



## STOTFOLD TOWN COUNCIL

Dear Councillor, you are hereby summoned to attend:

**A MEETING OF THE TOWN COUNCIL, ON WEDNESDAY 7<sup>TH</sup> NOVEMBER 2018, AT  
7.00PM, IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

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### **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 Council meeting held on Wednesday 3<sup>rd</sup> October 2018.
- 6. Clerk's Report and Matters Arising for Information**  
See Agenda Report.
- 7. Correspondence received for information**  
Alistair Burt MP  
Email from Alistair Burt MP with an update from Internal Drainage Board regarding Pix Brook flooding.  
  
Bedfordshire Bugle  
A copy of the November 2018 edition is provided for Members.  
  
Police & Crime Commissioner  
A copy of the November 2018 edition of the PCC Newsletter is provided for Members.
- 8. Councillor expenses**  
To consider whether this Council wishes to allow Council Members to claim mileage when representing Council at meetings or events outside the Parish.

9. **Review of Financial Risk Assessment 2018/2019**  
To review and approve the draft Financial Risk Assessment for 2018/2019, copied for Members
10. **Review of the Effectiveness of Internal Audit 2018/2019**  
To review and approve the draft Effectiveness of Internal Audit 2018/2019, copied for Members.
11. **Approval of Internal Audit Programme**  
To review and approve the Internal Audit Programme to be used by the Internal Auditor for auditing accounts 2018/2019, copied for Members.
12. **To receive a report from a Central Bedfordshire Councillor on matters pertaining to Stotfold**
13. **To receive a report from Member and Nominated Representatives on outside bodies**
14. **To receive a report, copies of minutes and recommendations from the Town Plan Implementation Group**
15. **Arlesey Road project & relocation of Football Club**  
To receive an update on progress.
16. **Monthly accounts**
  - i) To approve the list of payments in the Expenditure Report for November 2018 and note income received during October 2018 in the Income Report.
  - ii) To review and note the Committee Budget Report for month end October, together with budget variances report and bank balances as at end October 2018.

**17. 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 10<sup>th</sup> October 2018.
- Members of the Council will then be asked to note the minutes of the Planning Committee meeting held on Wednesday 10<sup>th</sup> October 2018. There were no recommendations to Council.

**Note** – Recommendations for Committee estimates figures are to be referred to the December Establishment Committee prior to being ratified by full Council in January.

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 10<sup>th</sup> October 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 10<sup>th</sup> October 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 17<sup>th</sup> October 2018.
- Members of the Council will then be asked to note the minutes of the Cemetery Management Committee meeting held on Wednesday 17<sup>th</sup> October 2018

#### 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 17<sup>th</sup> October 2018.
- Members of the Council will then be asked to note the minutes of the Buildings Management Committee meeting held on Wednesday 17<sup>th</sup> October 2018 (see Agenda Report for recommendation)

#### 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 24<sup>th</sup> October 2018.
- Members of the Council will then be asked to note the minutes of the Establishment Committee meeting held on Wednesday 24<sup>th</sup> October 2018 (see Agenda Report for recommendation. Note, Confidential Committee Recommendation dealt with under separate Confidential agenda item 19).

#### 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 24<sup>th</sup> October 2018.
- Members of the Council will then be asked to note the minutes of the Town Enhancement Committee meeting held on Wednesday 24<sup>th</sup> October 2018

#### **18. 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 agenda item (19).

#### **19. Recommendation from Establishment Committee**

To consider the Establishment Committee recommendation (minute 34/18) 'that the Town Clerk role contract salary scale is increased to spinal points 48 to 51, with effect from the next salary period'.

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

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

*KA Elliott-Turner*

**Mrs KA Elliott-Turner  
Town Clerk**

2<sup>nd</sup> November 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 1</b>	<b>Meeting date: 7<sup>th</sup> November 2018</b>	
<b>Mayor's announcements &amp; civic attendance</b>		
<b><u>ATTENDANCES</u></b>		
7 <sup>th</sup> Oct	Sandy Town Council civic service	Mayor attended
7 <sup>th</sup> Oct	ANC curry lunch	Deputy Mayor attended
13 <sup>th</sup> Oct	Pride of Houghton awards	Apologies sent
13 <sup>th</sup> Oct	Charity Ball, Leighton Linlade Town Council	Apologies sent
14 <sup>th</sup> Oct	Amphill Town Council civic service	Mayor attended
14 <sup>th</sup> Oct	Potton Town Council civic service	Deputy Mayor attended
2 <sup>nd</sup> Nov	Rock of Ages Concert, Leighton Linlade TC	Apologies sent
<b><u>FUTURE EVENTS</u></b>		
11 <sup>th</sup> Nov	Remembrance Day Services and Parade	Mayor and Deputy Mayor attending
18 <sup>th</sup> Nov	Amphill Armistice ceremony	Mayor and Deputy Mayor attending
18 <sup>th</sup> Nov	Road Victims Trust Service, Bedford	Deputy Mayor attending
23 <sup>rd</sup> Nov	Sandy Town Council Charity Tribute Night	To be confirmed
27 <sup>th</sup> Nov	A Celebration of Christmas, Houghton Regis	Apologies sent
1 <sup>st</sup> Dec	Christmas Carol Service, Houghton Regis	Mayor attending
1 <sup>st</sup> Dec	Coffee Morning, Leighton Linlade Town Council	Apologies sent
8 <sup>th</sup> Dec	Carol Concert, Leighton Linlade Town Council	Mayor attending
<b>Decision required:</b> attendance where Mayor unable to attend, or Councillors are invited		
<b>Expenditure required:</b> n/a		

# COUNCIL AGENDA REPORTS

<b>AGENDA ITEM 6</b>	<b>Meeting date: 7<sup>th</sup> November 2018</b>
<b>Clerk's Report and Matters Arising for information</b>	
<p><b>Clerk's Report</b> With regard to the current Councillor vacancy, confirmation has been received from Central Beds Council's Democratic Services Officer that no request for election has been received. We may therefore proceed to co-opt.</p> <p><b>Matters Arising</b> Minute 196/18 – a copy of the draft flood report was requested from Alys Bishop, Principal Drainage Engineer &amp; Flood Risk Team Leader at Central Beds Council, in order that this Council and the community may provide feedback. Alys advises that they are finalising some additional options not previously considered and an additional model run to demonstrate the role of the reservoir in various storm events to demonstrate how this is designed to work. This is following concerns that were raised by local Councillors. She anticipates the report will be ready for consideration at the December Council meeting. She further advises, that their flood risk team recently arranged for Central Beds Council to collect some debris that had accumulated in Pix Brook, with the help of local residents. She extends her thanks to the residents for their help and continual proactiveness – thanks have been forwarded accordingly.</p>	
<b>Decision required:</b> n/a	
<b>Expenditure required:</b> n/a	

# COUNCIL AGENDA REPORTS

<b>AGENDA ITEM 8</b>	<b>Meeting date: 7<sup>th</sup> November 2018</b>
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## **Councillor expenses**

Following a previous request from a Member attending meetings outside the Parish as a Council representative to able to claim mileage for these meetings, Council is asked to consider whether it wishes to adopt the following:

1. Councillor allowance
2. Councillor travel expenses
3. Councillor subsistence allowance

Stotfold Town Council currently does not permit travel expense or subsistence claims, nor does it pay its members an allowance.

### **Types of claim**

#### Councillor allowance

Town and Parish Councils may choose to pay their Members an allowance, known as a ‘basic allowance’ to recognise the time and effort they put into their parish duties. Each Town or Parish Council may make an allowance available to its chair only, or to each of its Members. Where all Members receive an allowance, the amount payable to the Chairman may be different to that paid to other Members, but otherwise the amount payable to each Member must be the same. Basic allowances are only payable to elected Councillors – under current legislation co-opted Members may not receive a basic allowance. Consideration should be given to any advice given by the local authority’s parish remuneration panel. At this time, no such advice has been given; a request could be made, which requires a submission stating on what grounds the Council feels a basic allowance should be made.

Stotfold Town Council currently does not pay their Members a basic allowance, however a sum is budgeted each year ‘Civic Allowance’. The Mayor does not receive this direct, but it can be used to pay for tickets for events attended by the Mayor or Deputy Mayor on behalf of the Council, or refreshments for events hosted by the Council.

#### Councillor travel expenses

Such expenses cover travel to an event or meeting outside the parish of Stotfold, where the Member attends to represent the Council, or where prior approval has been given. It could include where a Member is attending a meeting outside the parish on behalf of the Council, where the Mayor or Deputy Mayor (or agreed substitute) attends an event outside the parish and represents the Council, where a Member attends an approved training course or seminar or activity outside the parish, or where Council considers claims from Members nominated by the Council to represent it on partnership groups or outside bodies.

Good practice should be taken into account, i.e. claims should be reasonable; car sharing when more than one person attending; Council will pay reasonable parking charges but not claims for parking fines/traffic offence penalties, etc; Members should have correct vehicle insurance; use of taxis could be permitted when

essential, but claims must be supported with a receipt; for longer distance journeys consideration should be given to use of public transport, whereby standard ticket rate will be authorised, not first class.

Stotfold Town Council does not currently allow its Members, including the Mayor/Deputy Mayor, to claim travel expenses. If approved, elected and co-opted Members may claim.

#### Councillor subsistence allowance

Subsistence allowances cover meals or refreshments when a Member is attending an approved meeting, training course or event outside the parish. Where refreshments or a meal is being provided as part of the meeting, training course or event, no claim may be made. In all cases, an original receipt for the meal or refreshments must be provided, together with the appropriate claim form.

#### **Cost of claims**

Where Council has agreed to pay any of the above, these should be to a maximum allowance.

Should Council wish to pay its Members a basic allowance, we are advised to seek a view as to allowance limits from the Central Beds Council Independent Remuneration Panel, however there may be a cost for this service.

In the case of travel, Council should agree to the pence per mile allowance. Council may set any rate it chooses, however the maximum amount which HMRC permits to be paid without deductions is 45p per mile. Council could choose to set one rate or could choose to set one rate for so many miles (i.e. 45p) of a journey and then another lower rate (i.e. 15p) after that.

In the case of reimbursement of bus or train tickets, the original ticket must be presented with the claim form, and as previously advised, should be the cheapest ticket available. Council must decide whether it wishes to reimburse taxi fares, as these are usually not the most cost effective method of travel.

With regard to subsistence claims, a set maximum could be determined for each journey, or a set maximum per meal, i.e. breakfast, lunch, dinner.

#### **How to claim**

All claims must be made on an appropriate claim form and should include original receipts where appropriate. Claims must be made for the financial year in which they were accrued only.

With regard to payment, Council should decide whether it wishes the Clerk to check the claims, approve and process the payments in accordance with Council policy, or whether to consider and approve requests for each claim at its monthly Council meetings, with payments being made in the following months payment run.

Members should keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested, to HMRC.

In order to justify its expenditure to its electorate, records of Councillors claims will be maintained.

**Decision required:** Whether this Council wishes to authorise claims for i) Councillor basic allowance, ii) Councillor travel allowance, iii) Councillor subsistence allowance. If all or any are approved, an appropriate policy document will be drafted for approval at the December Council meeting.

**Expenditure required:** depending on decision - ongoing

## COUNCIL AGENDA REPORTS

<b>AGENDA ITEM 17</b>	<b>Meeting date: 7<sup>th</sup> November 2018</b>
<b>Committee recommendations – Buildings Management, 17<sup>th</sup> October 2018</b>	
Minute 67/18:  <b>FURTHER RECOMMENDED</b> that the remaining sums in the EMR Relocation Fund (£40,319) is divided 50/50 between the EMR Buildings Fund and EMR Sinking Fund GAC. This is to be carried out during the current financial year.	
<b>Decision required:</b> approve recommendation	
<b>Expenditure required:</b> n/a	

<b>AGENDA ITEM 17</b>	<b>Meeting date: 7<sup>th</sup> November 2018</b>
<b>Committee recommendations – Establishment, 24<sup>th</sup> November 2018</b>	
Minute 32/18:  <b>RECOMMENDED</b> that the sum of £3,000 is allocated to this year’s Stotfold Christmas Lights display.	
<b>Decision required:</b> approve recommendation	
<b>Expenditure required:</b> £3,000 – Establishment Grants budget	