



## STOTFOLD TOWN COUNCIL

Dear Councillor, you are hereby summoned to attend:

**A MEETING OF THE TOWN COUNCIL, ON WEDNESDAY 7<sup>TH</sup> MARCH 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 7<sup>th</sup> February 2018.
- 6. Clerk's Report and Matters Arising for Information**  
See Agenda Report.
- 7. Correspondence received for information**  
Copy of March edition of the Bedfordshire Bugle previously circulated to Members, together with the BATPC Spring/Summer training programme 2018. (Note, the Clerk is booked on the morning session of GDPR training on 26<sup>th</sup> March)
- 8. To receive a report from a Central Bedfordshire Councillor on matters pertaining to Stotfold**
- 9. To receive a report from Member and Nominated Representatives on outside bodies**
- 10. To receive a report on the recent Town & Parish Council Conference – subject Emergency Planning**
- 11. To receive a report on the recent Police Priority Setting Meeting**
- 12. To receive a report, copies of minutes and recommendations from the Town Plan Implementation Group**

**13. Investment of Council funds – CCLA Local Authority Property Fund**

Following the presentation at the last meeting from Mark Davies of CCLA regarding their Local Authority Property Fund, Members are asked to consider whether to make investment with this fund. Should it be the wish of Council to invest some of their funds, as RFO, the Clerk advises starting with a small amount, £50,000, with a review after a year to ascertain growth and whether we wish to increase investment. This small amount would be taken from the General Reserves currently held at £140,000, and which we are aiming to increase by auditor advice yearly. This presents a reduced risk should we need to access large sums for business continuity. In order to proceed with investment, we must be assessed by an independent financial advisor – Mark at CCLA has provided some contact details, or we may find our own advisor. Finally, should Council resolve to invest with CCLA, the Clerk will produce a Town Council Investment Strategy for consideration and approval at the April Council meeting.

**14. Arlesey Road project & relocation of Football Club**

Following years of negotiation between the Town Council's Arlesey Road project working group, developer, Central Beds Council, Stotfold Football Club, we are now almost at a point of completion. Members are therefore asked to formally approve the signing of the Overarching Agreement, which contains the sale and transfer documents for Roker Park, leases for Arlesey Road – Central Beds Council to Stotfold Town Council and Stotfold Town Council to Stotfold Football Club. Signatories will be two Members of the Council, plus the Town Clerk.

**15. Monthly accounts**

- i) To approve the list of payments in the Expenditure Report for March 2018 and note income received during February 2018 in the Income Report (all to be presented)
- ii) To review and note the Committee Budget Report for month end February, together with the explanation of significant budget variances report and the bank balances as at end February 2018 (all to be presented)

**16. Committee minutes**

Planning Committee

*14<sup>th</sup> February 2018*

- Members of the Planning Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 14<sup>th</sup> February 2018.
- Members of the Council will then be asked to note the minutes of the Planning Committee meeting held on Wednesday 14<sup>th</sup> February 2018. There were no recommendations to Council.

*28<sup>th</sup> February 2018*

- Members of the Planning Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 28<sup>th</sup> February 2018.
- Members of the Council will then be asked to note the minutes of the Planning Committee meeting held on Wednesday 28<sup>th</sup> February 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 14<sup>th</sup> February 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 14<sup>th</sup> February 2018. There were no recommendations to Council.

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 28<sup>th</sup> February 2018.

- Members of the Council will then be asked to note the minutes of the Establishment Committee meeting held on Wednesday 28<sup>th</sup> February 2018. There were no recommendations to Council.

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

**18. Items for information purposes only**

*KA Elliott-Turner*

**Mrs KA Elliott-Turner  
Town Clerk**

2<sup>nd</sup> March 2018

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

## COUNCIL AGENDA REPORTS

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| <b>AGENDA ITEM 1</b>   | <b>Meeting date: 7<sup>th</sup> March 2018</b> |
| <b>Mayor's announcements and civic attendance</b>  |  |
| <p><b>Attended</b></p> <p>4<sup>th</sup> March                      Stotfold Town Council Civic Service</p> <p>5<sup>th</sup> March                      Central Beds Lord Lieutenant's Honours Recipients Gathering &amp; Presentation Ceremony, at Woburn – Mayor attended</p> <p><b>Unable to attend</b></p> <p>8<sup>th</sup> March                      Bedfordshire &amp; Luton Crimebeat – wine tasting evening hosted by Vinod Tailor High Sheriff of Beds, at Luton</p> <p>16<sup>th</sup> March                     Flitwick Town Council "An Evening of Music", The Rufus Centre, Flitwick</p> <p><b>Future invitations</b></p> <p>18<sup>th</sup> March                     Biggleswade Town Council Civic Service, St Andrews Church, Biggleswade</p> |  |
| <b>Decision required:</b> attendance where Mayor unable to attend, or Councillors are invited  |  |
| <b>Expenditure required:</b> N/A   |  |

## COUNCIL AGENDA REPORTS

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| <b>AGENDA ITEM 6</b>  | <b>Meeting date: 7<sup>th</sup> March 2018</b> |
| <b>Clerk's Report, Correspondence Received &amp; Matters Arising for Information</b>  |  |
| <p><b>Clerk's Report</b><br/>The application for the current Councillor vacancy has been extended to 23<sup>rd</sup> March, with a view to considering applications received at the April Council meeting.</p> <p>With the General Data Protection Regulation (GDPR) coming into force and replacing the Data Protection Act 1998 on 25<sup>th</sup> May 2018, there have been concerns expressed by Town and Parish Clerks as to how the regulations should apply to Town and Parish Councils, particularly in relation to employment of Data Protection Officers – who should be independent of the Council. NALC has produced this month a 60 page toolkit to provide a number of practical tools to assist local Councils with GDPR compliance. This includes an action plan checklist, data audit questionnaire and templates for privacy notices and consent forms. The Clerk is currently working through the toolkit, is seeking advice as to the requirement for a Data Protection Officer, and will report back to Council on all matters as and when information is available or updates on progress are available.</p> <p><b>Matters Arising for Information</b><br/>Minute 26/18 – Craig Smith, Chief Operations Officer for Bedfordshire Schools Trust has been invited to attend the April meeting of this Council to discuss the proposed Pix Brook Academy – what the school will constitute and subject matters being studied, current intake criteria, future school admission capacity with future housing growth, and concerns about traffic movements associated with the new school.</p> |  |
| <b>Decision required:</b> N/A   |  |
| <b>Expenditure required:</b> N/A  |  |