



## STOTFOLD TOWN COUNCIL

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Dear Councillor, you are hereby summoned to attend:

**THE ANNUAL MEETING OF STOTFOLD TOWN COUNCIL ON WEDNESDAY  
15<sup>TH</sup> MAY 2019 AT 7.00PM IN THE COUNCIL CHAMBER,  
GREENACRE CENTRE, STOTFOLD**

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### A G E N D A

- 1. Election of Chairman**  
To elect a Chairman of Stotfold Town Council, who will also take the role of Mayor of Stotfold.
- 2. Declaration of Acceptance of Office**  
The Chairman will sign the Declaration of Acceptance of Office for the role of Chairman of Stotfold Town Council.
- 3. Election of Vice-Chairman**  
To elect a Vice-Chairman of Stotfold Town Council, who will also take the role of Deputy Mayor of Stotfold. The Vice-Chairman will sign the Declaration of Acceptance of Office for their role, after the meeting.
- 4. Apologies for absence**  
To receive apologies for absence from Council Members.
- 5. Councillor Declarations of Acceptance of Office**  
Should a Member have given their apologies for this meeting, and not have previously signed their Declaration of Acceptance of Office, to consider approving signing of their Declaration as soon possible after this meeting, but before the next meeting. Legislation provides that "Newly-elected Councillors must sign a Declaration of Acceptance of Office before or at the first meeting of the Council after the election. If they do not do so, they are not a Councillor, and have created a vacancy. If they have not signed, the Council must resolve that they can sign before or at a later meeting to prevent them from ceasing to be a Councillor"
- 6. 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.
- 7. Co-option of Councillor**  
Notice is hereby given that by reason of insufficient seats filled at the May 2019 election, there is now a Councillor vacancy for Stotfold Town Council. The vacancy has been advertised, with a closing date of Monday 24<sup>th</sup> June. Applications will be considered at the July Council meeting.
- 8. Adoption of Standing Orders and Financial Regulations**  
Council will formally adopt its Standing Orders and Financial Regulations (Attached for Members).

**9. General Power of Competence**

Council will reaffirm its eligibility to use the General Power of Competence, and that it meets the conditions prescribed by the Secretary of State (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012):

- The Council is to resolve at each relevant annual meeting that it meets the following conditions
- At the time of resolution, two thirds of Members of the Council must have been declared to be elected
- The Clerk to the Council is qualified i.e. holds CiLCA, the foundation degree in Community Engagement & Governance, or its successor qualifications
- The Clerk to the Council has completed relevant training in the exercise of the general power

It is confirmed that two thirds of Members of this Council were declared to be elected, and the Clerk is qualified and has completed relevant training.

**10. Committees and Sub-Committees**

Council will formally confirm the constitution of its Committees and Sub-Committees, and formally adopt Committee Terms of Reference. See Agenda Report. (Terms of Reference attached for Members)

**11. Formation of Committee membership & election of Chairman and Vice-Chairman**

1) Formation of Committee membership

Council will confirm membership of each of its Committees, Sub-Committees and Working Parties.

2) Election of Committee Chairman and Vice-Chairman

The Chairman and Vice-Chairman for each standing Committee will be elected by Council. The Establishment Committee will consist of the Chairman and Vice-Chairman of Council, plus Chairmen of each standing Committee. Once these roles have been established, up to two additional Members will be determined to complete this Committee's membership (Committee membership requests attached for Members).

**12. Meetings schedule**

To confirm dates for ordinary Council and Committee meetings for the period May 2018 to April 2019. (Attached for Members)

**13. Appointment of Member or nominated representatives outside bodies**

Council will nominate or confirm representatives (where role continues) on the following outside bodies:

- a) Community Governor for St Mary's Academy
- b) Community Governor for Roecroft Lower School
- c) Community Governor for Etonbury Academy
- d) Stotfold Football Club Committee
- e) Mossman Management Committee
- f) Stotfold Bowls Club Committee
- g) Stotfold Scouts Committee
- h) Stotfold Chamber of Trade
- i) Trustees of Eleemosynary Charity of William Field
- j) Bedfordshire Association of Town & Parish Councils

See Agenda Report for this item.

**14. Appointment of Member representatives to serve the Council**

Council will nominate or confirm representatives (where role continues) as the following Town Council representatives:

- (a) Tree Warden – currently Councillor Mrs Cooper
- (b) Highways Representative – currently Councillor Mrs Bundock
- (c) Bedfordshire Police Priority Setting Meetings – currently Councillor Talbot. Councillor Russell has also expressed an interest in attending

- 15. Authorise regular/annual payments**  
Council will approve payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation – to include subscriptions and memberships. See attached report.
- 16. Internal Auditor 2019/2020**  
Council will formally appoint an Internal Auditor for 2019/2020. See Agenda Report.
- 17. Council policies**  
To review Council's policy documents. Due to the number of policy documents, it is recommended that they are referred to the Establishment Committee to carry out a review and make recommendation, as appropriate, to Council. See Agenda report.
- 18. Asset Register**  
To review the Council's Asset Register, attached for Members. Note, this document was recently reviewed.
- 19. Insurance cover**  
To review Council's insurance cover in respect of all insurable risks, attached for Members. Note, this document was recently reviewed.
- 20. Councillor attendance record**  
To note the attendance record of Members for the 2018/2019 civic year (to be presented).
- 21. Mayor's announcements and civic attendance**  
See Agenda Report.
- 22. Clerk's Report and Matters Arising for Information**  
See Agenda Report.
- 23. Correspondence received for information**  
Copies of the May edition of the Bedfordshire Bugle are provided for Members.
- 24. 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.
- 25. Council minutes**  
To note and sign as a correct record, the minutes of the Council meeting held on 3<sup>rd</sup> April 2019.
- 26. Annual Town Meeting minutes**  
To note the minutes of the Annual Town Meeting held on 8<sup>th</sup> March 2018.
- 27. Grant consideration**  
As per Establishment Committee minutes (meeting 24<sup>th</sup> April 2019), there was no quorum for consideration of the item – grant application from Stotfold Girl Guiding. To consider request for grant of £1,300 for purchase of promotional items such as gazebo and sails personalised to girl guiding – application and supporting papers previously circulated.
- 28. To receive a report from a Central Bedfordshire Councillor on matters pertaining to Stotfold**
- 29. To receive a report from Member and Nominated Representatives on outside bodies**
- 30. To receive a report, copies of minutes and recommendations from the Town Plan Implementation Group**

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

**32. Monthly accounts**

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

**33. Committee minutes**

Planning Committee

*10<sup>th</sup> April 2019*

- 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> April 2019
- Members of the Council will then be asked to note the minutes of the Planning Committee meeting held on Wednesday 10<sup>th</sup> April 2019. There were no recommendations to Council

*24<sup>th</sup> April 2019*

- Members of the Planning Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 24<sup>th</sup> April 2019
- Members of the Council will then be asked to note the minutes of the Planning Committee meeting held on Wednesday 24<sup>th</sup> April 2019. 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 10<sup>th</sup> April 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 10<sup>th</sup> April 2019. There were no recommendations to Council

Town Strategy Committee

- Members of the Town Strategy Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 24<sup>th</sup> April 2019
- Members of the Council will then be asked to note the minutes of the Town Strategy Committee meeting held on Wednesday 24<sup>th</sup> April 2019.

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> April 2019
- Members of the Council will then be asked to note the minutes of the Establishment Committee meeting held on Wednesday 24<sup>th</sup> April 2019 (see Agenda Report for Committee recommendations)

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

**35. Items for information purposes only**

*KA Elliott-Turner*

**Mrs Kate Elliott-Turner  
Town Clerk**

10<sup>th</sup> May 2019

To: all Members of Stotfold Town Council

# ANNUAL MEETING OF THE COUNCIL

## AGENDA REPORTS

<b>AGENDA ITEM 10</b>	<b>Meeting date: 15<sup>th</sup> May 2019</b>
<b>Committees and Sub-Committees</b>	
Terms of Reference for each Committee are provided for Members. Note – the Terms of Reference for the re-named and re-purposed Town Strategy Committee is to be reviewed at the next meeting of that Committee. Members may wish to review all other Terms of Reference in due course.	
<u>Numbers of Members on each Committee are as follows:</u>	
Buildings Management Committee shall have <b>8</b> members Cemetery Management Committee shall have <b>8</b> members Planning Committee shall have <b>10</b> members Town Strategy Committee shall have <b>8</b> members Recreation Grounds, Public Lands & Lighting Committee shall have <b>10</b> members Establishment Committee shall have <b>between 7 and 9</b> members *	
<u>Numbers of Members on Sub-Committees and Working Parties are as follows:</u>	
Green Wheel Working Party (sub-committee of RGPLL**) shall have <b>8 or more</b> members – <b>2 of which must be from RGPLL Committee</b>	
Town Plan Implementation Group (sub-committee of Town Strategy) shall have <b>up to 12</b> members – <b>at least 2 of which must be Town Strategy Committee members</b>	
Stotfold Christmas Lights Committee shall have <b>2 Town Council</b> members	
* Establishment Committee shall consist of the Mayor, Deputy Mayor and Chairmen of each Committee	
** RGPLL – Recreation Grounds, Public Lands & Lighting Committee	
<b>Decision required:</b> confirm Committee, Sub-Committee and Working Party constitution	
<b>Expenditure required:</b> n/a	

<b>AGENDA ITEM 13</b>	<b>Meeting date: 15<sup>th</sup> May 2019</b>
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**Appointment of Member or nominated representatives on outside bodies**

**Community Governor – St Mary’s Academy**  
Councillor Mrs Clarey current fills this position and is willing to continue in the role.

**Community Governor – Roecroft Lower School**  
Councillor Mrs Bundock currently fills this position and is willing to continue in the role.

**Community Governor – Etonbury Academy**  
Councillor Phelps currently fills this position and is willing to continue in the role.

**Stotfold Football Club**  
Councillors Cooper and Dhaliwal currently fill the two positions and are willing to continue in the role. Councillor Matthews is happy to be a second or substitute if required

**Mossman Management Committee**  
Councillor Saunders currently fills this position and is willing to continue in the role.

**Stotfold Bowls Club Committee**  
Councillor Mrs Cooper currently fills this position and is willing to continue in the role.

**Stotfold Scouts Committee**  
Councillor Talbot currently fills this position and is willing to continue in the role.

**Stotfold Chamber of Trade**  
Councillor Collier currently fills this position and is willing to continue in the role.

**Town Council Trustees of the Eleemosynary Charity of William Field**  
Councillors Hayes and Pickering currently fill the two positions, which have a 4-year term. Councillor Mrs Hyde is now the Chairman of the Charity.

**Bedfordshire Association of Town & Parish Councils**  
Councillor Talbot currently fills this position and is willing to continue in the role. Councillor Cooper is willing to be a second if the role permits.

**Decision required:** confirm member or nominated representatives on outside bodies

**Expenditure required:** n/a

<b>AGENDA ITEM 16</b>	<b>Meeting date: 15<sup>th</sup> May 2019</b>
<b>Internal Auditor 2019/2020</b>	
To confirm that Mrs Julie Betts continues in the role as the Town Council's Internal Auditor for 2019-2020. The Clerk has undertaken checks to ensure that Mrs Betts is competent and suitable to carry out the role. Mrs Betts' fee is £250 for two half year audits.	
<b>Decision required:</b> to confirm Mrs Julie Betts as the Town Council's Internal Auditor for 2019-2020	
<b>Expenditure required:</b> £250	

<b>AGENDA ITEM 17</b>	<b>Meeting date: 15<sup>th</sup> May 2019</b>
<b>Council policies</b>	
To review Council's Policy documents:	
<ul style="list-style-type: none"> <li>Council Code of Conduct</li> <li>Complaints Procedure</li> <li>Freedom of Information Policy</li> <li>Social Media Policy (for Councillors)</li> <li>Reserves Strategy</li> <li>Risk Management Strategy</li> <li>Protocol on bullying &amp; harassment</li> <li>Disciplinary procedure</li> <li>Credit Control &amp; Bad Debt Policy</li> <li>Subject Access Request Procedure</li> <li>Document Retention Policy</li> <li>Information Security Policy</li> <li>Information Security Asset Inventory</li> </ul>	<ul style="list-style-type: none"> <li>Equal Opportunities Policy</li> <li>Health, Safety &amp; Welfare Policy</li> <li>Press Policy</li> <li>Training Policy</li> <li>Guidelines for broadcasting at meetings</li> <li>Community Engagement</li> <li>Grievance procedure</li> <li>Protocol on member/officer relations</li> <li>Privacy Notice</li> <li>Privacy – Consent Form</li> <li>Information &amp; Data Protection Policy</li> <li>Data Breach Policy</li> </ul>
<b>Decision required:</b> review Council's policy documents – refer to Establishment Committee for review	
<b>Expenditure required:</b> n/a	

<b>AGENDA ITEM 21</b>	<b>Meeting date: 15<sup>th</sup> May 2019</b>
<b>MAYOR'S ANNOUNCEMENTS &amp; CIVIC ATTENDANCE</b>	
<p><b><u>Mayors Civic Attendances April 2019</u></b></p> <p>3<sup>rd</sup> April – Roecroft Lower School Spring has sprung – Attended  6<sup>th</sup> April – North Herts District Council Multicultural Celebration – Attended  7<sup>th</sup> April – Houghton Regis Civic Service – Attended  10<sup>th</sup> April – Mayor of Leighton – Linslade Charity Event – Declined  26<sup>th</sup> April – Mayor of Leighton – Linslade Bingo Night – Declined  28<sup>th</sup> April – Councillor Fiona Chapman – Garden party – Attended</p> <p><b><u>Mayors Civic Attendances May 2019</u></b></p> <p>12<sup>th</sup> May – Houghton Regis – Afternoon Tea on the Bowls Green – Declined  14<sup>th</sup> May – Girl Guiding AGM – To be advised  15<sup>th</sup> May – Houghton Regis – Town Council and inaugural reception – Declined  19<sup>th</sup> May – Lord-Lieutenant's Annual service of Thanksgiving and re-dedication for voluntary organisations - Accepted</p>	
<b>Decision required:</b> attendance where Mayor unable to attend, or Councillors are invited	
<b>Expenditure required:</b> n/a	

<b>AGENDA ITEM 22</b>	<b>Meeting date: 15<sup>th</sup> May 2019</b>
<b>Clerks Report and Matters Arising for Information</b>	
<p><b>Clerk's Report</b>  Members are advised that the Assistant Clerk has passed her CiCA qualification – Certificate in Local Council Administration. Her salary will receive an increment, as per her contract.</p>	
<b>Decision required:</b> n/a	
<b>Expenditure required:</b> n/a	



**AGENDA ITEM 33**Meeting date: 15<sup>th</sup> May 2019**Committee recommendations – Establishment, 24<sup>th</sup> April 2019**

Minute 20/19:

**RECOMMENDED** that the following grants are approved:

Organisation	Purpose of Grant	Amount Awarded
Autism Bedfordshire	Social activity and support group for autistic children – materials and equipment purchases for Bedfordshire session	£300
St Mary's Church of England Academy	X2 storage units for science class resources (project to gain quality standard Science Mark)	£696.90
Stotfold & District Children's Centre	Training costs to provide Children and Young Person's Adverse Childhood Experiences Recovery Toolkit	£1,500

**FURTHER RECOMMENDED** that the grant applications from Howard Cottage Tenants Association and Blue Sky Young People's Community Interest Company are not awarded, for the reasons noted above <see *Establishment minutes*>.

**Decision required:** approve recommendation**Expenditure required:** £2,496.90 – Establishment Grants budget