



STOTFOLD TOWN COUNCIL

Councillors:

You are hereby summoned to attend the Stotfold Town Council meeting to be held on **Friday 25th June 2021, 7.00pm, in the Oak Hall, Greenacre Centre** for the purpose of transacting the following business.

Members of the public:

Members of the public are invited to observe the meeting and may participate at the 'public participation' agenda item. As per Standing Orders, if you wish to speak, you should notify the Town Clerk of your intention prior to the start of the meeting; max 3 people with 3 minutes to speak each (contact in advance enquiries@stotfoldtowncouncil.gov.uk or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).

As this is a face-to-face meeting being held in a Covid-Secure community centre, you are required to wear a face covering on entering the building and until seated. Once seated, as per our risk assessment, it is recommended that face coverings remain in place. You may remove your face covering if speaking.

AGENDA

1. [Apologies for absence](#)
To receive apologies for absence from Town Council members.
2. [Declaration of Acceptance of Office](#)
The Chairman and Vice-Chairman will sign the Declaration of Acceptance of Office for the role of Chairman and Vice-Chairman of Stotfold Town Council, witnessed by the Proper Officer.
3. [Disclosures of Members Interests and Dispensations](#)
 - a) Members to declare interests in respect of any item on the agenda
 - b) Proper Officer to consider written requests from members for dispensationsMembers 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.
4. [Casual Vacancy – co-option of new member](#)
To consider applications received for co-option for the current casual councillor vacancy, and **to co-opt** a new council member. As per Standing Order 10b, voting on co-options shall be taken by secret ballot. Co-opted member to sign Declaration of Acceptance of Office after this meeting. For note, committees with current vacant seats are Cemetery Management, Planning and Town Strategy.

5. **Public participation – questions, comments and responses**
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.
6. **Clerk’s Report, correspondence received and matters arising for information**
Nothing to report as at production of agenda.
7. **Council minutes**
To note and sign as a correct record, the minutes of the meeting of the Council held on 5th May 2021 (to be circulated).
8. **Public Open Spaces – Football Pitch Hire (lead J Everitt, Admin. Assist.)**
To consider a report and recommendation from the Administration Assistant responsible for facilities bookings on current issues with hiring of Town Council public open spaces for football pitches.
9. **2020-2021 Annual Audit Report**
To note the Internal Auditor’s report on the internal audit carried out on year-end figures and accounts during 2020-2021, together with the completed Annual Internal Audit Report 2020-2021 of the Annual Governance & Accountability Return (AGAR) Part 3.
10. **2020-2021 Annual Governance Statement (Section 1)**
To confirm and approve the statements on the Annual Governance Statement (Section 1) of the 2020-2021 Annual Governance & Accountability Return (AGAR) Part 3. The Clerk, being Responsible Financial Officer, and the Chairman of Council are to sign once approved by council.
11. **2020-2021 Accounting Statement (Section 2)**
To confirm and approve the Accounting Statement (Section 2) of the 2020-2021 Annual Governance & Accountability Return (AGAR) Part 3. The Clerk, being Responsible Financial Officer, has signed to certify that the Accounting Statement has been prepared following guidance in Governance & Accountability for Smaller Authorities – a Practitioner’s Guide to Proper Practices and presents fairly the financial position of this authority. The Chairman of Council is to sign once approved by council.
12. **2020-2021 Annual Governance & Accountability Return – Exercise of Public Rights**
Following approval of Sections 1 and 2 of the AGAR, the Clerk, as Responsible Financial Officer, will confirm the commencement date for the exercise of public rights. The Annual Return will be published on the council’s website on Monday 28th June, and the period for public rights will commence on Tuesday 29th June for a period of 30 working days.

13. Reports

To note written reports (attached for members) from Central Beds Council Ward Members, Member and Nominated Representatives on Outside Bodies and Town Plan Implementation Group.

- a) Central Bedfordshire Council Ward Member
- b) Member and Nominated Representatives on Outside Bodies
- c) Town Plan Implementation Group (IG)
- d) Other Member Representative reports

14. Delegated decisions reports

To note delegated decisions taken by the Clerk, in consultation with Chairman and Vice-Chairman of council and Chairman and Vice-Chairman of appropriate committee

- Delegated decision report 7th May to 7th June 2021
- Delegated decision report 8th June to 21st June 2021

15. Exclusion of press and public

Under section 3d of Standing Orders, the Chairman will propose that the press and public are temporarily excluded whilst matters are discussed which include personal staff information and that they be instructed to withdraw from the meeting for the following agenda item only.

16. Covid-19 Return to office working and re-opening reception

Following the Government's recent extension of Step 4 to 19th July 2021, the requirement for staff to work from home when possible remains. Office staff members have discussed return to office working and re-opening the reception to the public. Concerns were expressed about risk to themselves and to their colleagues, and a workable solution has been discussed and agreed. The attached confidential report (contains personal information) outlines the background, discussions, and conclusion – **conclusion for approval** by council.

Assuming 19th July is Step 4 date:

- Up to 19th July, staff continue working from home, with limited office visits.
- From 19th July, staff return to phased bubble working in office, and home for other hours, such as Wednesdays.
- Early September, staff return to full working from office, initial re-opening of reception with reduced opening hours.

17. Items for information purposes only

KA Elliott--Turner

**Mrs KA Elliott-Turner
Town Clerk**

21st June 2021

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

Items 9, 10, 11 & 12
For information:

AGAR Part 3	Between 1 April and 30 June 2021	Before 1 July 2021	Before 1 October 2021
For authorities unable to declare themselves exempt or requesting a limited assurance review	STEP 1 The Accounting Statements (Section 2) are prepared and signed by the RFO	The authority publishes:	The authority publishes:
	STEP 2 A meeting of the authority is held at which:	a) the Annual Internal Audit Report (recommended but not mandatory);	a) notice of the conclusion of the audit;
	STEP 2.1 The Annual Internal Audit Report is received and noted	b) the Annual Governance Statement;	b) the Annual Governance Statement (including any amendments as a result of the limited assurance review);
	STEP 2.2 The Annual Governance Statement (Section 1) is approved	c) the Accounting Statements;	c) the Accounting Statements (including any amendments as a result of the limited assurance review); and
	STEP 2.3 The Accounting Statements (Section 2) are approved	d) a declaration that the accounts are as yet unaudited;	d) the External Auditor Report and Certificate
	STEP 3 Following approval, the Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the Accounting Statements	e) details of the arrangements for the exercise of public rights; and	
STEP 4 The RFO sets the commencement date for the exercise of public rights	f) the name and address of the External Auditor		
STEP 5 The authority sends to the External Auditor: a) the Annual Internal Audit Report; b) the Annual Governance Statement; c) the Accounting Statements; d) an analysis of any significant year on year variances; e) a bank reconciliation as at 31 March 2021; f) details of the arrangements for the exercise of public rights; and g) any other information that the auditor has specifically requested.			