accounts**
 - i) To approve the list of payments in the Expenditure Report for June 2018 and note income received during May 2018 in the Income Report (to be presented)
 - ii) To review and note the Committee Budget Report for month end May (to be presented), together with the explanation of significant budget variances report (to be presented) and the bank balances as at end May 2018
25. **Committee minutes**

Planning Committee

9th May 2018

- Members of the Planning Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 9th May 2018.
- Members of the Council will then be asked to note the minutes of the Planning Committee meeting held on Wednesday 9th May 2018. There were no recommendations to Council.

30th May 2018

- Members of the Planning Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 30th May 2018.
- Members of the Council will then be asked to note the minutes of the Planning Committee meeting held on Wednesday 30th May 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 9th May 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 9th May 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 16th May 2018.
- Members of the Council will then be asked to note the minutes of the Cemetery Management Committee meeting held on Wednesday 16th May 2018. **See Agenda Report for Recommendations**

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 16th May 2018.
- Members of the Council will then be asked to note the minutes of the Buildings Management Committee meeting held on Wednesday 16th May 2018.

Town Enhancement Committee

- Members of the Town Enhancement Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 16th May 2018.
- Members of the Council will then be asked to note the minutes of the Town Enhancement Committee meeting held on Wednesday 16th May 2018.

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

27. Items for information purposes only

KA Elliott-Turner

**Mrs KA Elliott-Turner
Town Clerk**

1st June 2018

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

COUNCIL AGENDA REPORTS

AGENDA ITEM 6	Meeting date: 6th June 2018
Formation of the Establishment Committee, and to elect two Members to serve on the Committee	
<p>The Establishment Committee will be formed of the Mayor, Deputy Mayor and Chairmen of each Committee as follows:</p> <p>Councillors Collier, Cooper, Mrs Cooper, Hayes</p> <p>The Terms of Reference for this Committee states that the Establishment Committee membership shall be the Chairman and Vice-Chairman of the Council, the Chairmen of each Committee, plus two other Members. Membership shall be between seven and nine.</p> <p>This year, we have four appropriate Chairmen Members, and to elect two as per Terms of Reference will bring the total membership to six.</p> <p>Members are asked to consider whether they wish membership of the Establishment Committee this year to be six or seven.</p> <p>Members are then asked to elect two (or three) additional Members to serve on this Committee.</p>	
Decision required: elect two (or three) additional Members to serve on this Committee, and approve Establishment Committee formation	
Expenditure required: n/a	

COUNCIL AGENDA REPORTS

AGENDA ITEM 9	Meeting date: 6th June 2018
Clerk's Report and Matters Arising for Information	
Clerk's Report During week beginning 7 th May, the House of Commons, during the Report Stage, accepted a Government amendment to the Data Protection Bill, the effect of which will be to remove all Parish, Town and Community Councils, Parish Meetings and Charter Trustees in England and Wales from the initial requirement that they must appoint a Data Protection Officer. All other obligations under the General Data Protection Regulation (GDPR) came into force on 25 th May 2018. Although the Data Protection Officer obligation has been removed, it is still the responsibility of Council as the data controller to report any breaches direct to the ICO. It is still not clear at this stage how this will work practically, particularly when needed to report a data breach, or for seeking advice – some of the policies included later on the agenda for adoption may need slight amendment, as and when required. The Clerk will report if amendments have been made.	
Decision required: n/a	
Expenditure required: n/a	

COUNCIL AGENDA REPORTS

AGENDA ITEM 14	Meeting date: 6th June 2018
Sponsor a tile – St Mary’s Church	
<p>An initial suggestion has been made by a Member that the Town Council could sponsor a tile, however the Clerk has obtained advice on this. Although we have recently adopted the General Power of Competence (GPC) which means that we don’t have to rely on an existing power but can only do something which an individual could do, that isn’t illegal and where there isn’t a law/legislation which says that we can’t do it, the Local Government Act 1982 s6 1(a) has precedence over the GPC, which prohibits a Town/Parish Council from contributing to the maintenance of Church building.</p> <p>However, the legislation would benefit from clarification, and there is no case law on this to help clarification. Many Councils have given financial support to Church premises because they are used for things other than religious purposes, i.e. flower festivals, concerts, etc – used more as a community building.</p> <p>NALC’s comment is “whilst there is no consensus on this issue, a Council that considers making a payment in these circumstances needs to consider whether it is prudent to take a course of action that it cannot be certain is legally valid”.</p> <p>In light of this advice, a suggest was made that individual Councillors could contribute and Council’s name could go in the book. Advice received is “if individuals contribute, they would be doing it as individuals and therefore the Council’s name should not go in the book. The whole point is that Council money is public money, but Councillors’ money would not be”.</p> <p>Members are asked to consider whether they wish to contribute to a tile at St Mary’s Church a Town Council, bearing in mind this would be going against advice received, or to contribute as individuals if wished, but with no link to the Town Council.</p> <p>In the past, this Council has given a grant to a local Church as a contribution towards hardstanding car parking, however the power Road Traffic Regulation Act 1984 s57(1)(b) was used. A request for a grant from another Church towards sound equipment within the Church was turned down after considering the advice received above regarding its use as a community building, as it was felt that the equipment would be used mainly for Church services rather than general community use.</p>	
Decision required: as above	
Expenditure required: as above	

COUNCIL AGENDA REPORTS

AGENDA ITEM 25	Meeting date: 6th June 2018
Committee Recommendations – Cemetery Management	
<p>Members are asked to approve the recommendation from the Cemetery Management Committee meeting held on 16th May 2018, minute 19/18:</p> <p>RECOMMENDED that Council reconsiders and rescinds its policy to not meet with developers prior to receipt of a planning application. This is to allow discussion to take place to obtain the best S106 contributions for the town and Town Council projects, should a planning application be approved. It is to be made clear to developers that any views expressed during discussions with them are those of individual Members, and do not necessarily represent the views of the Planning Committee and Council. A formal opinion on proposed plans will be given on receipt of the planning application.</p>	
Decision required: see above	
Expenditure required: n/a	