

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
01462 730064 [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk)



**Members of the Buildings Management Committee:** Councillors S Hayes (Chairman), S Buck, Mrs M Cooper, S Dhaliwal, D Matthews, B Saunders, J Smith, J Talbot.

**You are hereby summoned** to attend the Buildings Management Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 19<sup>th</sup> July 2023 at 8.15pm** for the purpose of transacting business detailed in the agenda.

C.Jenkins

**Ms Caroline Jenkins**  
**Acting Town Clerk**

14<sup>th</sup> July 2023

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#### Members of the public:

In addition to attending 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 section' 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](mailto: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).

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## AGENDA

1. [Apologies for absence](#)
2. [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.
3. [Public section](#)

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.
4. [Minutes of previous meeting](#)

Members are asked **to confirm** that the minutes of the Buildings Management Committee meeting held on 31<sup>st</sup> May 2023 are a correct record.
5. [Clerk's Report, correspondence received and matters arising for information](#)

Nothing to report

7. [Review of Committees Terms of Reference](#)  
Members will be asked for comments and any amendments to the Terms of Reference for this committee.
8. [Memorial Hall - electrics](#)  
Members to discuss electrical work at the memorial hall to replace consumer unit and surge protection device.
9. [Report from Committee Chairman on Greenacre Centre](#)  
Update from Chairman after walk round of building
10. [Report from Committee Chairman on Memorial Hall](#)  
Update from Chairman after walk round of building
11. [Items for information purposes, relevant to this Committee only](#)

CLOSE