

STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
01462 730064 enquiries@stotfoldtowncouncil.gov.uk



Members of Stotfold Town Council,

You are hereby summoned to attend the Stotfold Town Council meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Tuesday 9th May 2023 at 7.00pm** for the purpose of transacting business detailed in the agenda.

Central Bedfordshire Council Ward Members, representative of the press and electorates of Stotfold, for information.

Ms C. Jenkins

Ms Caroline Jenkins
Acting Town Clerk

3rd May 2023

Members of the public:

In addition to attendance in person, you are now able to observe our meetings by joining via **MS Teams.**

Join on your computer or mobile app [Click here to join the meeting](#). Please note, our meetings may be recorded for minute taking purposes, and will be deleted after minutes are approved.

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 must notify the Town Clerk of your intention prior to the start of the meeting (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).

AGENDA

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 the role.
4. [Apologies for absence](#)
To receive apologies for absence from Town Council members.
5. [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.

6. **Adoption of Standing Orders and Financial Regulations**

To adopt council's Standing Orders and Financial Regulations.

7. **Committees, sub-committees, working parties and steering groups**

To confirm the constitution of committees, sub-committees, working parties and steering groups and **to adopt** Terms of Reference for each.

Committees

- Buildings Management Committee shall have **8 members**
- Cemetery Management Committee shall have **8 members**
- Planning Committee shall have **10 members**
- Town Strategy Committee shall have **8 members**
- RGPLL* Committee shall have **10 members**
- Establishment Committee shall have between **7 and 9 members** (consisting of the Chairman and Vice-Chairman of Council, and Chairmen of each committee)

Sub-committees, working parties and steering groups

- Etonbury Green Wheel shall have **8 or more members, 2 of which must be from RGPLL* Committee**
- Town Plan Implementation Group (sub-committee of Town Strategy Committee) shall have **up to 12 members – at least 2 of which must council members**
- Stotfold Christmas Lights Committee shall have **2 council members** plus residents/businesses (chairman shall be a council member)
- Stotfold Neighbourhood Plan Steering Group shall have **10 members, up to 4 of which shall be council members** (steering group chairman shall be a council member)
- Arlesey Road Task & Finish Group shall have **4 council members**

*RGPLL – Recreation Grounds, Public Lands & Lighting Committee

8. **Formation of committee membership and election of committee chairmen & vice-chairmen**

- 1) Formation of committee membership
To confirm membership of each of its committees, sub-committees, working parties and steering groups – member committee preferences table provided
- 2) **To confirm** Establishment Committee membership. Establishment Committee will consist of the Chairman and Vice-Chairman of Council, plus chairmen of each standing committee. Once these roles have been determined, up to two additional members may complete this committee's membership.
- 3) Election of sub-committee, working party and steering group chairman
To elect chairman for the following:
Stotfold Neighbourhood Plan Steering Group
Stotfold Christmas Lights Committee
Arlesey Road Task & Finish Group
Town Plan Implementation Group – must be member of Town Strategy Committee

The election of committee chairmen and vice-chairmen for each committee shall be carried out at the first meeting of the said committee.

9. **Meetings schedule**

To confirm dates for ordinary council and committee meetings for the period May 2023 to April 2024. Note, meetings may be subject to cancellation or postponement if there

are no items for the agenda, the meeting will be inquorate or for other reasons determined by council or relevant committee.

10. **Appointment of member or nominated representatives on outside bodies**
To 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

11. **Appointment of member representatives to serve the council**
To appoint member representatives as follows:
 - a) Tree Warden
 - b) Highways Representative
 - c) Bedfordshire Police & Priority Setting
 - d) Stotfold Community Safety Plan Group

12. **Authorise regular/annual payments**
To approve payments which arise on a regular basis, as the result of a continuing contract, statutory duty or obligation – to include subscriptions and memberships. **To be distributed**

13. **Appointment of bank signatories**
To confirm bank signatories to accounts held by the council as follows:
Unity Trust Bank – Councillors S Buck, S Hayes, Mrs J Hyde, B Saunders, the Town Clerk and the Acting Town Clerk
Barclays Bank – Councillors S Buck, S Hayes, B Saunders, Mrs J Hyde, the Town Clerk and the Acting Town Clerk
Signing mandate requires x2 councillor signatories plus the Town Clerk/Acting Town Clerk, except for Barclays Imprest (payroll) which requires Town Clerk / Acting Town Clerk only

14. **Internal Auditor 2023/2024**
To appoint an Internal Auditor for 2023/2024 – Proposed that Mrs Julie Betts continues in the role. The Clerk has undertaken checks to ensure that Mrs Betts remains competent, independent and is suitable to carry out the role. Mrs Betts' fee for 2023/2024 is £150 per audit and will carry out two half year audits, as in previous years.

15. **Council policies**
To note council's policy documents, and their relevant review dates – these are accessible to members via the council's Google Drive, and as per Standing Order 6 (j) xvi, xvii, xviii, xix, **to review** the council's complaints procedure, press policy, and policies and procedures relating to employment and obligations under freedom of information and data protection legislation.

16. **Asset Register**
To review council's Asset Register, and update if necessary.

17. [Insurance cover](#)
To review council's insurance cover in respect of all insurable risks, and update if necessary.
18. [Councillor attendance record](#)
To note the attendance record of members for the 2022/2023 year (to be circulated).
19. [Mayor's announcements and civic attendance](#)
Attached.
20. [Public section \(max. 15 minutes\)](#)
Members of the public to speak on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), 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. [Public Participation Policy](#) applies.
21. [Clerk's Report, correspondence received & matters arising from previous council minutes, for information](#)
22. [Council minutes](#)
To note and sign as a correct record, the minutes of the Full Council meeting held on Wednesday 5th April 2023.
23. [1 Year Action Plan](#)
To consider and adopt the draft 1 Year Action Plan for period April 2023 to March 2024, any additions/amendments to be put forward at the meeting. To note review of previous Action Plan period.
24. [Reports](#)
To note the following reports:
 - 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
25. [Accounts](#)
 - a) **To approve** payment of the list of expenditure items in the May 2023 payment run, and note income received during April 2023.
 - b) **To review and note** the monthly committee budget report, bank balances as at end April 2023.
26. [Planning Committee meeting 12th April 2023](#)
Members of the Planning Committee **to confirm** that the minutes are a correct record of the meeting. Members of council **to note** the minutes of the meeting.
27. [Recreation Grounds, Public Lands & Lighting Committee meeting 12th April 2023](#)
Members of the Recreation Grounds, Public Lands & Lighting Committee **to confirm** that the minutes are a correct record of the meeting. Members of council **to note** the minutes of the meeting.
28. [Establishment Committee meeting 26th April 2023](#)
Members of the Establishment Committee **to confirm** that the minutes are a correct record of the meeting. Members of council **to note** the minutes of the meeting and **to resolve the recommendation**.

RECOMMENDED that the following grants are approved:

Organisation	Purpose of Grant	Amount Awarded
Pix Gymnastics Club	Qualification fees for coaches	£600.00
Magpas Air Ambulance	Funding for Doctor and Paramedics	£1500.00
Stotfold Bowls Club	Lighting improvements to clubhouse	£500.00
Respite at Home	Funding for grants officer	£900.00
Stotfold Conservative Club	Purchase of defibrillator	£720.00
St Marys Church of England Academy	Purchase of Binoculars	£750.00
The Barn, Stotfold	Upkeep of defibrillator, housing unit, Batteries, Pads etc	£162.00
Just Out	Improve facilities at the Roecroft Centre – recommended installation of full concrete slab for entire bike shelter	£1000.00
Stotfold Parish Church	Funding for Coronation celebrations	£225.00
Stotfold Salvation Army	Purchase of defibrillator	£750.00

29. [Items for information purposes only](#)

CLOSED