

STOTFOLD TOWN COUNCIL

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24 January 2024

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 **Wednesday 31 January 2024 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.

E Payne
Town Clerk

Members of the public:

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 are 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 speak in 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 or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).

AGENDA

1. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence from Town Council members.

2. DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

Members are reminded of their obligations to declare interests in accordance with the Code of Conduct. The Town Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a Councillor's interest, the Councillor has the responsibility to declare that interest in accordance with the adopted Code of Conduct.

- To receive Member's declarations of interest in items on the agenda.
- To consider any requests for dispensations.

3. PUBLIC SECTION

Members of the public to speak are entitled to be at this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1, extended by the Local Government Act 1972, Section 100 unless precluded by the Council by resolution during the whole or part of the proceedings. 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. CO-OPTION OF TOWN COUNCILLOR

To receive an application from a member of the public to be a co-opted Town Councillor.

5. MEMBERS ON OTHER AUTHORITIES

To receive and note the reports of CBC Ward Councillors.

6. COUNCIL MINUTES

To approve the minutes of the Council meeting held [6 December 2023](#) as a true record of the meeting.

7. MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

Civic Attendance report attached for information.

8. CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION

9. COMMITTEE MINUTES

To receive the minutes of the following Committee meetings and note any recommendations:

9.1 Planning Committee – [29 November 2023](#)

There were no recommendations.

9.2 Recreation Committee – [13 December 2023](#)

There were no recommendations.

9.3 Establishment Committee – [20 December 2023](#)

To ratify the following recommendations:

- a) The Council adopts the interim internal audit for 2023-24.
- b) Standing Orders and Financial Regulations are adopted.
- c) Co-Option Policy is adopted.

9.4 Town Strategy Committee – [10 January 2024](#)

There were no recommendations.

9.5 Cemetery Committee – [17 January 2024](#)

There were no recommendations.

9.6 Building Management Committee – [17 January 2024](#)

To ratify the following recommendations:

- a) CCTV Policy is adopted.

9.7 Establishment Committee – [24 January 2024](#)

To ratify the following recommendations:

- a) Dispensations Policy is adopted.
- b) Training and Development Policy is adopted.
- c) The Flexible Working Policy is adopted.
- d) Councillor IT Device Usage Policy is adopted.
- e) Councillor Mileage Claim Policy is adopted.

10. CONFIDENTIAL ITEMS

To resolve to exclude the press and public from the meeting for the consideration of the following items under the Public Bodies (Admissions to Meetings) Act 1960.

10.1 Staff Resources

To reopen the meeting to the public.

11. FINANCE & RISK MANAGEMENT

11.1 To resolve to approve the Budget for 2024-25.

11.2 To resolve to approve the precept request for 2024-25.

- 11.3 To resolve to approve expenditure in December 2023.
- 11.4 To note the income received during December 2023.
- 11.5 To review and note the year-to-date income and expenditure report and Earmarked Reserves as at end December 2023.

12. REPORTS

To note the following reports:

- 12.1 Member and Nominated Representatives on Outside Bodies
- 12.2 Other Member Representative reports

13. COMMUNITY ENGAGEMENT COMMITTEE

Members are asked to:

- 13.1 Ratify the decision of the Establishment Committee to set up a Community Engagement Committee.
- 13.2 Ratify the terms of reference.
- 13.3 Appoint up to 8 Members to sit on this Committee.
- 13.4 Appoint the Chair of the Committee.

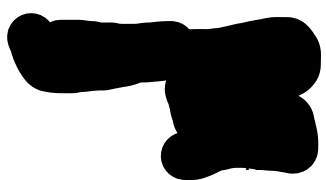
14. MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

15. WORK PROGRAMME

To note the Work Programme for Council.

16. DATE OF NEXT MEETING

6 March 2024.



Wednesday 24th January 2024

Dear Emma Payne,

I am writing to express my interest in applying for the role of Town Councillor for Stotfold Town Council. Having moved to Stotfold with my husband in July 2022, we have been welcomed by the community and become involved with the everyday life of the town. Having developed a keen interest in the town over the last year and a half, I would like to offer my skills and experience for the betterment of Stotfold and support my local community.

I am a professional musician and currently work as a freelance opera singer and singing teacher for Cambridgeshire Music and Buckinghamshire Music Trust. I graduated from the University of Birmingham in 2015, achieving a 2.1 in Music with a Year abroad, having studied in Texas at the University of North Texas for one year. In 2022, I completed my postgraduate degree at Trinity Laban Conservatoire of Music and Dance, achieving a Distinction in Vocal Studies.

My professional background has equipped me with several transferable skills that I believe would make me an ideal candidate for a Town Councillor. As a musician I have developed high level communication skills, performing to large audiences with confidence and teaching large groups of students. I have good interpersonal skills by working closely with conductors, fellow performers and production teams and I am used to building rapport with students, fostering trust and creating a positive learning environment. I also have highly developed time management skills due to balancing my roles as both an opera singer and singing teacher.

Wanting to be involved with Stotfold and use my skills for the local community, my husband and I decided to set up a new choir called the Stotfold Singers. We founded the choir in March 2023 and since then, the choir has grown to forty members and has formed a committee, where I act as treasurer. We are hoping to apply for charity status in the next financial year. So far, we have performed two concerts at St Mary's Church and we were invited to perform at the Stotfold Christmas Lights event in November 2023. We are looking forward to performing at the Stotfold Civic Service in March 2024.

My motivation to serve as a councillor has developed recently as I have found myself being pulled in the direction of public service. I am keen to learn as much as possible about local government and I am enthusiastic about the prospect of contributing to the vibrant future of Stotfold. I welcome the opportunity to discuss my application further and explore how my skills can best be used to support Stotfold Town Council and its committees.

Yours sincerely,



Bryony Woods

MINUTES OF THE MEETING OF STOTFOLD TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD ON WEDNESDAY 6 DECEMBER 2023 AT 7.45PM

Present:

Cllrs S Buck (Chairman), S Hayes (Vice Chairman), L Anderson, J Bendall, Mrs M Cooper, S Dhaliwal, J Hyde, J Headington, D Matthews, B Saunders, J Smith, J Talbot, H Wightwick, N. Venneear.

Also present:

Mrs K Woodfine, Central Beds Council Ward Member
E Payne, Town Clerk
4 Members of the Public

194/23 APOLOGIES FOR ABSENCE

All Members were present.

195/23 DISCLOSURE OF MEMBERS INTERESTS AND DISPENSATIONS

There were no declarations of interest on any item on this agenda.

Standing Orders were suspended to allow Members of the Public to speak.

196/23 PUBLIC SECTION

There was a question from a member of the public regarding a confidential matter and the Chairman thanked the resident for their comments.

197/23 MEMBERS ON OTHER AUTHORITIES

Cllr Woodfine made a presentation on the recent developments from CBC and answered any questions from Members.

Members asked about the current situation regarding Tansy Avenue. The plan is it will go to the January TMO meeting.

Standing Orders were reinstated.

198/23 COUNCIL MINUTES

Members received the minutes of the meeting held on Wednesday 1 November 2023. It was **RESOLVED** to:

Adopt the minutes as a true record of the meeting.

199/23 MAYORS ANNOUNCEMENTS AND CIVIC ATTENDANCE

- a) The Chairman's engagements were noted by members.
- b) The resignation of T Bhasin was noted, and CBC had been informed of this matter.

200/23 CLERKS REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Members received a verbal report from the Clerk report with some feedback on the Christmas Lights Switch on Event. Members thanked the Chairman and the Town Council staff for their efforts in putting on such a successful event. It was **RESOLVED** to:

Note the report.

201/23 COMMITTEE MINUTES

201/23.1 Planning Committee – 8 November 2023

Members of the Planning Committee confirmed that the minutes of their meeting held on 8 October 2023 are a correct record. There were no recommendations from the committee. The minutes were noted by council.

201/23.2 Recreation Grounds, Public Lands and Lighting Committee –8 November 2023

Members of the recreation Grounds, Public Lands and Lighting Committee confirmed that the minutes of their meeting held on 8 November 2023 are a correct record. There were no recommendations from the committee. The minutes were noted by council.

201/23.3 Cemetery Committee – 8 November 2023

Members of the Cemetery Management Committee confirmed that the minutes of their meeting held on 8 November 2023 are a correct record. There were no recommendations from the committee. The minutes were noted by council.

201/23.4 Building Management– 15 November 2023

Members of the Buildings Committee confirmed that the minutes of their meetings held on 15 November 2023 are a correct record. There were no recommendations from the committee. The minutes were noted by council.

202/23. ACCOUNTS

202/23.1 Expenditure November 2023

Members received the expenditure report for November 2023, and it was **RESOLVED** to:

Approve the report.

202/23.2 Income Received November 2023

Members received the income report for November 2023, and it was **RESOLVED** to:

Note the report.

202/23.3 Review of Income & Expenditure Report and Earmarked Reserves

Members received the income and expenditure and earmarked reserve reports. It was **RESOLVED** to:

Note the report.

203/23. MEMBER REPORTS

203/23.1 Member and Nominated Representatives on Outside Bodies

- a) Cllr Hyde gave an update on the refurbishment of the Roecroft Centre. It is anticipated that the centre will reopen in January 2024, with an official opening in the Spring.
- b) Cllr Wightwick reported on the start of the Community Coffee sessions at the Greenacre Centre which had started this week.

204/23. TOWN STRATEGY COMMITTEE

Members received updated Terms of Reference for this Committee. Members welcomed the addition of the Neighbourhood Plan as a responsibility of this committee. It was queried when there would be a meeting of this Committee and the Clerk will issue an agenda in consultation with the Chair of the Committee. It was **RESOLVED** to:

Adopt the Terms of Reference.

205/23. MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

There were none.

206/23. STRATEGIC PLANNING SESSION – SATURDAY 13 JANUARY 2024

Members were invited to attend this strategic planning session to assist with the formulation of a strategic plan for the period 2024-27. Further information would be forthcoming before Christmas.

207/23. MEMBERS ITEMS FOR INFORMATION ONLY

There were no items raised.

208/23. CONFIDENTIAL ITEMS

It was **RESOLVED** to:

Exclude the press and public for the consideration of the following items under the Public Bodies (Admissions to Meetings) Act 1960.

209/23.1 Budget Matters

Members received a confidential report regarding the Budget for 2023/24. Members considered when best to issue a public statement and it was agreed that this should be after the budget is set, but before CBC issue the Council Tax notices. It was **RESOLVED** to:

- a) ***Ringfence the sum of £225,000 for the Grounds Maintenance contract for 2024-26.***
- b) ***Issue a public statement on the matter.***

210/23. DATE OF NEXT MEETING

Wednesday 31 January 2024.

There being no further business, the meeting was closed at 2045.

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN:

Mayors Civic Attendances December 2023

1st December – Flitwick Town Mayors Festive Wine Tasting– Attended

10th December – Caritas Concert Dunstable - Attended

10th December– Sandy Mayors Carol Service - Attended

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON WEDNESDAY 29th NOVEMBER 2023, AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD.

Committee Members present

L Anderson, S Dhaliwal, S Hayes, J Headington, B Saunders (Chairman)

Also present:

C Jenkins, Assistant Clerk, Councillors M Cooper, J Bendall.

131/23 APOLOGIES FOR ABSENCE

Apologies were received from Councillors S Buck, J Smith and H Wightwick.

132/23 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA AND REQUESTS FOR DISPENSATIONS

There were none. Members were 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.

133/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSE

There was none

134/23 MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Planning Committee meeting held on 8th November 2023 are confirmed as a correct record.

135/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

There was nothing to report

136/23 PLANNING APPLICATIONS

RESOLVED that the comments made on the applications as listed and forming part of these minutes be forwarded to the Central Bedfordshire Council Planning department.

137/23 CONSIDERATION OF APPLICATIONS BY CENTRAL BEDS DEVELOPMENT MANAGEMENT COMMITTEE

It is not considered necessary to call in any applications for consideration by the Central Bedfordshire Council Development Management Committee.

138/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

There were none.

With no further business, the meeting closed at 7.20pm.

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN:

Planning Applications
29 November 2023

[Wrayfields Planning Appeal](#)

CB/EN/22/0097

Land North of Wrayfields adjoining the Great North Road, Stotfold, SG5 4BL

Alleged breach: Without planning permission, the material change of use of land for the use of the land as a vehicle recovery yard, including the storage of recovery trucks and recovered vehicles and associated equipment and for the storage of building materials and equipment. Without planning permission, the erection of a storage building and the siting of static caravans and shipping.

Town Council Comments: Members noted that the committee did not originally comment on the Appeal, as this was to be dealt with by Central Bedfordshire Council. The committee agreed to make no comment on this.

The Hearing into the above appeal will take place on 12 December 2023 for 1 day at The Rufus Centre, Steppingley Road, Flitwick, Bedfordshire, MK45 1AH starting at 10.00am. Please be advised that this is an In-Person event only.

[CB/23/03580/FULL](#)

comments due: 07/12/23

28 The Avenue, Stotfold, Hitchin, SG5 4LY

Single storey rear extension

Town Council Comments: No objections

[CB/23/03604/FULL](#)

comments due: 07/12/23

97 Silver Birch Avenue, Stotfold, Hitchin, SG5 4BB

Raise garage roof height to facilitate new playroom and utility room. Proposed front porch.

Town Council Comments: No objections

[CB/23/03598/FULL](#)

comments due: 12/12/23

109 Vaughan Road, Stotfold, Hitchin, SG5 4EN

Change of use of amenity land with the removal of the grass verge to create a new driveway and tarmac crossover to public highway.

Town Council Comments: No objections – residents are requested to avoid parking vehicles and obstructing the footway.

[CB/23/03752/FULL](#)

comments due: 19/12/23

158 Hitchin Road, Stotfold, Hitchin, SG5 4JE

Erection of a single storey out- building, ancillary use.

Town Council Comments: No objections, outbuilding must be ancillary to main dwelling

[CB/23/03673/FULL](#)

comments due: 18/12/23

9 Regent Street, Stotfold, Hitchin, SG5 4ED

Change the use of the mixed use C3/sui generis property to a C3 dwelling house, demolition and reconstruction of a ground floor side/rear extension and external changes.

Town Council Comments: No objections

MINUTES OF A MEETING OF THE RECREATION GROUNDS, PUBLIC LANDS & LIGHTING COMMITTEE HELD ON WEDNESDAY 13 DECEMBER 2023, AT 7.00 PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD

Committee Members present:

Mrs M Cooper (Chairman), L Anderson, S Buck, J Hyde, S Hayes, B Saunders, J Smith, J Talbot, J Bendall, N Venear

Also present:

Cllr J Headington	Councillor
E Payne	Town Clerk
H Child	Environmental Services Co-ordinator (Virtual)

169/23 APOLOGIES FOR ABSENCE

There were none.

170/23 DISCLOSURE OF MEMBERS INTERESTS AND DISPENSATIONS

Nothing to declare.

171/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

There were none.

172/23 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 8th November 2023 were approved.

173/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

The Clerk's summary report, pertaining to items arising from previous meetings was circulated to Councillors prior to the meeting.

Additional item – CBC Electric Charging Points, Arlesey Road, Football Club.

CBC have contacted the Town Council, about a proposal to install some fast electric charging points to the right of the entrance, on the non-tarmac area. It was however agreed that the right-hand side is not a viable location and that they would like to take the tarmacked area, to the left of the barrier, where there are currently seven spaces, but they will create six fast electric car charging points. It was **RESOLVED** that:

As tenants of the Football Club, The Clerk will sign a letter of understanding, in order to proceed with the new charging points at Arlesey Road

Note the Clerk's Report

174/23 REPORTS TO COMMITTEE

174/23.1 Grass Improvements – Greenacre Park and Arlesey Road

Members received a report with a proposal to improve the grass surface at Greenacre Park and some additional works required to Arlesey Road. It was **RESOLVED** to:

Proceed with the additional work identified in the pitch renovation specification with Greenacre Park at £2294.69 from EMR S106 Greenacre Park and Arlesey Road from Open Spaces Maintenance budget.

174/23.2 Happy to Chat Benches

Members received a report with a proposal to install 'Happy to Chat' benches, to provide an opportunity for those that may live on their own, or who feel lonely to have a conversation. Members noted that this would help to combat loneliness, boost morale within the community and reduce social isolation. It was **RESOLVED** to:

Trial the proposal on the bench outside the Chemist which is a good open location and review in six months' time, with a view to installing an additional bench in a new location in the future.

174/23.3 Allotment Deposits

Members received a proposal to charge new tenant holders a deposit when they took on an allotment which would be returned to them upon departure, provided they left the plot in a good condition, without any rubbish. It was felt that this may also be a good incentive for other plot holders to leave their plot as they find it. It was **RESOLVED** to:

- a) Charge a year's rent as a deposit for all NEW tenants with effect from 1st January 2024.***
- b) Write to The Charity re the proposal (Common Road Allotments).***

174/23.4 Norton Road Allotment Signs

Members received a proposal to install permanent plot signs and stakes at the Norton Road Allotment site, in-keeping with Common Road allotments. It was **RESOLVED** to: ***Proceed with the***

- a) White aluminium composite signs, supplied by Stevenage Signs at a total cost of £810.54 and***
- b) Plastic posts, from Kedel, using funds from the Allotment Maintenance Budget. Town Rangers to install.***

174/23.5 Play Area Signage and Water Risk Assessment

Members received a report with a recommendation to install play area signage at all play areas the Town Council is responsible for and noted it was a requirement of the annual play area inspection. Members were also advised that a recommendation from the play inspection at Riverside had included a Water Risk Assessment. It was **RESOLVED** to:

- a) Install Play Area Signage as identified in the Play Inspection reports and also to include the What3Words address on the signage. Designs and prices to be provided to a future meeting.***
- b) Water Risk Assessments for The Riverside Recreation Ground and possibly Pix Brook Play area, are to be carried out by The Royal Life Saving Society.***

174/23.6 Outdoor Table Tennis Facilities

Members received a report on installing two outdoor table tennis tables: one at Greenacre Park and one at Riverside. Members noted that the facilities would be cross generational and could also form part of the Youth Provision Programme, delivery by Grand Union. It was felt that they would be another positive attribute to the town's sporting facilities. It was **RESOLVED** to:

Install four Anthracite Concrete Ping Pong tables: at a cost of £2,650 per table. Two tables to be installed on the hardstanding at Riverside Recreation Ground, one at Arlesey Road Football Club, using funds from the Youth Programme and one at Greenacre Park, using 106 funding.

174/23.7 Potholes at Football Club Overspill Car Park

Members received quotations for repairs to the overflow car park surface. It was **RESOLVED** to:

Proceed with the repairs as identified, using L.U.V Groundworks Limited; who recently carried out the work at The Haven. The cost of £1,500.00 will be met from the Rec Rolling Improvements budget.

174/23.8 Greenacre Play Area – Repairs to Bank

Members received quotations from contractors to replace the steps, to those with a wider tread, on the mound, at the Greenacre Play Area.

It was **RESOLVED** to: ***Investigate alternative, more sustainable materials and proceed should the alternative costs not exceed £6,125.00.***

174/23.9 Pedestrian Gates – Arlesey Road

Members had asked Officers for proposals to install two new pedestrian gates at Arlesey Road.

It was **RESOLVED** to: ***Not to proceed with this item.***

174/23.10 Biodiversity Policy

Members had asked that the Biodiversity Policy presented to the last meeting was updated to include the no spray proposal considered at this committee in June. However, the resolution had been to spray in designated areas and Members were asked to reconsider the Biodiversity Policy in the light of this resolution. It was **RESOLVED**:

- a) To recommend to Council that the Biodiversity Policy is adopted.*
- b) To only spray under extreme circumstances and use only environmentally friendly herbicides.*
- c) That the situation is to be managed pragmatically, with control measures in place regarding specified spraying periods; avoiding times of high pollination, to protect pollinated species.*
- d) That the Council will carry out a Biodiversity Audit.*

175/23 HIGHWAYS REPORT

White line refresh required around the town, including Brook Street and Norton Road. Currently this forms part of a cyclical programme by CBC, but with the impending budget cuts, we may need to Investigate methods of managing this situation ourselves in-house, should residents consider this to be a priority.

The Clerk to speak to CBC Highways, and our Ward Councillors, about possible options, prior to any decisions being made.

176/23 PUBLIC REALM WORKS

Column S1, outside the Alteration Shop. in Brook Street, owned by STC, has been out of order for over six months. There is no footway along both sides of the road and Brook Street only has lighting on alternate sides. This part of the road is very dark, causing potential health and safety issues.

Suggest that we install a new streetlamp on the opposite side of the road to the existing streetlamp. This will be considered at a future meeting.

177/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

Discussions took place about the scheduled timing of the Christmas trees, which are due to come on for 5 hours per day, at 6.30pm, however this time fluctuates. If we were to change the times, the Council would incur an additional charge of £250.00. It was therefore agreed that the current schedule would remain as is this year.

178/23 DATE OF NEXT MEETING

The meeting closed at 20.29

Wednesday 10 January 2024

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN:

STOTFOLD TOWN COUNCIL

MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 20 DECEMBER 2023 AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD.

Committee Members present:

S Buck (Chair), Mrs M Cooper, S Hayes (Vice Chair), Mrs J Hyde, J Smith, B Saunders, J Talbot.

Also present:

E Payne, Town Clerk

1 Member of Public (virtually)

94/23 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Matthews. It was **RESOLVED** to:

Accept apologies.

95/23 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA

There were no disclosures of interest.

96/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

There was one member of the public present. No questions were asked.

97/23 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Establishment Committee meeting held on 20 October and 25 October 2023 and it was **RESOLVED** that:

The minutes are a true record of the meeting.

98/23 CLERK'S REPORT, CORRESPONDANCE RECEIVED AND MATTERS ARISING FOR INFORMATION.

98/23.1 Code of Conduct Training

In light of the Standing Orders update, the Clerk has booked Cllrs Bendall, Venneear and Headington onto Code of Conduct training, organised by BATPC which is an e-learning module.

98/23.2 Register of Interest

Following a review of the registers of interest held by CBC, it transpires that Cllrs Dhaliwal, Matthews, Bendall, Headington and Venneear need to complete their registers of interest as a matter of urgency.

98/23.3 Councillor Vacancy

The deadline for a by-election to be called expires on 21 December 2023. If there is to be a vacancy, the Clerk will advertise the position for co-option in the New Year.

Post Meeting Note: CBC advised the Town Clerk that a by-election has not been called. Therefore, a co-option vacancy will be advertised in the New Year.

98/23.4 Learning Nest

The Clerk has signed up the Town Council to LearningNest, a module of the Worknest system which allows unlimited access to training modules. Following on from the H&S audit, where there were a number of courses that are recommended for staff (manual handling, DSE etc), as well as two data breaches in the last 2 months, it is anticipated that the investment will be recouped within a short space of time. The training undertaken will be evaluated after 9 months, with a view to cancelling or extending the subscription.

99/23. REPORTS TO COMMITTEE

99/23.1 Mayoral Insignia

Members received a report regarding the current mayoral insignia in relation to the Vice Chair and consort. Members felt that a badge may be more suitable for consorts to wear.

It was **RESOLVED** to:

- a) Agree to purchase additional civic regalia for the Deputy Mayor and Consorts with designs to be agreed by a future meeting.***
- b) The budget for this expenditure is 50th Anniversary Budget.***

99/23.2 Stotfold Town Council – 50th Anniversary

Members received a report regarding celebrating/commemorating the 50th anniversary of the formation of Stotfold Town Council. Members felt that it was important to commemorate this event, as a separate activity, not attached to either the Mill Weekend or D-Day Celebrations. Members liked the idea of a historical exhibition, which would appeal to a certain sector of residents, however, were aware that any celebrations should include as many residents as possible. Members noted that there was an agenda item to confirm setting up a Community & Events Committee which would be a good vehicle to organise these events.

A date for the formation of the council was not known, however, it would have been after the May elections.

It was **RESOLVED** to:

Consider suitable commemorative events at a future meeting of the Events & Community Committee (if resolved to set up this committee).

99/23.3 Investments

Members received a report with a recommendation to open an account with CCLA to improve the return on investment for the Town Council's reserves. Members were advised that it was not a 'deposit' scheme, in the true sense of the word. Members noted that other Parish and Town Councils were happy with their deposits with this organisation, as were local charities but were realistic that there is always risk associated with investments, the value of which can go down as well as up. Members were advised that the Town Council are not covered by the Financial Services Compensation Scheme due to the size of the organisation. It was **RESOLVED** to:

- a) Open an account with the CCLA Public Sector Deposit Fund*
- b) Invest £1m.*

99/23.4 Budget 2024/25

Members received a proposed budget for 2024/25. Members reviewed the notes to the budget with recommendations to increase various budgets and remove earmarked reserves where appropriate. Members agreed with the amount of top up for the earmarked reserves.

Members queried where the income from the electric charging points in Brook Street Car Park was received. It could be added as a revenue stream or put into an earmarked reserve for the future maintenance of car park and facilities. Equally, the income from the charging points at the Memorial Hall could be used for sinking fund for the Memorial Hall car park. However, after discussion, Members considered that it would be a generic 'car park reserve' to cover all the car parks the town council are responsible for.

Members noted that the high levels of earmarked reserves for the cemetery were held to investigate extending the site further and Members considered that this needed to be revisited as part of the long-term planning for the site. Members were conscious of the condition of the cemetery toilets and that this reserve would be used for their repairs. Members were advised that the income for the 4G mast went automatically into this reserve.

Members queried the reserve for office equipment (£5,000) and were advised that there had been an increase in the revenue budget to £15,000. Members were advised that the printer in the office is struggling with the 365 software and a newer machine would have a better functionality including private printing. The change of phone lines from copper to digital would also incur additional costs including alarm updates and getting rid of the fax.

Cllr Hayes was thanked for his assistance in the formation of this budget.

It was **RESOLVED** to:

- a) Set up a new reserve for car park maintenance, to be funded by income from the car charging points in Brook Street and the Memorial Hall.*
- b) Revisit extending the cemetery at a future meeting of the Cemetery Committee.*
- c) Update the budget with the recommendations.*
- d) Ratify the budget at the next meeting.*

99/23.5 Interim Internal Audit 2023-24

Members received the interim internal audit. There were no questions. Members were advised that it was part of the annual governance statement that this process should be reviewed regularly. It was **RESOLVED** to:

- a) Note the audit.*
- b) Recommend its adoption by Council.*
- c) Review the appointment of the Internal Auditor for 2024 onwards.*

99/23.6 Mossman EMR

Members received a proposal to release the earmarked reserve currently held for the Mossman Centre to the tenants for future maintenance. Members noted that the tenants have a full repairing lease and that any funds released would be used for repairs to the fabric of the building and site, not for running costs. Members had a brief discussion regarding the origins of the Mossman legacy. It was **RESOLVED** to:

- a) Release £4,457 from the Mossman Earmarked Reserves to the Guiding Association, shut down the reserve and its associated bank account.*
- b) Ask the Guiding Association to advise the Town Council what the funds had been spent on.*

99/23.7 Events & Community Committee

Members received a report recommending that a separate Events & Community Committee was set up, reporting to the Establishment Committee. Members considered that with the 50th anniversary and D-Day commemoration, setting up this committee would be prudent and would cover a variety of community engagement activities. It was **RESOLVED** to recommend to Council that:

- a) An Events & Community Committee is set up, reporting to the Establishment Committee.*
- b) Membership of this committee to be agreed at the next meeting of the Town Council.*
- c) Agree the Terms of Reference in the report.*

99/23.8 Christmas Lights Switch On Event

Members received an income and expenditure report for the Christmas Lights Switch On Event. Members noted that some of the expenditure was for equipment that would be used for a variety of activities and future events. It was **RESOLVED** to:

Note the report.

99/23.9 The Haven Additional Works

Members received a report on additional expenditure relating to the works at The Haven. Members were advised that the area had not been measured correctly. Members recognised the benefit to the Town Council with a community garden and the location for the Christmas tree. It was **RESOLVED** to:

Approve the release of additional sum of £6,622.21 from General Reserves.

99/23.10 Health and Safety Audit

Members received a report on a health and safety audit, undertaken in October 2022. The report had not been implemented at the time and the staff were only aware of it when a follow up meeting with Worknest had been scheduled. Members were advised that the organisation is safe it is about accurate records of works undertaken. Members were advised that there would be a health and safety week in the office to ensure that the actions of the audit were undertaken and recorded. It was **RESOLVED**:

- a) That the Council understands its responsibilities under the Health and Safety at Work Act 1974.*
- b) To note the progress to date on the implementation of the recommendations from the health and safety audit.*

99/23.11 Standing Orders and Financial Regulations

Members received an updated set of Standing Orders and Financial Regulations. Members noted that the changes requested at the last meeting had been implemented. It was **RESOLVED** to recommend to Council that:

The Standing Orders and Financial Regulations are adopted.

99/23.12 Co-Option Policy

Members received a proposed policy to manage future co-options which had been requested following a review of Standing Orders. It was **RESOLVED** to recommend to Council that:

The Co-Option Policy is adopted.

99/23.13 Staff Handbook

Members received a report regarding the distribution of a new staff handbook. The Town Clerk was seeking clarification on a number of points. Members clarified the following points:

- a) Gift & Hospitality – de minimus of £25.
- b) Dress code – no specific dress code specified unless staff are provided with uniform.
- c) Drug and alcohol – reserve the right for the Town Clerk to investigate if the need arises.
- d) Sickness absence – Occupational health is requested if absence exceeds 3 weeks or there is a pattern of sick leave that warrants further investigation.
- e) Jury service – unpaid leave. Staff can claim back from the court service.
- f) Compassionate/Bereavement leave – 3 working days leave paid with an extension at the discretion of the Town Clerk. Direct family only (parents, spouse/partner, children, siblings, grandparents).
- g) Annual leave – noted that staff can carry forward 5 days into the next leave year but that this should be restricted to being taken before the end of May unless there are exceptional circumstances.
- h) Homeworking – Noted that this section is included.

It was **RESOLVED** to:

Note the distribution of the staff handbook to all employees.

99/23.14 Staff Salary

Members received a report on the nationally awarded pay rise for staff. It was **RESOLVED** to:

Note the report.

99/23.15 Bank Reconciliation

Members received the bank reconciliation for October 2024. It was **RESOLVED** that:

The Bank Reconciliations for October 2023 inclusive were signed by the RFO and Cllr Buck.

99/23.16 Work Programme

Members received the Work Programme for this committee, and it was **RESOLVED** to:

Note the work programme.

100/23 EXCLUSION OF PRESS AND PUBLIC

Members resolved to exclude the Press and Public for the consideration of the following items under the Public Bodies (Admissions to Meetings) Act 1960.

100/23.1 Staff Matters

Members received a confidential report, and it was **RESOLVED** to:

Note the report.

100/23.2 Additional Staff Resource

Members received a confidential report on additional staff resources. It was **RESOLVED** to:

Consider the implementation of the report, and its budget implications at the next meeting.

101/23 DATE OF NEXT MEETING

24 January 2024

The meeting closed at 2054.

MINUTES APPROVED (date): _____

SIGNED BY CHAIR: _____

INTERNAL AUDIT SERVICE FOR STOTFOLD TOWN COUNCIL

AUDIT PROGRAMME – 2023/2024 (for accounts year end 31st March 2024)

The Internal Auditor for Stotfold Town Council is required to carry out the tests detailed below in accordance with the suggested approach contained in the 2014 edition of “Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide”. Where an entry has been made in column 4 the supporting Working Papers are attached. This pro-forma may be used, or report may be given in the Internal Auditor’s own report format.

1st half audit carried out – April to October 2023

2nd half audit carried out –

1 Internal Control	2 Tests	3 Initial if Yes	4 W/P Reference	5 Comments
Previous Internal Audit Report	Do the minutes record that Council has considered the Internal Audit Report for the previous year and the matters arising addressed?	Yes		Yes June 2023 meeting
Proper bookkeeping	Is the cashbook maintained and up to date?	Yes		
	Is the cashbook arithmetically correct?	Yes		
	Is the cashbook regularly balanced?	Yes		
Standing Orders and Financial Regulations	Has the Council formally adopted Standing Orders and Financial Regulations?	Yes		May 2023 meeting
	Has a Responsible Financial Officer	Yes		New appointment agreed September 2023 meeting

	been appointed?			
	Have items or services above a de minimis amount been competitively purchased?	Yes		
	Are payments in the cashbook supported by invoices and have they been authorised and minuted?	Yes		Random invoices checked
	Has VAT on payments been identified, recorded and reclaimed?	Yes		
	Is Section 137 expenditure separately recorded and within statutory limits?			Check end of year
Risk Management Arrangements	Does a scan of the minutes identify any unusual activity?	No		All ok

1 Internal Control	2 Tests	3 Initial if Yes	4 W/P Reference	5 Comments
Risk Management Arrangements (contd)	Do the minutes record the Council carrying out an annual risk assessment?			Check end of year
	Is insurance cover appropriate and adequate?	Yes		May 2023
	Are internal financial controls documented and regularly reviewed?	Yes		
Budgetary Controls	Has the Council prepared an annual budget in support of its precept?	Yes		
	Is actual expenditure against the budget regularly reported to Council?	Yes		September 2023 meeting

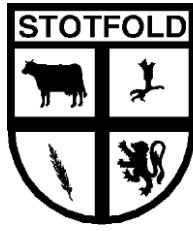
	Are there any significant unexplained variances from budget?	No		No unexplained variances from budget.
Income Controls	Is income properly recorded and promptly banked?	Yes		
	Does the precept recorded in the cashbook agree to the District Council's notification?			Check end of year
	Are security controls over cash adequate and effective?	Yes		
Petty Cash Procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	Yes		
	Is petty cash expenditure reported to Council?			Check end of year
	Is petty cash reimbursement carried out regularly?	Yes		
Payroll Controls	Do salaries paid agree with those approved by Council?	Yes		
	Are other payments to the Clerk reasonable and approved by Council?	Yes		
	Has PAYE/NIC been properly operated by the Council as an employer?	Yes		
Assets Controls	Does the Council keep an Assets Register of all material assets owned?	Yes		Approved May 2023

	Is the Register up to date?	Yes		
Bank Reconciliation	Is there a bank reconciliation for each bank account?	Yes		
	Is the bank reconciliation carried out regularly on the receipt of statements?	Yes		
	Are there any unexplained balancing entries in any reconciliation?	No		
Year-End Procedures	Are year-end accounts prepared on the correct accounting basis?	Yes		
	Do accounts agree with the cashbook?	Yes		
	Is there an audit trail from underlying financial records to the accounts?	Yes		
	Where appropriate, have debtors and creditors been properly recorded?	Yes		

I confirm that I have no concerns with the Audit and Accounts for Stotfold Council. I have checked through minutes on the website to confirm procedures and processes. Information is clear, payments are agreed, Annual AGAR and internal Audit Report considered and agreed at June 2023 meeting. Mazars Audit report was approved in October 2023.

Thank you to Jo for providing the information required.

Julie Betts
9 November 2023



STOTFOLD TOWN COUNCIL

STANDING ORDERS

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This document has been produced using the NALC model standing orders 2018. Standing orders in **bold type** should not be ignored or substantively amended unless the legislation out of which they are born changes. Any amendments must not have the effect of undermining, overriding or conflicting with statutory requirements. Standing orders not highlighted in bold type do not incorporate statutory requirements.

1. RULES OF DEBATE

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairperson of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the Chairperson of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairperson of the meeting, is expressed in writing to the Chairperson.
- h. A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairperson of the meeting.
- j. Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairperson of the meeting.
- k. One or more amendments may be discussed together if the Chairperson of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first

amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o. Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.
- p. Unless permitted by the Chairperson of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- q. During the debate on the motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- r. A point of order shall be decided by the Chairperson of the meeting and their decision shall be final.
- s. With the consent of the seconder and the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- t. When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- u. Before an original or substantive motion is put to the vote, the Chairperson of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

- v. Excluding motions moved understanding order 1(q), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chairperson of the meeting. Members shall address the Chairperson.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairperson of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the Chairperson of the meeting to moderate or improve their conduct, any councillor or the Chairperson of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 2(b) is ignored, the Chairperson of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. **MEETINGS GENERALLY**

Full Council meetings (Council)
Committee meetings (Committee)

(Council and Committee)

- a. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

(Council and Committee)

- b. **The minimum three clear day's notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

(Council and Committee)

- c. **The minimum three clear days public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**

(Council & Committee)

- d. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of the meeting shall be by a resolution which shall give reasons for the public's exclusion: 'Resolved that the press and public are temporarily excluded whilst matters pertaining to staff/commercial issues are discussed and that they are instructed to withdraw from the meeting'.**

- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Councillors may question that evidence, but no debate is permitted.
- f. Public participation will be allowed at the beginning of individual agenda items on the basis set out in standing order 3(e) after advising the Clerk prior to the meeting, of their intention to speak. In accordance with standing orders 3(h) and 3(i), speakers will be permitted to speak for no more than three minutes, with no more than 3 public speakers on each agenda item. No further comments may be made by the public during discussion and voting.
- g. The period designated for public participation at a meeting in order with standing order 3(e) shall not exceed 15 minutes unless directed by the Chairperson of the meeting.
- h. Subject to standing order 3(g), a member of the public may speak only once, and shall not speak for more than 3 minutes.
- i. No more than three speakers will be allowed to speak on any one subject and groups of speakers for or against an issue will be encouraged to appoint a spokesperson.
- j. In accordance with standing order 3(e), a question shall not require a response at the meeting or start a debate on the question. The Chairperson of the meeting may direct that a written or oral response be given.
- k. Notice of questions/statements need not be submitted in writing, but questions of which notice has been given are likely to receive a more detailed reply. Speakers will, however, be required to arrive ten minutes before the start of the meeting and to indicate their wish to speak to the Clerk. The order of speaking shall be in the order in which requests to speak are received.
- l. Questions/comments should relate to matters over which the Council has powers or duties, or which affect the town and should be relevant to the responsibilities of the Council/committee at which asked.
- m. A record of a public participation session at a meeting shall be included in the minutes of that meeting and shall briefly outline content of their participation.
- n. A person who speaks at a meeting shall direct their comments to the Chairperson of the meeting.
- o. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairperson of the meeting shall direct the order of speaking.

(Council & Committee)

- p. **Subject to standing order 3(q), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later**

or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

(Council & Committee)

- q. **A person present at a meeting may not provide an oral report or commentary about a meeting as it takes place without permission.**

(Council & Committee)

- r. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

(Council)

- s. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairperson of the Council may in their absence be done by, to or before the Vice-Chairperson of the Council (if there is one).**

(Council)

- t. **The Chairperson of the Council, if present, shall preside at a meeting. If the Chairperson is absent from a meeting, the Vice-Chairperson of the Council (if there is one) if present, shall preside. If both the Chairperson and the Vice-Chairperson are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

(Council & Committee)

- u. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

(Council & Committee)

- v. **The Chairperson of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

See standing orders 6(h) and (i) for the different rules that apply in the election of the Chairperson of the Council at the annual meeting of the Council.

(Council)

- w. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- x. A member shall stand when speaking at full Council meetings unless permitted by the Chairperson to sit on account of infirmity.
- i. if two or more members rise, the Chairperson shall call upon one of them to speak and the others shall resume their seats
- ii. whenever the Chairperson rises during a debate all other members shall be seated and silenced

Members are not required to stand at committee, sub-committee or advisory committee meetings.

- y. The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of a meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- z. Information and updates may be given on previous minutes by way of an agenda item 'matters arising for information purposes only'. No decision may be taken on these updates. Similarly, information on general matters relating to the committee or Council may be given under 'items for information purposes only'. No decision may be taken on these items.

(Council, Committee & s-Committee)

- aa. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participation and vote on that matter.**
- bb. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(vii) for the quorum of a committee or sub-committee meeting.

- cc. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. Any outstanding business on the agenda shall be adjourned to another meeting.
- dd. Meetings shall not exceed a period of 2 hours, unless agreed by resolution and a finish time determined. Any business not completed after this time shall be deferred to another meeting.
- ee. All mobile phones and other similar devices must be switched to silent or turned off.

4. COMMITTEES AND SUB-COMMITTEES

- a. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

- b. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d. The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference, detailing delegated responsibilities;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. shall, after it has appointed the members of a standing committee, appoint the Chairperson of the standing committee;
 - vi. shall permit a committee other than a standing committee, to appoint its own Chairperson at the first meeting of the committee.
 - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be one half of its members, with the exception of the planning committee where four members shall constitute a quorum;
 - viii. shall determine if the public may participate at a meeting of a committee;
 - ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xi. may dissolve a committee or sub-committee
- e. The Chairperson and vice-Chairperson of Council ex-officio shall be members of every committee.
- f. The Chairperson and vice-Chairperson of the committee shall be members of every sub-committee appointed by it, unless they signify that they do not wish to serve.
- g. A non-member of a committee may attend any meeting of a committee or sub-committee and at the discretion of the Chairperson may speak but not vote.

5. **ADVISORY COMMITTEES/WORKING GROUPS**

- a. The Council may appoint advisory committees comprised of a number of councillors and non-councillors, whose names shall be recorded.
- b. Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

- c. The Proper Officer shall inform the members of each advisory committee of the terms of reference of the committee, and of the Council's standing orders, which they are required to follow.
- d. An advisory committee shall make recommendations and give notice thereof to the Council.

6. ORDINARY COUNCIL MEETINGS

- a. **In an election year the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c. **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
The Stotfold Town Council annual meeting will commence at 7.00pm.
- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chairperson and Vice-Chairperson (if there is one) of the Council.**
- f. **The Chairperson of the Council, unless they has resigned or becomes qualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g. **The Vice-Chairperson of the Council, if there is one, unless they resigns or becomes disqualified, shall hold office until immediately after the election of the Chairperson of the Council at the next annual meeting of the Council.**
- h. **In an election year, if the current Chairperson of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chairperson of the Council has been elected. The current Chairperson of the Council shall not have an original vote in respect of the election of the new Chairperson of the Council but shall give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chairperson of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chairperson of the Council has been elected. They may exercise an original vote in respect of the election of the new Chairperson of the Council and shall give a casting vote in the case of an equality of votes.**
- j. Following the election of the Chairperson of the Council and Vice-Chairperson (if there is one) of the Council at the annual meeting, the business shall include:

- i. **in an election year, delivery by the Chairperson of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairperson of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. receipt of the minutes of the last meeting of a committee;
- iv. consideration of the recommendations made by a committee;
- v. review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. review of the terms of reference for committees;
- vii. appointment of members to existing committees;
- viii. appointment of any new committees in accordance with standing order 4;
- ix. review and adoption of appropriate standing orders and financial regulations;
- x. review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
- xi. review of representation on or work with external bodies and arrangements for reporting back;
- xii. in an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. review of inventory of land and other assets including buildings and office equipment;
- xiv. confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. review of the Council's and/or staff subscriptions to other bodies;
- xvi. review of the Council's complaints procedure;
- xvii. review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 14, 24 and 25);
- xviii. review of the Council's policy for dealing with the press/media;
- xix. review of the Council's employment policies and procedures;
- xx. review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
- xxi. determining the time and place of ordinary meetings of the Council and committees up to and including the next annual meeting of the Council.

7. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a. **The Chairperson of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chairperson of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c. The Chairperson of a committee (or a sub-committee) may convene an extraordinary meeting of the committee (or sub-committee) at any time.

- d. If the Chairperson of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by two members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

8. ANNUAL TOWN MEETING

- a. A parish meeting may be convened by the Chairperson of the Town Council, any two parish councillors for the parish or any 6 local government electors of the parish.
- b. Not less than 7 clear days public notice is to be given of the meeting, the notice specifying the time, place, and business to be transacted. If however, the business proposed relates to establishment or dissolution of a parish council or the grouping of the parish under a common parish council, 14 clear days' notice is required. In all cases, the notice must be signed by the person convening the meeting.
- c. Proceedings shall not begin before 6pm.
- d. The Chairperson of the Council shall preside if they are present.
- e. If the Chairperson is absent, the Vice-Chairperson shall preside.
- f. If the Chairperson and Vice-Chairperson are absent, the meeting shall appoint a Chairperson before it proceeds to any other business.
- g. The Clerk shall record the proceedings of Town Meetings.
- h. If the Clerk is absent, the person presiding at the meeting may record the proceedings or may appoint another to do so.
- i. As soon as the Chairperson has been filled and provision made for recording the proceedings the minutes of the previous meeting shall be read, considered and if correct signed by the person presiding at the meeting.
- j. To receive a crime report from a representative of Bedfordshire Constabulary for the period since the last Town Meeting.
- k. To receive the accounts of the parochial charities together with comments of the Trustees.
- l. To receive a statement of the Council's accounts for the year ended the previous 31st March, and to receive the Council's observations on its finances for the current year.
- m. To receive the Chairperson's report on the Council's activities over the previous year.
- n. To receive an address from invited speakers.
- o. To receive an address from a District, County or Unitary Authority ward member on matters pertaining to Stotfold.

- p. To consider motions from members of the public.

9. PREVIOUS RESOLUTIONS

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 11, or by a motion moved in pursuance of the recommendation of a committee or sub-committee.
- b. When a motion moved pursuant to standing order 9(a) has been disposed of, no similar motion may be moved for a further six months.

10. VOTING ON APPOINTMENTS

- a. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons have received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairperson of the meeting.
- b. All co-options will be in conjunction with the Council's adopted Co-Option Policy.

11. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a. A motion shall relate to the responsibilities for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 11(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance with standing order 11(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 4 clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairperson of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f. The decision of the Proper Officer as to whether to include the motion on the agenda shall be final.
- g. Motions received shall be recorded and numbered in the order that they are received.
- h. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.
- i. If the subject matter of a motion comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairperson, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

12. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft meetings of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a vote;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to approve the absences of councillors;
 - vii. to change the order of business on an agenda;
 - viii. to proceed to the next order of business on the agenda;
 - ix. to require a written report;
 - x. to appoint a committee or sub-committee and their members;
 - xi. to appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies;
 - xii. to note the minutes of a meeting of a committee or sub-committee;
 - xiii. to consider a report made by a committee or a sub-committee
 - xiv. to consider a report made by an employee, professional advisor, expert or consultant;
 - xv. to extend the time limits for speaking;
 - xvi. to silence or exclude from the meeting a councillor or a member of the public for disorderly conduct;
 - xvii. to not hear further from a councillor or a member of the public;
 - xviii. to exclude the press or public for all or part of a meeting;
 - xix. to temporarily suspend the meeting;
 - xx. to authorise payment of monies up to £5,000 where the expenditure was considered urgent and executive action was taken by the Clerk;
 - xxi. to authorise legal deeds to be signed by two councillors and witnessed by the Proper Officer;
 - xxii. to give the consent of the Council if such consent is required by standing orders;
 - xxiii. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xxiv. to adjourn the meeting; or

xxv. to close the meeting.

13. QUESTIONS

- a. A councillor may seek an answer to a question concerning any business of the Council provided 4 clear days' notice of the question has been given to the Proper Officer.
- b. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c. Every question shall be put and answered without discussion.
- d. A person to whom a question has been put may decline to answer.

14. MANAGEMENT OF INFORMATION

See also standing order 24.

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. **Councillors, staff, the Council's contractors, and agents shall not disclose confidential information or personal data without legal justification.**

15. DRAFT MINUTES

Full Council meetings (council)
Committee meetings (committee)

- a. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 12(a)(i).

- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairperson of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the Chairperson of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairperson of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e. **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f. Subject to the publication of draft minutes in accordance with standing order 15(d) and standing order 24(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes, or recordings of the meeting for which approved minutes exist shall be destroyed.

16. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(y).

- a. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b. All councillors shall undertake training in the code of conduct and appropriate councillor induction training on their role within 6 months of the delivery of their acceptance of office where possible.
- c. Unless they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- d. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest and if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- e. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- f. A decision as to whether to grant a dispensation shall be made by a meeting of the Council or committee for which the dispensation is required and that decision is final.

- g. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- h. Subject to standing orders 16(e) and (g), a dispensation request shall be considered by the Proper Officer before the meeting, or if this is not possible, at the start of the meeting for which the dispensation is required.
- i. **A dispensation may be granted in accordance with standing order 16(f) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

17. CODE OF CONDUCT COMPLAINTS

- a. Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 14, report this to the Council.
- b. Where the notification in standing order 17(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairperson of the Council of this fact, and the Chairperson shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 17(e).
- c. Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- d. The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

- e. **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council consider shall what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

18. PROPER OFFICER

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:
- i. **at least three clear days before a meeting of the Council, a committee or a sub-committee,**
- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full Council and standing order 3(c) for the meaning of clear days for a meeting of a committee.

- ii. subject to standing order 11, include on the agenda all motions in the order received unless a councillor has given written notice at least 4 days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairperson of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. manage the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed; *(see also standing order 27)*
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. should an application require consideration and a response to the local planning authority before the next ordinary meeting of the planning committee, refer a planning application received by the Council to the Chairperson of the planning committee (or vice-Chairperson of the planning committee in their absence) for consideration and executive action to be taken in conjunction with the Clerk to return comments, or if felt necessary due to the size and nature of such an application, to schedule an additional meeting of the planning committee;
- xvi. manage access to information about the Council via the publication scheme;
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect;
- xviii. action or undertake activity or responsibilities instructed by resolution or contained in standing orders;
- xix. in the event of urgent action being required between regular meetings, the Clerk or Proper Officer to take decisions and that wherever possible these decisions to be taken in consultation with the Chairperson of the Council and/or the Chairperson of the relevant committee, provided that all matters dealt with or decided, and all action taken under this order shall be reported to the next ordinary meeting of the Council, committee or sub-committee concerned. Urgent action to be defined as:
 - a) action that will not admit of delay;
 - b) on health and safety grounds, where not to take action would put the staff or members of the public at risk and leave the Council open to prosecution for negligence;
 - c) to protect the property owned by the Council. To authorise immediate repairs in order to secure Council property, or where to delay a repair would cause greater damage and therefore greater expense to occur;
 - d) to take action to stop or prevent the Council from acting illegally, or taking such action as to prevent bringing the Council into disrepute.

19. RESPONSIBLE FINANCIAL OFFICER

- a. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

20. ACCOUNTS AND ACCOUNTING STATEMENTS

- a. "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30th June, 30th September and 31st December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31st March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31st March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30th June.

21. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee or sub-committee.

- d. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- e. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services, or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- f. Neither the Council, nor a committee or sub-committee with delegated responsibility is bound to accept the lowest value tender, quote or estimate.
- g. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.**

22. **CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS**

- a. Canvassing councillors or members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b. A councillor or member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but nevertheless, any such person may give written testimonial of a

candidate's ability, experience or character for submission to the Council with an application for appointment.

- c. If a candidate for any appointment under the Council is to their knowledge related to any member of, or the holder of, any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Proper Officer. A candidate who fails to do so shall be disqualified for such appointment, and, if appointed may be dismissed without notice. The Proper Officer shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed, standing orders 22(b) and 16 (re interests) shall apply. The Proper Officer shall make known the purport of this standing order to every candidate.
- d. Standing orders 22(a), 22(b) and 22(c) above shall apply to tenders as if the person making the tender were a candidate for an appointment.

23. HANDLING STAFF MATTERS

- a. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairperson of the Establishment Committee or, if they are not available, the vice-chairperson of the Establishment Committee of absence occasioned by illness or other reason and that person shall report such absence to the Establishment Committee.
- b. The Chairperson of the Establishment Committee or in their absence, the vice-chairperson shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Establishment Committee.
- c. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the Chairperson of the Establishment Committee or in their absence, the vice-chairperson of the Establishment committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Establishment Committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chairperson or vice-chairperson of the Establishment Committee, this shall be communicated to another member of the Establishment Committee, which shall be reported back and progressed by resolution of the Establishment Committee.
- e. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
- f. In accordance with standing order 14(a), persons with line management responsibilities shall have access to staff records referred to in standing order 23(b).

24. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 25.

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **If gross annual income or expenditure (whichever is the higher) exceeds £200,000, the Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

25. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

See also standing order 14.

- a. The Council may appoint a Data Protection Officer.
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f. **The Council shall maintain a written record of its processing activities.**

26. RELATIONS WITH THE PRESS/MEDIA

- a. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b. In accordance with the Council's policy in respect to dealing with the press or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

27. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 18(b)(xii) and (xvii).

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

- b. **Subject to standing order 27(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

28. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to ward councillor(s) of the District, County or Unitary Council representing the area of the Council.
- b. Ward members for Stotfold shall be requested to report to the Council on any matters discussed at the District, County or Unitary Council that are relevant to Stotfold. They should be prepared to answer any questions of fact concerning such business put to them by councillors at the end of their report, although such answers may be deferred to the next meeting if such information is not immediately available. These questions will be minuted.
- c. Guidelines to be followed:
 - i. the ward members may wish to collaborate over who reports and on what with a view to eradicating duplication and unnecessary attendance.
 - ii. reports should be brief, informative and objective. Unless there are a large number of items where a significant amount of detail on an important issue is to be reported, reports should be no longer than 10 minutes, and in normal circumstances, less.
 - iii. matters only of relevance to Stotfold should be included in the report which may encompass peripheral matters, general District, County or Unitary authority matters. Party political comments will not be allowed.
 - iv. questions of fact should be answered immediately where possible. Where this is not possible, as in the need to gather information, the answer should be made at the next Council meeting.
 - v. town councillors should only ask questions of fact concerning District, County or Unitary authority business. Party political comments will not be allowed.
 - vi. the Chairperson of the meeting is expected to intervene where items ii., iii., and v. are contravened.

29. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect;
or
 - ii. issue orders, instructions or directions.

30. REPRESENTATIVES ON OUTSIDE BODIES

- a. All town Council representatives on outside bodies shall report back to the Council subsequent to a meeting of such body. The Proper Officer to be informed by the representative not later than the Thursday prior to a meeting of such a report so that it can be included on the agenda for the Council meeting.

31. STANDING ORDERS GENERALLY

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add or to vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory or legal requirements, shall be proposed and seconded and a recommendation made by the Establishment Committee on amendments and shall be put to the next Council meeting.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the Chairperson of a meeting as to the application of standing orders at the meeting shall be final.



FINANCIAL REGULATIONS

Stotfold Town Council

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This document has been produced using the NALC model financial regulations 2016.

1. GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2 The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3 The council's accounting control systems must include measures:
- for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4 These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5 At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6 Deliberate or wilful breach of these regulations by an employee may give rise to disciplinary proceedings.
- 1.7 Members of Council are expected to follow the instructions within these regulations and not to entice employees to breach them. Failure to follow instructions within these regulations brings the office of councillor into disrepute.
- 1.8 The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9 The RFO:
- acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and

- produces financial management information as required by the council.
- 1.10 The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11 The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12 The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting record; and
 - measures to ensure that risk is properly managed.
- 1.13 The council is not empowered by these regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving the accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.
- 1.14 In addition the council must:
- determine and keep under regular review the bank mandate for all council bank accounts;
 - approve any grant or a single commitment in excess of £10,000; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- 1.15 In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the

Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society of Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman (or a cheque signatory) shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.
- 2.3 The RFO shall complete the annual accounting statement, annual report and any related documents of the council contained in the Annual Governance and Accountability Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4 The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6 The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7 Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;

- initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

[3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast.]

- 3.1 The RFO must each year, by no later than end of November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by each relevant committee. Budget proposals for each committee are to be reviewed by the Establishment committee and submitted to the January Council meeting in each year for consideration as a recommended budget and precept proposal.
- 3.2 The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.3 The council shall fix the precept (council tax requirement), and the relevant basic amount of council tax to be levied for the ensuing financial year not later than the end of January each year. The RFO shall issue the precept the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.4 The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £10,000
 - a duly delegated committee of the council for items over £10,000; or
 - the Clerk, in conjunction with the Chairman of Council or Chairman of the appropriate committee, for any items below £1,000.

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Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of the council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year. Unspent provision may be placed in an alternative earmarked reserve by resolution of the relevant committee.
- 4.4 The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Council or relevant committee. The RFO will confirm committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5 In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8 The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 20% of the budget.
- 4.9 Changes in earmarked reserves shall be approved by council as part of the budgetary process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1 The council's banking arrangements, including the bank mandate shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the chairman of the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payment (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) if a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
 - b) an expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that such a list of payments shall be submitted to the next appropriate meeting of council;
 - c) fund transfers within the councils banking arrangements up to the sum of £50,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as not exclusively) salaries, PAYE and NI, superannuation fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7 A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised – thus controlling the risk of duplicated payments being authorised and/or made.
- 5.8 In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council.

Any revenue or capital grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

- 5.9 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10 The council will aim to rotate the duties of members in these regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1 The council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of the council.
- 6.4 Cheques or orders for payment drawn on the bank account shall be in accordance with the schedule as presented to council or committee shall be signed by two members of council, and countersigned by the Clerk (or other duly appointed officer approved by council), in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5 To indicate the agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8 If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or

otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

- 6.9 If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained which members approved the payment.
- 6.11 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and passwords and shall be handed to and retained by the Chairman of the Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and/or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off-site.
- 6.14 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15 Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this regulation will be treated as a very serious matter under these regulations.

- 6.17 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by a hard copy authority for change signed by the Clerk/RFO. A programme of regular checks of standing data with suppliers will be followed.
- 6.18 Any debit card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council in writing before any order is placed.
- 6.19 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.20 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and shall be subject to automatic payment in full at each month-end. Personal credit and debit cards of members or staff shall not be used in any circumstances.
- 6.21 The RFO may provide petty cash to officers for the purposes of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- (a) The RFO shall maintain a petty cash float of £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - (b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - (c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3 The payment of salaries, wages, HM Revenue & Customs and Pension contributions shall be made from the council's Imprest account.
- 7.4 No changes shall made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

- 7.5 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- (a) By any councillor who can demonstrate a need to know;
 - (b) By the internal auditor;
 - (c) By the external auditor; or
 - (d) Any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.6 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these financial regulations, to ensure that only payments due for the period have actually been paid.
- 7.7 An effective system of personal performance management should be maintained for the senior officers.
- 7.8 Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.9 Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3 The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4 All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5 The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed at least annually.
- 8.6 All investments of money under the control of the council shall be in the name of the council.

8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instruction for payments).

9. INCOME

9.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3 The council will review all fees and charges at least annually, following a report of the Clerk.

9.4 Any sums found to be irrecoverable and any bad debts shall be dealt with in accordance with council's Credit Control & Bad Debt Policy, and reported to the council and shall be written off in the year.

9.5 All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6 The origin of each receipt shall be entered on the paying-in slip.

9.7 Personal cheques shall not be cashed out of money held on behalf of the council.

9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9 Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instances, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2 Order books shall be controlled by the RFO.

- 10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in regulation 11.1 below:
- 10.4 A member may not issue an official order or make any contract on behalf of the council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise in an emergency provided that this regulation need not apply to contracts which relate to items (i) and (vi) below:
- i. For the supply of gas, electricity, water, sewerage and telephone services;
 - ii. For specialist services as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. For additional audit work of the external auditor up to an estimated value of £1,000 (in excess of this sum the Clerk and RFO shall act after consultation with the chairman and vice-chairman of council); and
 - vi. For goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.
- (c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- (d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to council.

¹ The Regulations require councils to use the Contracts Finder website to advertise the contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

- (e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- (f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- (g) Any invitation to tender issued under this regulation shall be subject to Standing Order 21e and shall refer to the terms of the Bribery Act 2010.
- (h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000, regulation 10.3 above shall apply.
- (i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- (j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

- 13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible moveable property does not exceed £250.
- 14.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including such matters as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1 Following the annual risk (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

- 15.2 The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or a duly delegated committee.

16. RISK MANAGEMENT

- 16.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2 When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1 It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2 The council may, by resolution of the council duly notified prior to the relevant meeting of the council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

MINUTES OF THE MEETING OF THE TOWN STRATEGY COMMITTEE HELD ON WEDNESDAY 10 JANUARY 2024 AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALARIAN WAY, STOTFOLD

Committee Members present:

Cllrs D Matthews (Chairman), S Buck, S Hayes, J Headington, J Smith (Vice Chair), H Wightwick

Also present:

Cllr J Bendell
E Payne, Town Clerk

8/23 APOLOGIES FOR ABSENCE

All Members were present.

9/23 DISCLOSURES OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS

No disclosures were made and there were no requests for dispensations.

10/23 PUBLIC PARTICIPATION

None present.

11/23 MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on 31 May 2023 were received and it was **RESOLVED** to:

Adopt the minutes as a true record of the meeting.

12/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Nothing to report.

13/23 PROPOSALS FOR LONG TERM STRATEGIC PLANNING OF STOTFOLD

Members discussed the upcoming Strategic Planning Session scheduled for Saturday 13 January. Members considered the length of the plan, achievements of the current plan and any matters that hadn't been resolved during the previous plan. Members welcomed the opportunity to get together informally with an opportunity consider a wide range of proposals.

Consideration should be given to consulting with residents on anything coming out of the strategic planning session, to see if they align with what they consider is important to the Town.

The function of this committee was discussed, in relation to the delivery of the strategic plan. The strategic plan needs to be delivered by the individual committees as they have

the expertise to deliver. This committee would have a scrutiny role, meeting quarterly to ensure that the plan was being delivered within agreed timescales.

14/23 STOTFOLD AND ASTWICK NEIGHBOURHOOD PLAN

Members discussed the current status of the neighbourhood plan. The Town Council is currently without the staff resources to deliver a neighbourhood plan. With CBC consulting on their current Local Plan, Members considered that there isn't any opportunity at present to start the Neighbourhood Plan process and would wait for CBC to finish consulting and updating their own Local Plan.

15/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

Nothing to report.

There being no further business, the meeting was closed 1934.

16/23 DATE OF THE NEXT MEETING

Members considered that due to the Strategic Planning Session, Members wanted to carry on with the impetus of the planning day and a meeting was agreed for Wednesday 21 February 2023, with the following meeting being held on Wednesday 27 March 2024.

MINUTES APPROVED (date): _____

SIGNED BY CHAIRMAN: _____

**MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD ON
WEDNESDAY 17 JANUARY 2024 AT 7.00PM, IN THE COUNCIL CHAMBER, GREENACRE
CENTRE, STOTFOLD**

Committee Members present:

Councillors J Hyde (Chairman), S Buck, S Dhaliwal, S Hayes, J Headington

Also present:

Cllr N Venneear

1 Member of the Public (Virtual)

E. Payne, Town Clerk

55/23 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs Mary Cooper. It was **RESOLVED** to:

Accept apologies.

**56/23 DISCLOSURE OF MEMBERS INTERESTS & REQUESTS FOR
DISPENSATION**

There were no disclosures of interest or requests for dispensation. Members were 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.

57/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

No questions raised.

58/23 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Cemetery Management Committee meeting held on 15 November 2023 and it was **RESOLVED** that:

The minutes are a true record of the meeting.

**59/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING
FOR INFORMATION**

59/23.1 Skip Area

Members were advised that the bin for general waste is not sufficient. Members were advised that it was a contracted service, and another bin could be requested. The Clerk will investigate and report to a future meeting.

59/23.2 Lettering on War Memorial

Members queried whether the lettering on the war memorial has been finished. They were advised that this hasn't happened.

59/23.3 Cemetery Visitor

This will be added as a standing item on the agenda.

59/23.4 Correspondence

The Chair reported that they had received an email from a member of the public complaining about a number of items including turning off the water during the winter; 'closing' the cemetery during the Mill Weekends and a drop in standards of maintenance.

The water is turned off at the same time as the allotments. Turning the water off reduces the risk of burst pipes. The cemetery is not closed during the Mill Weekends. The road is closed and there has only been one or two incidents when the cemetery has been closed when there was an aerial display and it had to be shut as it was in the fly over zone.

Regarding the claim that the cemetery is not well maintained, as there are no specifics listed, it is difficult to respond to this comment. The Clerk will respond directly to the member of the public.

59/23.4 Rose Arch

Members were advised that the Rose Arch has been fabricated, it awaits paint and then can be installed. Because of its weight, it needs to be anchored in concrete and the Town Rangers will undertake this.

60/23 REPORTS TO COMMITTEE

60/23.1 Cemetery Chapel and Toilet Block Survey

Members received the chapel and toilet block condition survey, and its contents were noted. Members were pleased to see that the toilets could be refurbished with a partial rebuild.

The Chairman had queried the need for a bat survey and the Clerk had received confirmation from the surveyor that a bat survey was recommended. Members agreed that it would be an opportunity to redesign part of the toilet block, to allow the Town Rangers, and any friends group that is formed, to have storage for tools and equipment. Members considered the installation of solar panels, but this would require a battery pack, and this would be cost prohibitive.

Members queried about the reduction in the beech tree adjacent to the chapel and were advised that this would happen at the end of January.

It was **RESOLVED** to:

- a) Commission an architect to partially redesign the toilet block for additional storage.***
- b) The drawings could then accompany the scheme of works and prices could be sought.***

60/23.2 Cemetery Handbook and Regulations

Members received the cemetery handbook and regulations for review.

On page 5 regarding the responsibility of the undertakers. Members requested that there is a better inspection regime when graves are dug and subsequently

infilled to ensure that the ground is not above ground level. The regulations state that this should be to the satisfaction of the Town Council. The gravediggers are supposed to come back and fill in any depressions at a later date. It was pointed out that the regulations state that the council contractor will infill any subsequent soil sink. This was noted and that the new Cemetery Officer would undertake to monitor this going forward.

Page 14 – A query was raised regarding the opening hours of the office. Members were advised that the office is open from 9-5 for telephone callers, and 10-4 for in person visitors (except Wednesday). The office hours will be removed.

Members were advised that there is no mention of the size of the plots for the interment of ashes that they are double plots, and this should be included in the information. There is no mention of the length of interment which is only mentioned in the deed of the purchase of the plot. It is 75 years. It should be included in the handbook and regulations.

It was **RESOLVED** that:

Amendments as above are included, and the handbook and regulations are updated accordingly.

60/23.3 Exhumation Fees

Members received a report on proposed exhumation fees. It was **RESOLVED** that:

The fee for the exhumation of ashes is set at £100.

60/23.4 Sundial – Lower Garden of Rest

Members considered the request to remove the sundial as it reduces access to the Garden of Rest by wheelchair users. There is an issue at the walled garden of rest, and this will be considered further at the site visit in May 2024. It was **RESOLVED** to:

Repair the sundial and leave it in situ.

60/23.5 Pest Control

Complaints have been received by the adjacent landowner who is losing crops due to rabbits in the cemetery. Members agreed that the Town Council had a duty of care to visitors to the cemetery to maintain a safe environment. It was **RESOLVED** to:

- a) Delegate to the Town Clerk the responsibility of pest control at the cemetery***
- b) Not oppose the reduction in the height of the hedge that is on the adjacent land.***

60/23.6 Cemetery Security

Members considered the current situation regarding the issuing of keys to open the cemetery gates. It was proposed that the town rangers open/close Monday-Friday and the key holders open/close at the weekends.

The deposit money will then be returned to the members of the public who hold keys, on receipt of the returned key. Members were advised that when the cemetery keys were 'sold', there is no record of who they were sold to. There will be signage installed, asking for anyone who 'brought' a cemetery key to return it to the office, where their money will be refunded.

It was **RESOLVED** to:

- a) Open/close the cemetery using either the town rangers or key holders.*
- b) Return deposits/fees for cemetery keys.*

60/23.7 Work Programme

Members received the Work Programme for this committee, and it was noted that the items discussed at this meeting would be added to this document.

61/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

There were no items.

62/23 CONFIDENTIAL ITEMS

To resolve to exclude the press and public for the consideration of the following items under the Public Bodies (Admissions to Meetings) Act 1960.

62/23.1 Cemetery Chapel Lease

Members received a report regarding the current lease arrangements for the cemetery chapel. It was **RESOLVED** to:

Enter into negotiations with Austins Funeral Directors about a new lease.

62/23.2 Cemetery Complaint

Members received a report regarding the handling of a complaint regarding the purchase of an ashes plot and subsequent issues. It was **RESOLVED** that:

The Chairman and Town Clerk to meet with the family concerned to come to an amicable solution.

63/23 DATE OF NEXT MEETING

Wednesday 20 March 2024

The meeting was closed at 1954.

MINUTES APPROVED (date): _____

SIGNED BY CHAIRMAN: _____

DRAFT

MINUTES OF THE MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON WEDNESDAY 17 JANUARY 2024 AT IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD

Committee Members present:

Councillors S Hayes (Chairman), S Buck, S Dhaliwal, D Matthews, J Smith, J Talbot

Also present:

Cllrs J Headington, N Venneear

A member of the public

E. Payne, Town Clerk

59/23 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs M Cooper, and it was **RESOLVED** to:

Accept the apologies.

60/23 DISCLOSURE OF MEMBERS INTERESTS AND REQUESTS FOR DISPENSATION

There were no declarations made.

61/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

No questions raised.

62/23 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Buildings Management Committee meeting held on 15 November and it was **RESOLVED** that:

The minutes are a true record of the meeting.

63/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

- 63/23.1 The Stotfold Group Neighbour Group hire the rear room of the Memorial Hall on a Friday for a seated exercise class. They have requested the installation of a barre, for balancing exercises, on one wall of the room, which they will pay for. The Committee agreed for the installation and the contractor undertaking the work will need to have access to the asbestos report.

64/23 REPORTS TO COMMITTEE

64/23.1 Redecoration of the Greenacre Centre

Members received a report regarding the redecoration of internal communal areas. In view of the library's relocation, it was considered that the lobby area would not be part of the areas to be redecorated as it is likely to get subject to high traffic during the rebuilding process. The library should be consulted on their colour scheme. it was **RESOLVED** to:

Obtain quotes for the redecoration of the council chamber, offices and toilets (male, female and disabled), Town Clerk's office for consideration at a future meeting.

64/23.2 Asbestos Survey

Members received quotations for an asbestos survey of the town council buildings. Members considered that if the Mossman Centre hadn't had a survey previously, then it should be undertaken, even if there was no asbestos found. Members considered a refurbishment survey might be a good idea for the Memorial Hall but if there is a management survey, then It was **RESOLVED** that:

Manestream Health and Safety Services are awarded the contract for the asbestos survey at a cost of £2,155.00.

64/23.3 CCTV POLICY INCLUDING PROCEDURE FOR SUBJECT ACCESS REQUEST

Members received a proposed policy for the management of the CCTV. Members noted that when the library is relocated to the Greenacre Centre, there will be a need to review this policy and work with them on a combined approach, if appropriate.

It was **RESOLVED** to recommend to Council that:

The CCTV policy is adopted.

64/23.4 Greenacre Centre Car Park Extension

Members received a proposed specification to extend the rear car park at the Greenacre Centre. Members considered the installation of EV charging points in this extended area. This would be included in the specification so the installation of these chargers could be considered at a future date.

Members considered the provision of disabled parking. It was noted that the school parents park in the front car park irrespective of whether they are disabled or not. As one of the bays is dedicated to the plot across the road so it was not feasible to increase the number of disabled spaces, and this should be considered when the spaces are marked out. It was **RESOLVED** to:

Approve the car park specification and advertise it through Contracts Finder.

64/23.5 Just Out

Members received a verbal report on the delegated decision of the Chairman and Town Clerk to allow Just Out to have a free hire of the Oak Room on 22 December 2023. It was **RESOLVED** to:

Note the delegated decision.

64/23.7 Work Programme

Members received the work programme for this committee. It was **RESOLVED** to:

Note the report.

65/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

There were no items.

66/23 CONFIDENTIAL ITEMS

To resolve the exclude the press and public for the consideration of the following items under the Public Bodies (Admissions to Meetings) Act 1960:

66/23.1 Library Update including Lease

Members received a confidential report on this matter, and it was **RESOLVED** to:

- a) Note the amendments outlined in the report.***
- b) Approve the heads of terms and instruct STC's solicitor to draw up an agreement to lease and lease documentation.***

66/23.2 Library Café update including Lease

Members received a confidential report on this matter, and it was **RESOLVED** to:

- a) Confirm the terms and conditions for the lease.***
- b) Instruct STC's solicitors to draw up an agreement to lease and lease documentation.***
- c) Confirm that STC will pay for the costs of drawing up the lease.***

67/23 DATE OF NEXT MEETING

Wednesday 20 March 2024

The meeting closed at 2040.

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN:

DRAFT



STOTFOLD TOWN COUNCIL

CCTV CODE OF PRACTICE 2024

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1. INTRODUCTION AND OBJECTIVES

- 1.1 This code of practice has been written in accordance with the Information Commissioner's CCTV Code of Practice and the National Surveillance Commissioner's CCTV Code of Practice.

This Code of Practice applies to all CCTV cameras operated and managed by Stotfold Town Council at the following sites:

- The Greenacre Centre
- Riverside Multi Use Games Area

The system owner and Data Controller is Stotfold Town Council. They are responsible for the ownership of the system with overall responsibility for ensuring this Code of Practice is adhered to and the system is properly maintained. The Town Clerk is the Data Processor, responsible for the day-to-day management of the system including data processing and management of the code of practice.

1.2 Statement in Respect of Human Rights Act 1998

The system owners have considered the obligations imposed by the above legalisation and consider that the use of cameras in the locations mentioned above is necessary proportionate and a suitable tool to help prevent and detect crime and disorder.

The system will be operated with respect to all individuals, without any discrimination on the grounds of gender, race, colour, language, religion, political opinion, national or social origin or sexual orientation.

1.3 Objectives of the System

The primary objective of the CCTV system is to protect Town Council owned property and increase the safety of the users of our facilities. The system will be used and data processed for the following purposes only:

- To prevent and detect crime, providing evidential material for criminal proceedings.
- To deter and detect incidents of anti-social behaviour, providing evidential material for criminal proceedings.
- To assist with other civil proceedings such as insurance claims.

The need to assist with personal safety will override any other requirements.

1.4 System Review

The system will be reviewed regularly to ensure it remains necessary, proportionate, and effective.

2. STATEMENT OF PURPOSE AND PRINCIPLE

2.1 Purpose

The purpose of this document is to state how the Owners and System Manager intend to use the system to meet the objectives and principles outlined in Section 1.

2.2 General Principles of Operation

The system will be operated in accordance with this Code of Practice and the Data Protection Act 1998 at all times. The system will be operated in due deference to the general right to respect for an individual and regard for their private and family life.

The public interest in the operation of this system will be safeguarded by ensuring the security and integrity of operational procedures.

2.3 Copyright

Copyright and ownership of all material recorded on the system, will remain with the Data Controller.

2.4 Monitoring and Recording Facilities

The images from the cameras located at the sites mention in this code, will be stored as follows:

The Greenacre Centre – stored on site.
Arlesey Road and Riverside – stored locally.

2.5 Processing and Handling of Recorded Material

No record material, whether digital, analogue, hard copy or otherwise will be released by the Data Processor unless it is in accordance with this Code of Practice.

2.6 Changes of this Code of Practice

All changes to this Code will be agreed by the Owners of the system.

3. PRIVACY AND DATA PROTECTION

3.1 Data Protection Legalisation

The operator of the system has been notified to the Office of the Information Commissioners in accordance with the current Data Protection Legalisation. Data will be processed in accordance with the Data Protection Act 1998, summarised as:

- All personal data will be processed fairly and lawfully.
- Personal data will be obtained only for the purposes specified.

- Personal data held will be accurate, relevant and not excessive in relation to the purpose for which the data is processed.
- Steps will be taken to ensure personal data is up to date.
- Personal data will be held for no longer than is necessary.
- An individual will be allowed to access their data in accordance with the relevant legalisation.
- Procedures will be implemented to prevent unauthorised access to, alteration, disclosure or loss of, or destruction of information.
- Information shall not be transferred outside of the European Economic area unless the rights of individuals are protected.

3.2 Request for Information – Subject Access Request

Any request from an individual for disclosure of personal data which they believe is recorded by virtue of the system will be directed in the first instance to the Data Processor and should be treated as a Subject Access Request.

Any person making such a request should use the form included as Appendix 2 including the fee of £10 and must be able to provide sufficient information to prove their identity and enable the data to be located.

If the relevant footage shows third parties and the provision of such could involve an unfair intrusion into their privacy of the third party, the footage will not be disclosed unless all third parties have provided written agreement of the relevant footage can be obscured.

In accordance with Section 29 of the Data Protection Act 1998, personal data processed for the prevention of crime and/or the apprehension or prosecution of offenders is exempt from the subject access provisions to the extent to which the application of the provisions to the data would be likely to prejudice these matters.

A request from an individual for footage for themselves is exempt from the provisions of the Freedom of Information Act. Instead, this request should be treated as a data protection subject access request as explained above.

4. ACCOUNTABILITY AND PUBLIC INFORMATION

This Code will be made available on the Council's website and upon request to the Data Processor.

5. ASSESSMENT OF THE SYSTEM

The operation of the system will be audited on an annual basis to check for compliance with this Code of Practice and to ensure the system meets the objectives specified in section 1.

6. MANAGEMENT OF RECORDED MATERIAL

6.1 Guiding Principles

For the purposes of this Code, 'recorded material' means any material recorded by, or as the result of, technical equipment which forms part of this system; this specifically includes images recorded digitally or on other media including still prints.

Every recording made by the use of the system has the potential for containing material that may need to be admitted in evidence at some point during the period of its retention. Members of the public must have total confidence that information recorded will be treated with due respect for private and family life. It is therefore imperative that all recorded is treated strictly in accordance with this Code of Practice until the final destruction of the material.

Access to and the use of recorded material will be strictly for the purposes defined in this Code of Practice only.

Recorded material will not be copied, sold or otherwise released or used for commercial purposes or otherwise made available for any use incompatible with this Code of Practice.

6.2 National Standard for Release of Data to a Third Party

Requests from the Police for footage for the prevention and/or detection of crime and disorder will be submitted to the Data Processor.

In complying with the National Standard, it is anticipated, as far as is reasonably practicable, to give effect to the following principles:

- Recorded material shall be processed lawfully and fairly and used only for the purposes defined in the Code.
- Access to recorded material will only take place in accordance with the National Standard and this Code.

Subject to compliance with this Code, the Police, and other agencies with a Statutory Authority to investigate and/or prosecute offences, may release details of recorded information to the media only in an effort to identify offenders or potential witnesses. In all cases this will need the permission of the Data Controller.

6.3 Footage and Recorded Material – Retention

Images are recorded by cameras are retained on the system for 28 days. After this time, the footage is erased.

When footage is released as recorded material a master copy is made and retained securely. This is retained for 7 years after which it is securely destroyed.

6.4 Register and Release of Recorded Material

Every item of recorded material that is produced is managed using specific software which provides a clear audit trail.

6.5 Prints of Recorded Material

Prints will be treated in the same manner as other recorded material and in accordance with this Code of Practice and the National Standard.

Appendix 1 - National Standard for the release of Data to Third Parties

All requests for the release of data shall be processed in accordance with this standard and the Code of Practice. All Police requests for footage needed for the prevention and/or detection of crime and disorder shall be dealt with by the Data Processor. Data to day responsibility for the operation of the CCTV system lies with the Data Processor.

1. Primary Request to View Data

- a) Primary requests to view data generated by a CCTV system are likely to be made by third parties for any one or more of the following purposes:
 - i. Providing evidence in criminal proceedings (e.g. Police and Criminal Evidence Act 1984, Crime Procedures and Investigations Act 1996, etc).
 - ii. Providing evidence in civil proceedings or tribunals
 - iii. The prevention of crime
 - iv. The investigation and detection of crime (may include identification of offenders).
 - v. The identification of witnesses
- b) Third parties, which are requested to show adequate grounds for disclosure of data within the above criteria, may include, but are not limited to:
 - i. Police (see note 1)
 - ii. Statutory (enforcing) authorities with powers to prosecute (e.g. Custom & Excise, Trading Standards etc).
 - iii. Solicitors (see note 2)
 - iv. Plaintiffs in civil proceedings (see note 3)
 - v. Accused persons or defendants in criminal proceedings (see note 3)
 - vi. Other agencies, according to purpose and legal status (see note 4)
- c) Upon receipt from a third party of a bona fide request for the release of data, the data controller shall:
 - i. Not unduly obstruct a third-party investigation to verify the existence of relevant data.
 - ii. Ensure the retention of data which may be relevant to the request, but which may be pending application for, or the issue of, a court order or subpoena. A time limit shall be imposed on such retention, which will be notified at the time of the request.
- d) In circumstances outlined in note (3) below, (requests by plaintiffs, accused persons or defendants), the Data Controller or nominated representative shall:
 - i. Be satisfied that there is no connection with any existing data held by the Police in connection with the same investigation.
 - ii. Treat all such enquiries with strict confidentiality.

Notes

- (1) The release of data to the Police is not to be restricted to the civil Police but could include (for example), British Transport Police, British Military Police, Ministry of Defence Police etc. Special arrangements may be put in place in response to local requirements.
- (2) Aside from criminal investigations, data may be of evidential value in respect of civil proceedings or tribunals. In such cases, a solicitor, or authorised representative of the tribunal, is required to give relevant information in writing prior to a search being granted. In the event of a search resulting in a requirement being made for the release of data, such release will only be facilitated on the instructions of a court order or subpoena. A charge may be made for this service to cover costs incurred.

In all circumstance, data will only be released for lawful and proper purposes.

- (3) There may be occasions when an enquiry by a plaintiff, an accused person, a defendant, or a defence solicitor falls outside the terms of disclosure or subject access legalisation. An example could be the investigation of an alibi. Such an enquiry may not form part of a prosecution investigation. Defence enquiries could also arise in a case where there appeared to be no recorded evidence in a prosecution investigation.
- (4) The data controller shall decide which (if any) 'other agencies' might be permitted access to data. Having identified those 'other agencies', such access to data will only be permitted in compliance with this Standard.
- (5) The Data Controller can refuse an individual request to view if sufficient or inaccurate information is provided. A search request should specify reasonable accuracy (could be specified to the nearest half hour).

2. Secondary Request to View Data

- a) A 'secondary' request for access to data may be defined as any request being made which does not fall into the category of a primary request. Before complying with a secondary request, the Data Processor shall ensure that:
 - i. The request does not contravene and that compliance with the request would not breach current legislation (e.g. Data Protection Act 1998, Human Rights Act 1998, section 163 Criminal Just and Public Order Act 1994 etc.)
 - ii. Any legislative requirements have been complied with (e.g. the requirements of the Data Protection Act 1998).
 - iii. Due regard has been taken of any known case law (current or past) which may be relevant.
 - iv. The request would pass a disclosure of 'public interest' (see note 1).
- b) If, in compliance with a secondary request to view data, a decision is taken to release material to a third party, the following safeguards shall be put in place before releasing the material:
 - i. In respect of material to be released under the auspices of 'crime prevention', written agreement to the release of the material should be obtained from a police officer not below the rank of Inspector. The officer should have personal knowledge of the circumstances of the crime/s to be prevented and an understanding of the CCTV Code of Practice.

- c) Recorded material may be used for bona fide training purposes such as police or staff training. Under no circumstances will recorded material be released for commercial sale or for entertainment purposes.

Note

- (1) 'Disclosure in the public interest' could include the disclosure of personal data that:
 - i. Provides specific information which would be of value or interest to the public wellbeing.
 - ii. Identifies a public health or safety issue.
 - iii. Leads to the prevention of crime.
 - iv. The disclosure of personal data which is the subject of a 'live' criminal investigation would always come under the terms of a primary request (see 3 above)

3. Individual Subject Access under Data Protection Legislation

- a) Under the terms of the Data Protection legalisation, individual access to personal data, of which that individual is the data subject, must be permitted providing:
 - i. The request is made in writing.
 - ii. A specified fee is paid for each search.
 - iii. The Data Controller is provided with sufficient information to suffice him/herself as to the identity of the person making the request.
 - iv. The person making the request provides sufficient and accurate information about the time, date, and place to enable the Data Controller to locate the information which that person seeks (it is recognised that a person making a request may not know the precise time. Under these circumstances, it is suggested that within one hour of accuracy would be a reasonable requirement).
 - v. The personal making the request is only shown information relevant to that particular search and which contains personal data of him/herself only, unless all other individuals who may be identified from the same information have consented to the disclosure.
- b) In the event of the Data Controller complying with a request to supply a copy of the data to the subject, only data pertaining to the individual should be copied (all other personal data which may facilitate the identification of any other person should be concealed or erased).
- c) The Data Controller is entitled to refuse an individual request to view data under these provisions if insufficient or inaccurate information is provided, however, every effort should be made to comply with subject access procedures and each request should be treated on its own merits.
- d) In addition to the principles within the Data Protection legislation, the Data Controller should be satisfied that the data is:
 - i. Not currently and as far as can be reasonably ascertained, not likely to become part of a 'live' criminal investigation.
 - ii. Not currently or as far as can be reasonably ascertained, not likely to become relevant to civil proceedings.
 - iii. Not the subject of a complaint or dispute which has not been actioned.
 - iv. The original data and that an audit trail has been maintained.
 - v. Not removed or copied without proper authority.
 - vi. For individual disclosure only (i.e. to be disclosed to a named subject)

4. Process of Disclosure

- a) Verify the accuracy of the request
- b) Replay the data to the requestee only (or a responsible person acting on their behalf).
- c) Only data relating to the request will be shown.
- d) It must not be possible to identify any other individual from the information being shown
- e) If a copy of the material is requested and there is no one site means of editing out other personal data, then the material should be sent to an editing house for processing prior to being sent to the requestee.

Note: The Information Commissioner's Code of Practice for CCTV makes specific requirements for the precautions to be taken when images are sent to an editing house for processing.

5. Media Disclosure

- a) In the event of a request from the media for access to recorded material, the procedures outlined under 'secondary request to view data' shall be followed. If material is to be released the following procedures shall be adopted.
 - i. The release of the material must be accompanied by a signed release document that clearly states what the data will be used for and sets out the limits for its use.
 - ii. The release form shall state that the receiver must process data in a manner prescribed by the data controller e.g. specific identifies/data that must not be revealed.
 - iii. It shall require that proof of any editing must be passed back to the Data Controller either for approval or final consent, prior to its intended use by the media (protecting the position of the Data Controller who would be responsible for any infringement of Data Protection legislation and the System Code of Practice).
 - iv. The release form shall be considered a contract and signed by both parties (see note 1)

Note: In the well case of *R v Brentwood Borough Council, ex parte Geoffrey Dennis Peck* (QBD, November 1997), the judge concluded that by releasing the video footage the Council had not acted lawfully. A verbal reassurance that the broadcasters would mask the identity of the individual had been obtained. Despite further attempts by the Council to ensure the identity would not be revealed, the television company did in fact broadcast footage during which the identity of Peck was not concealed. The judge concluded that tighter guidelines should be considered to avoid future accidental broadcasts. Attention is drawn in this respect, detailed in her Code of Practice summarised above.

6. Principles

In adopting a national standard for the release of data to third parties, it is intended, as far as reasonably practicable, to safeguard the individual's rights to privacy and to give effect to the following principles:

- a) Recorded material shall be processed lawfully and fairly and used only for the purposes defined in the Code of Practice for the system.

- b) Access to recorded material shall only take place in accordance with this standard and Code of Practice.
- c) The release or disclosure of data for commercial or entertainment purposes is specifically prohibited.

Appendix 2 - Subject Access Request Form

Stotfold Town Council CCTV System

Data Protection Act 1998

How to apply for Access to Information Held on the CCTV System

These notes explain how you can find out what information, if any, is held about you on the CCTV system. These notes are only a guide. The law is set out in the Data Protection Act 1998. Further information is obtainable from the Information Commissioners Office www.ico.org.uk

Your Rights

Subject to certain exemptions, you have the right to be told whether any personal data is held about you. You also have the right to a copy of that information in a permanent form except where the supply of such a copy is not possible or would involve disproportionate effort, or if you agree otherwise.

The Council will only give that information if it is satisfied as to your identity. If release of the information will disclose information relating to other individual(s), who can be identified from that information, the Council is not obliged to comply with an access request unless:

- The other individual has consented to the disclosure of the information, or
- It is reasonable in all the circumstances to comply with the request without the consent of the other individual(s).

The Council's Rights

The Council may deny access to information where the Act allows. The main exemptions in relation to information held on the CCTV system are where the information may be held for:

- Prevention and detection of crime
- Apprehension and prosecution of offenders

And giving you the information may be likely to prejudice any of these purposes.

Fee

A fee of £10 is payable for each access request, which must be in pounds sterling. Cheques to be made payable to 'Stotfold Town Council' or BACs payment to:

Account name: Stotfold Town Council
Sort Code:
Account Number:
Reference: CCTV – *Your name*

The application form

When you have completed and checked this form, take, or send it together with the required TWO identification documents, photography and fee to:

Town Clerk, Stotfold Town Council, The Greenacre Centre, Valarian Way, Stotfold, Beds SG5 4HG

STOTFOLD TOWN COUNCIL
CCTV SURVEILLANCE SYSTEM
DATA PROTECTION ACT 1998

Section 1 – About Yourself	
<p style="text-align: center;">The information requested below is to help the Council: a) Satisfy itself as to your identify and b) find any data held about you. Please use BLOCK capitals</p>	
Title (Mr/Mrs/Miss/Dr etc	
Surname/Family Name	
First Name	
Maiden name/former names	
Sex (Male or Female)	
Height	
Date of Birth	
Place of Birth (Town & County)	
Your current home address	
	Post Code:
Telephone Number	

If you have lived at this address for less than 10 years, please give your previous addresses for the period.

Previous Address(es)	
Date of Occupancy (From/To)	
Previous Address(es)	
Date of Occupancy (From/To)	

Section 2 – Proof of Identity	
<p>To help establish your identify your application must be accompanied by TWO official documents that between them clearly show your name, date of birth and current address. For example, a birth/adoption certificate, driving licence, medical card, passport, or other official document that shows your name and address. Also, a recent, full face photograph of yourself Failure to provide this proof of identify may delay your application</p>	

Section 3 – Supply of Information	
You have a right, subject to certain to exceptions, to receive a copy of information in a permanent form. Please tick the box that applies.	
Do you wish to:	
a) View the information and receive a permanent copy	
b) Only view the information	

Section 4 – To help us find the information	
<p>If the information you have requested relates to a specific offence or incident, please complete this section. Please complete a separate box in respect of each different categories/incidents/involvement. Continue on a separate sheet in the same way if necessary. If the information you require relates to a vehicle, property or other type of information, please complete the relevant section overleaf.</p>	
Were you (tick box below)	
Victim of an offence	
A witness to an offence or incident	
Other – please explain	
Date(s) and time(s) of incident	
Place incident happened	
Brief details of incident	

Section 4 – Declaration	
Declaration to be signed by the applicant	
The information that I have supplied in this application is correct and I am the person to whom it relates.	
Signed by	
Date	

Document Revision History

Date	Version No	Revision
January 2024	V1	Date Adopted

STOTFOLD TOWN COUNCIL

MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 24 JANUARY 2024 AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD.

Committee Members present:

S Buck (Chair), S Hayes (Vice Chair), Mrs J Hyde, J Smith, B Saunders, J Talbot.

Also present:

Cllr Hayes (Virtually)

E Payne, Town Clerk

102/24 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Cooper and Cllr Hayes (attending virtually). It was **RESOLVED** to:

Accept apologies.

103/24 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA

Cllr Smith declared an interest in item 108/24.2 as he is consultant to CloudyIT, the supplier of the Decisions software. He was present for the discussion but took no part in the vote.

104/24 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

There were no members of the public present.

105/24 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Establishment Committee meeting held on 20 December 2024. Members queried the resolution for the release of the Mossman EMR. It's use is specified in the minutes but not the resolution. There were no amendments proposed.

A further query was raised regarding the Staff Handbook and the specified relationships in the Bereavement Policy. It was explained that the Town Clerk has discretion to apply it.

It was **RESOLVED** that:

The minutes are a true record of the meeting.

106/24 CLERK'S REPORT, CORRESPONDANCE RECEIVED AND MATTERS ARISING FOR INFORMATION.

106/24.1 Code of Conduct Training

The Clerk is waiting for confirmation that the Code of Conduct training has been undertaken by all new councillors.

106/24.2 Register of Interest

Cllrs Matthew & Bendell have yet to complete their registers of interest with CBC.

106/24.3 Councillor Vacancy

The vacancy has been advertised and the Clerk has spoken with a resident who is interested in being co-opted. An application has not yet been received.

106/24.4 Learning Nest

Worknest are in the process of setting this up.

106/24.5 CCLA Investments

The bank mandate for the CCLA account has been signed this evening and will be processed.

It was RESOLVED that the Confidential Report, Staff Resources, is considered at this point of the meeting due to its implications on the Budget.

107/24. CONFIDENTIAL ITEMS

Members resolved to exclude the Press and Public for the consideration of the following items under the Public Bodies (Admissions to Meetings) Act 1960.

107/24.1 Staff Resources

Members received a confidential report regarding a reorganisation of the staff structure, which has been hastened in the light of the resignation of the Assistant Clerk. Members noted that this role has been split into two roles; Democratic Services Manager and Cemetery Officer, which was part of the proposed new structure, and is currently being advertised. Members considered the investment in staff to being able to deliver the Town Council's services is warranted.

It was **RESOLVED** to recommend to Council that:

The new staff structure is implemented.

108/24. REPORTS TO COMMITTEE

108/24.1 Decisions Software

Cllr Smith declared a personal, pecuniary interest in this item as they are a consultant to the supplier. He was asked to stay for the discussion, as he could explain how the software works, for the benefit of those councillors who had not attended the demonstration. They took no part in the vote.

Members received a report following a demonstration of the Decisions Software by CloudyIT. Members were advised of the benefits to the staff in preparing and distributing agendas, as well as the ability for all councillors to access up to date information on how items were progressing. Members were advised that the quotation included all software implementation; training for staff; and training for councillors.

Members were keen that Officers had the time to implement the decisions of the council, and this software would reduce some of the administration relating to meetings. There is a significant time saving in setting the agenda and compiling the minutes. There was also an interface for the direct publishing of agendas to the website. Whilst this may not be functional in the first instance, as the Town Council's website may not be able to interface with the software, any new website would be fully integrated.

It was **RESOLVED** to:

Purchase Decision Software at an implementation cost of £3,383.38 in year 1 and an ongoing cost of £1,295 annually.

108/24.2 BUDGET 2024-25

Members received a report with a proposed budget for 2024-25. Members asked when the budget statement would be released and the Clerk will take advice from CBC when they will be issuing Council tax statements, so that it can be released before the Annual Town Meeting on 7 March 2024.

It was **RESOLVED** to recommend to Council that:

- a) The budget as outlined in the report is adopted.***
- b) The precept is set at £913,482.***

108/24.3 Dispensations Policy

Members received a report with a proposed policy to handle the granting of dispensations. Members noted that Councillors do not have to apply for dispensation, it is entirely at their own discretion, provided that they have declared an interest in an item. The legislation says dispensation requests are decided by the Town Clerk or the Council. This policy requires requests to be agreed by Council/Committee that it relates to. Dispensations allowed meetings to proceed if they were in danger of being inquorate. Members asked the Clerk to clarify the agenda item when the dispensation is requested.

It was **RESOLVED** to recommend to Council that the:

Dispensations Policy is adopted.

108/24.4 Training and Development Policy

Members received a proposed policy for the handling of councillor and staff training.

Members discussed the needs of Councillors for training including IT; GDPR and finance which allows the Councillors to undertake their role effectively. Members asked if Finance training could be organised for all Councillors by an external contractor through BATPC.

It was **RESOLVED** to recommend to Council that:

The Training and Development Policy is adopted.

108/24.5 First Aiders and Fire Wardens

Members received a report on the current provision of first aiders and fire wardens within the organisation. Members felt that it was an important skill to have and that all staff should be trained in First Aid at Work. This would negate the need to pay an inducement to individuals to undertake these roles.

The frequency of fire alarm practices was then considered, with some organisations undertaking this quarterly, rather than the annual practice that is currently recommended. This would help ensure that new members of staff were familiar with the process. Fire warden training should also be applied to all staff, including Town Rangers, who are the ones who are testing the fire alarm, as well as the key holders. This would also be extended to the library café tenant.

Members considered the provision of free defibrillator training to the public after a post in the Stotfold News about the locations of defibrillators. The Clerk was asked to check if a defibrillator kit should be included in the cabinets (scissors, razor etc).

It was **RESOLVED** to:

- a) Note the first aid risk assessment attached to the report.**
- b) Organise First Aid At Work Training for all staff.**
- c) There is no need to remunerate staff as they will be trained.**
- d) First aid and fire alarm training to be offered to the staff in the new Library Café.**
- e) Organise a public training session for the defibrillators with First Aid for All at a cost of £150.00.**

108/24.6 Annual Town Meeting

Members received a report with an update on the organisation of the Annual Town Meeting. The format for the event will be works of the Town Council in the previous year and the projects in the year ahead. Cllr Hyde will present a report on all Stotfold charities.

Committee Chairmen are going to be asked to present a short report on their Committee's activities. The Clerk advised that the Police Commissioner would be attending. There is no invited speaker at the moment.

It was **RESOLVED** to:

Note the report and the discussion of the meeting regarding the format for the event.

108/24.7 LGPS Pension

Members received a report asking for the committee to ratify the Clerk's admittance to the LGPS.

It was **RESOLVED** to:

Admit Emma Payne to the Bedfordshire Local Government Pension Scheme.

108/24.8 Outsourcing Payroll

Members received a report to evaluate the feasibility and advantages/disadvantages of outsourcing payroll. Members considered that this would be an efficient use of Officer resources.

It was **RESOLVED** to:

Investigate outsourcing payroll at a future meeting.

108/24.9 Flexible Working Policy

Members received a report with a proposal to introduce a flexible working scheme for staff. Members noted that the previous use of TOIL was not well managed and had been abused by some staff and they wanted any mention of TOIL removed from the policy.

In a competitive recruitment market, it was attractive for future employees to know that they have a work-life balance and having a flexible working environment helps with this. The Town Clerk would have their flexible working agreed by the Chair/Vice Chairman, along with their holiday requests and training.

It was **RESOLVED** to recommend to Council to:

Adopt the Flexible Working Policy.

108/24.10 Policy Review

Members received two updated policies for review. Members were advised that the Code of Conduct policy will be considered at a future meeting.

It was **RESOLVED** to recommend to Council that the following policies are re-adopted:

- a) Councillor IT Device Usage Policy.***
- b) Councillor Mileage Claim Policy.***

108/24.15 Bank Reconciliation

Members received the bank reconciliation for November 2024. It was **RESOLVED** that:

The Bank Reconciliations for November 2024 inclusive were signed by the RFO and Cllr Buck.

108/24.16 Work Programme

Members received the Work Programme for this committee, and it was **RESOLVED** to:

Note the work programme.

109/24 DATE OF NEXT MEETING

27 March 2024

The meeting closed at 2005.

MINUTES APPROVED (date): _____

SIGNED BY CHAIR: _____



STOTFOLD TOWN COUNCIL

DISPENSATION PROCEDURE

Introduction

Parish Councils are responsible for determining requests for a dispensation from a Parish Councillor under Section 33 of the Localism Act 2011. This is because they are the 'relevant authority' under Section 27(6) of the Act.

This procedure explains:

- a) The purpose and effect of dispensations.
- b) The procedure for applying for a dispensation.
- c) The criteria for determining a dispensation.
- d) The terms of the dispensation.

Purpose and Effect of Dispensations

In certain circumstances, Councillors can be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable Pecuniary Interest. Provided Councillors act within the terms of their dispensation, there is no deemed breach of the Code of Conduct or the law. Section 31(4) states that dispensations may allow Councillors:

- a) To participate, or participate further in any discussion of the matter at the meeting(s); and/or
- b) To participate in any vote, or further vote, taken on the matter(s) at the meeting(s). If a dispensation granted, the Councillor remains in the room where the meeting considering the business is being held.

NB If a Parish Councillor participates in a meeting where they have a Disclosable Pecuniary Interest and they do not have a dispensation, they may be committing a criminal offence under s34 of the Localism Act 2011.

Process for Making Requests

Any Councillor who wishes to apply for a dispensation, must fully complete a Dispensation Request Form, and submit to the Clerk as soon as possible before the meeting, or failing that, at the start of the meeting where the dispensation is required.

A decision as to whether the dispensation shall be made by a majority vote of the Council or Committee for which the dispensation is required, and that decision is final. The request will confirm:

- a) The description and nature of the disclosable pecuniary interest to which the dispensation applies.
- b) Whether the dispensation is required at a meeting only or a discussion and vote

- c) The date of the meeting or period (not exceeding 4 years), for which the dispensation is being sought; and
- d) An explanation why the dispensation is required.

Subject to the above, dispensations will be considered by the Council or Committee when Declarations of Interest are considered on the agenda.

A dispensation may be granted in according with Standing Orders if having regards to all relevant circumstances, the following applies:

- a) Without a dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of business or
- b) Granting a dispensation is in the interest of the persons living in the Council's area or it is otherwise appropriate to grant a dispensation.

Terms of Dispensation

Dispensations may be granted for:

- One meeting
- For a period not exceeding four years

Disclosure of Dispensation

Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before commencement of any business to which it relates.

A copy of the dispensation will be kept with the Register of Interest.

Revisions:

Date Adopted	Date for Review	Any Comments
January 2024	January 2026	N/A

ANNEX 1

REQUEST FOR DISPENSATION

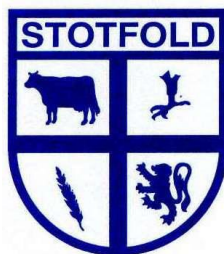
Councillors seeking dispensations under Section 33 of the Localism Act 2011 may do so using this form.

The matter for which dispensation is sought (refer to agenda item number if appropriate)	
Details of your interest in that business:	
Date of meeting or time period (up to 4 years) for which dispensation is sought.	
Dispensation request to: Participates, or participate further, in any discussion of that business.	Yes / No
Dispensation requested to: Participate in any vote , or further vote, taken on that business.	Yes / No
Reason(s) for Dispensation:	
33(2)(a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.	Yes / No
33(2)(c) the dispensation is in the interests of persons living in the Council's area	Yes / No
33(2)(c) that is it otherwise appropriate to grant a dispensation Reason:	Yes / No

Print Names:

Signature: Date:

Decision:	
Dispensation given: Yes / No	Length of Dispensation:
Date	Minute reference:
Signed:	Town Clerk:



STOTFOLD TOWN COUNCIL

TRAINING & DEVELOPMENT POLICY 2024

Stotfold Town Council is committed to the ongoing training and development of all Members and employees. The Council wants to ensure that staff and Members are provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and to be kept informed of new legalisation.

The purpose of this policy is to encourage Members and staff to undertake appropriate training, ensure necessary training is undertaken, allocate training in a fair manner and to ensure that all training is evaluated to assess its value.

The Council will commit to:

- Develop employees and Members to achieve the objectives of the Council.
- Regularly review the needs of, and to plan training and development for employees and Members.
- Regularly evaluate the investment in training and training budgets

Identification of Training Needs

There are various circumstances in which training needs may arise such as:

- Induction training
- Legislative requirements i.e., first aid, fire safety, manual handling
- Changes in legalisation
- Changes in internal systems
- New or reviewed qualifications become available.
- Accidents
- Professional error
- Introduction of new equipment
- New working methods or practices
- Complaints to the Council
- A request from a member of staff or Councillor
- Devolved services/delivery of new services.

Officers

An employee who feels they have a training need should in the first instance, discuss this with their line manager. Similarly, if it is felt that an employee needs training, the line manager will discuss this with the employee. Training needs should not be left to be identified during the annual appraisal process they may arise at any point of the year and

Training and Development Policy 2024

Date Adopted: January 2024
Next Review Date: January 2026

should be addressed as soon as possible. That said, training needs will be considered at each appraisal meeting.

The training need will be reviewed and assessed against the objectives of the Council, the responsibilities of the role and the development of the employee.

The current or any new Clerk to hold CiLCA or equivalent. The Clerk to be a Member of the Society of Local Council Clerks with training provided no less than the minimum requirement of Continuous Professional Development (12 points).

New Councillors and Employees

All new Councillors and employees will receive basic induction training on the workings of the Council, Council policies and governance. For staff this will include manual handling, cyber security and health and safety. For Councillors this will include Council finance, cyber security, assets and Code of Conduct Training.

Members

A Members folder will be provided for all newly elected Members setting out the Council's policies and procedures including Standing Orders and Financial Regulations.

If a Councillor feels they have a training need, they should discuss this in the first instance with the Clerk. They will be able to assess the request and ascertain whether this is something that all Councillors may be interested in/benefit from undertaking.

The Council will undertake a training needs analysis with Councillors soon after each Annual Meeting of the Council in May. This will encourage councillors to look at any personal development areas or knowledge gaps as a councillor that they wish to address and importantly, consider any training needs they feel they may have with regards to Committees they are member of following the Annual Meeting. This is particularly important with regards to committees who deal with human resources, finance and planning. On completing the training needs analysis, the results will be collated and reviewed by the Clerk, with training courses being identified by the Clerk. Any Member training is to be authorised by the Chairman.

Training should be prioritised to those Members who had not attended training previously. Consideration should be taken to ensure that not too many Members attend the same training course. Any post training handouts passed to Members should be disseminated to other Members who had not attended the training. A post training evaluation form should be completed by the Member.

Training Methods

There are different ways in which training, and development can be achieved:

Internally -	If training can be given utilising the in-house expertise and knowledge, this possibility will be explored. This often includes general IT training, training of specific work procedures or Council specific practices and legislation.
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- Day Workshops/Seminars - When Council officers receive information on workshops and seminars, this is shared with employees and Councillors, where relevant
- Conferences - Details of conferences are shared with employees and Councillors, again where relevant.
- Professional Qualifications - Training towards a professional qualification will often be sourced from an external provider and completed at a local training establishment.
- External Training Providers - There are numerous trainers available. When sourcing training from an external provider, the Council will also seek to obtain the best price and where possible, from a nearby location. This may involve working with other local Councils to pool together to organise relevant training.

Financial Implications

Each year, as part of the annual budget setting process, the Council will include a training budget for employees and Councillors. When calculating this, any training needs identified in the annual appraisal process and councillors training needs analysis will be taken into consideration.

All sponsored training must be appropriate to the needs of the Council and is subject to the availability of financial resources.

For approved courses, the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.

Employees or Councillors attending training outside of London Colney, may submit an expense claim to cover travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

Recouping Costs

It is standard practice that where the Council is covering the costs of an employee's training course or qualification, (this being a course or qualification rather than a one-day course or workshop), a written agreement will be made that if the employee leaves the Council's employ during a set period during or having completed the course, the employee will be expected to reimburse the Council as per the agreement. This does not apply to employees in apprenticeship positions.

Time Off Work

The Council will grant paid time off work for one off training courses lasting one day or less, providing these are approved with the line manager. Where a training course or workshops falls on an employee's non-working day, time off in lieu (TOIL) may be accrued for hours in attendance at the training.

An employee undertaking a longer training course or qualification will be required to use TOIL to cover these absences, the only exception here is with NVQ qualifications for

trainees sponsored by the Council or which paid leave from work will be granted, provided this is approved in advance by the Clerk.

Where an employee requires time off work for an exam or study leave prior to an exam, the Council will be flexible to ensure this time off can be granted using either TOIL or annual leave, providing adequate notice is given by the employee.

Evaluation

It is vital that any training undertaken is evaluated for effectiveness. Except for internal/on the job training, upon completing a training session/course/workshop, the employee or Councillor should complete a Training Evaluation Form and return this to the Clerk.

Report forms will be reviewed and collated annually as part of a report to the Establishment Committee.

The completion of these forms will also help assess whether the training is suitable for another individual at a future date and helps ensure any key points taken from the training are learned and/or acted on.

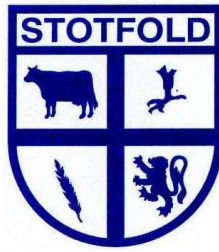
Record Keeping

Each employee and Councillor have a Training Log which is held securely by the Clerk. This log should be updated with any training undertaken. Copies of any attendance or qualification certificates should also be given to the Clerk to be held with these records.

These records will be kept in accordance with the Council's Document Retention policy, after which they will be disposed of as confidential waste.

Revisions:

Date Adopted	Date for Review	Any Comments
January 2024	January 2026	N/A



STOTFOLD TOWN COUNCIL
FLEXI TIME SCHEME
GUIDANCE FOR COLLEAGUES AND MANAGERS

1. INTRODUCTION

Stotfold Town Council is committed to creating a flexible and inclusive work environment that recognises and accommodates the needs of its employees. This flexible working policy outlines the guidelines for implementing and managing flexible working arrangements within the organisation.

It is inevitable that each employee will be obliged in the performance of duties on some occasions to work outside the standard 'office' hours i.e. 8am to 6pm.

When this happens a system of flexi time is available to compensate for otherwise lost personal leisure time. The purpose of this is to allow the employee some flexibility in working hours at the contracted hours are worked in a period.

2. GENERAL PRINCIPLES

- Employees will, where practically possible, organise their workload and time so that 'out of hours' duties or attendances are carried out as part of the normal contractual weekly hours, i.e. the total of 'out of hours' and 'office hours' will be 37 hours per week.
- Employees should ordinarily perform the work duties during normal working hours 8am to 6pm except when in the period in question (normally the week) the employee is required to attend visits, meetings, committee meetings, conferences, or other duties outside normal office hours.
- All employees should organise any flexi time requests so that sufficient cover will be in place amongst their team.
- Flexi time is not to be accumulated or approved in such a way that a change in normal working arrangements results (e.g. every Friday is a 'flexi day'). Flexi is exceptional rather than a regular or routine occurrence.
- As far as it consistent with the aims of the service and is practicable, the employee should try to arrange visits and other appointments in office hours.
- Employees may not take more than one working day per month (7.2 hours) as flexi (pro rata for part time employees), or be in deficit of one working day per month (pro rata for part time employees)

- Any employee found to be abusing this system will be liable to disciplinary procedures.

3. LINE MANAGERS

Line Managers are responsible for the day-to-day running of the flexible working hours scheme, and to ensure that there is adequate coverage to enable their service to run effectively.

Line Managers can request that employees provide them with sight of a 'virtual clock card' to support requests for flexi time at any point.

Line Managers will ensure that all employees are not working in a way that contravenes their wellbeing and work life balance, or, are not consistently working the hours for which they are paid.

4. CORE TIME & LUNCH BREAKS

Employees will normally form a 'regular' working pattern and we encourage any planned deviation to be discussed and agreed with the line manager.

Core time is 10.00 am to 4.00 pm on Mondays to Fridays and dependent upon agreed attendance patterns, employees ought to be in attendance during those hours on each of their working days.

Employees must take and record a lunch break of at least half-an-hour and may take up to two hours. Lunch breaks will normally be taken between 12.00 pm and 2.00 pm.

5. RECORDING PERIOD & CALCULATING HOURS

A 'virtual clockcard' record should be maintained and be available to be viewed by line managers upon request.

A working day for a full-time employee is 7.2 hours for a full time employee working over 5 days.

Absences for annual leave, special leave or sickness must be recorded using the standard daily hours figure (i.e. 3.6 hours for a half day or pro-rata equivalents for part time employees). Working time recorded should include official travelling time but this should not include time that is spent travelling between your home and usual place of work.

Each recording period is four weeks. Within that period employees are required to work their contracted hours.

Employees may accrue credit or debit hours up to a maximum of 10 hours (pro rata for part timers) and this credit or debit may be carried forward to the next accounting period.

Provided that the requisite number of hours are completed in any four-week accounting period employees may, subject to prior arrangement with their line manager, take one flexi day off per month (pro rata for part time employees).

Any overtime worked and 'claimed' as such cannot also be recorded so that it is taken as flexi time.



STOTFOLD TOWN COUNCIL

COUNCILLOR IT DEVICE USAGE POLICY

1. Background

- 1.1 Stotfold Town Council, at its meeting on 2nd December 2020 resolved to purchase IT devices for use by its councillors.
- 1.2 This policy aims to establish the appropriate use of the devices and establish proper use of the internet, social media, and emails by councillors.

2. Purpose of device

- 2.1 Stotfold Town Council has provided IT devices to its councillors for use at face-to-face council meetings and virtual council meetings or authorised permitted meetings on behalf of the council.
- 2.2 The device may also be used in the process of conducting councillor business, where authorised to do so, through councillor email and internet access.
- 2.3 SharePoint will be used by the office to share agendas and other council papers with councillors, accessible by each device.
- 2.4 Councillors are expected to check their council email accounts and SharePoint regularly and bring their device to each meeting of the council.
- 2.5 The Council will provide training for appropriate use of the devices, SharePoint and emails if required.
- 2.6 Councillors should note that information stored on or sent from and to the devices will be subject to Data Protection Act 2018 and Freedom of Information Act 2000 requests.

3. Data protection and security

- 3.1 The devices will be for Stotfold Town Council purposes only. Do not set up your personal email address, or any other email accounts, on this device.
- 3.2 Do not link up, download, or otherwise access personal third-party apps or services, including on demand TV and other media streaming services.
- 3.3 You will be provided with a Two Factor Authentication logon to the Council network. The password must not be recorded. If a password is forgotten, please contact IT Support for assistance.
- 3.5 You must not jailbreak your device (modify or remove restrictions to allow access to restricted sites or the downloading of prohibited software), or otherwise hack or tamper with it.
- 3.6 Councillors may access their councillor email from their device. Emails should not be kept longer than they are required, in line with our Information & Data Protection Policy.

Councillor IT Device Usage Policy

Date Reviewed: January 2024
Date to be reviewed: January 2026

- 3.7 Councillors should be aware of the characteristics of spam and phishing emails when using council provided devices, and should not reply to these emails, but add the sender to their email system's Blocked Senders List.
- 3.8 The council is the owner of all Stotfold Town Council information and the contents of Stotfold Town Council systems, together with everything which is created on, transmitted to, received on, or printed from, or stored or recorded on each device, in each case during the course of the council's business or otherwise on the council's behalf, irrespective of who owns that device.
- 3.9 Devices will be distributed to councillors on the agreement that they will be returned to Stotfold Town Council immediately should a councillor's term of office end for any reason.

4. User responsibility

- 4.1 Your device must be transported in a suitably protective case (such as a sleeve or padded backpack).
- 4.2 Handle your device with care and respect. Do not throw, damage, place heavy items on, or intentionally drop your device.
- 4.3 Only approved cleaning materials can be used to clean your device, such as laptop or tablet sprays and cloths.
- 4.4 Do not leave your device logged on and unattended.
- 4.5 Do not keep or leave your device unattended in vehicles.
- 4.6 Keep your device safe and secure at all times. You should know where your device is at all times.

5. Lost, damaged or stolen devices

- 5.1 Stotfold Town Council will adequately insure the device against loss and theft.
- 5.2 If your device becomes lost or has been stolen, report it to a member of staff immediately.
- 5.3 If your device has become damaged, report it to a member of staff and hand the device in to the office.
- 5.4 You must not attempt to carry out repairs to your device.
- 5.5 You must not solicit any individual or company to repair your device on your behalf.

6. Safeguarding and e-safety

- 6.1 Do not tamper with any device belonging to other councillors. Anyone found trying to access another councillor's device or associated content will be subject to disciplinary action.
- 6.2 Do not use your device to take photographs of others without their express permission.
- 6.3 Councillors are expected to abide by the Good Councillor Guide and by the Council's Code of Conduct when acting in an official capacity online, in emails and on social media.

- 6.4 You are strictly forbidden from using your device to create, store, access, view, download, distribute, send, upload inappropriate content or materials.
- 6.5 You are forbidden from using your device to partake in illegal activities of any kind.
- 6.6 Do not use your device to post images, movies or audio to a public facing part of the internet, without the express permission of all individuals imaged/recorded.
- 6.7 Confidential emails and councillor accessible cloud documents must not be shared with anyone outside the council.
- 6.8 The Council reserves the right to inspect the devices for the purpose of monitoring, recording and retaining any incoming and outgoing emails for security reasons and for monitoring compliance with this policy. You must therefore surrender your device upon request by the Town Clerk.
- 6.9 Internet Access Unacceptable Behaviour when using councillor devices
The following is deemed unacceptable use or behaviour:
- Visiting sites that contain obscene, hateful, pornographic or illegal material
 - Perpetrating any form of fraud, or software, film or music piracy
 - Using the internet to send offensive or harassing material to other users
 - Downloading commercial software or any copyrighted materials belonging to third parties, unless the download is covered or permitted under a commercial agreement or other such licence
 - Hacking into unauthorised system, sites or files
 - Publishing defamatory and/or knowingly false information about the council, staff, colleague councillors and/or residents on social networking sites, blogs, wikis, or any online publishing format
 - Revealing confidential information about the council on a personal online posting, upload or transmission; including financial information and information relating to customers, residents, business plans, policies, employees, councillors and/or internal discussions
 - Undertaking deliberate activities that waste council effort or networked resources
 - Introducing any form of malicious software into the council network
- 6.10 Email Usage Unacceptable Behaviour when using councillor emails and council devices
The following is deemed unacceptable use or behaviour:
- Distributing, disseminating or storing images, text or materials that are illegal, or might be considered indecent, pornographic or obscene.
 - Distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered harassment.
 - Use of council communications systems to set up personal businesses or send chain letters.
 - Forwarding council confidential messages to external locations
 - Accessing copyright information in a way that violates the copyright.
 - Breaking into the council's or another organisation's system or unauthorised use of a password or mailbox
 - Broadcasting personal views on social, political, religious, or other non-council related matters
 - Transmitting unsolicited commercial or advertising material
 - Undertaking deliberate activities that waste council effort or networked resources.
 - Introducing any form of computer virus or malware into the council's network

7. **Personal use**

- 7.1 The devices will remain the sole property of the council and as such should not be used for personal use by the councillor.
- 7.2 Councillors should only link their council email address to the device. No personal email addresses should be linked to the device.
- 7.3 Your device is not provided for personal use; it is to be used for Stotfold Town Council-related use only.
- 7.4 Do not grant access to your device to anyone, unless expressly authorised to do so by the Town Clerk.

8. **Alternative formats**

- 7.1 Disability Discrimination Act 1995 and Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018
- 7.2 Copies of this document in large print (A3 format) or larger font size, or any tables contained within this document in a screen reader accessible format can be made available on request from the council office or by telephoning 01462 730064 or by emailing the Clerk’s office enquiries@stotfoldtowncouncil.gov.uk

Revision History

Policy Adopted	27 January 2021
Date Reviewed	24 January 2024
Date for Next Review	January 2026



STOTFOLD TOWN COUNCIL

COUNCILLOR MILEAGE CLAIM POLICY

1. General principles

- 1.1 It is the policy of Stotfold Town Council to permit its Councillors to claim for mileage incurred for authorised duties.
- 1.2 The term Councillor will be deemed to be defined as a serving Councillor of Stotfold Town Council, and therefore includes co-opted Councillors.

2. Authorised duties

- 2.1 Mileage claims will be paid where Stotfold Town Council has asked a Councillor to attend to represent the Council, and shall include meetings, training, conference/seminars and events outside the Parish boundaries of Stotfold.
- 2.2 Mileage will not be paid where a Councillor attends a meeting, training, conference/seminar or event at their own will, or where it is within the Parish boundaries.

3. Method of travel

- 3.1 Own vehicle mileage will be paid and does not include public transport or other modes of transport.
- 3.2 Where a Councillor uses their own vehicle, they should ensure that the vehicle is in good working order, the correct vehicle insurance is in place, and it is taxed and MOT'd.
- 3.3 Good practice should be applied – car sharing when more than one person is attending.
- 3.4 Claims for parking charges, parking fines/traffic offence penalties and taxi journeys will not be permitted.

4. Mileage rate

- 4.1 Mileage will be paid at 45p per mile, in line with HMRC recommendations, for use of own vehicle, regardless of engine size.

5. Procedure

- 5.1 All mileage claims must be made on the supplied Mileage Claim Form and submitted to the Town Clerk for authorisation.

- 5.2 Claims must be made for the financial year in which they were accrued, back-dating of claims before the current financial year will not be authorised.
- 5.3 Claims should be made on a monthly basis.
- 5.4 The Clerk will check and approve claims and process payments in accordance with Council's payment policy.
- 5.5 Councillors should keep full records of expenses claimed and the reasons the expenses were incurred, so that they can provide appropriate evidence, if requested, to HMRC.
- 5.6 Records of Councillors claims will also be maintained by the Council.

END



STOTFOLD TOWN COUNCIL

Councillor mileage claim form

Name	
Address	

Journey to/from	Purpose of journey	Date	Miles claimed	Amount
Total amount of mileage expense claimed				£

DECLARATION:

I declare that the amounts claimed are correct, and that I have not made, and will not make, any false claims for expenses from Stotfold Town Council. The amounts claimed are strictly in accordance with Stotfold Town Council's Councillor Mileage Claim Policy 2018

Claimant signature: **Date:**

Please return completed form to

Kate Elliott-Turner, Town Clerk, Stotfold Town Council, The Greenacre Centre, Stotfold, Hitchin, Herts, SG5 4HG

Office use only:

Checked and authorised by:	Date:
Council meeting payment approved:	Payment date: Cheque number: Budget code:

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL

DATE: 31 JANUARY 2024

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: BUDGET 2024-25

1. SUMMARY

- 1.1 Setting the budget is one of the key statutory tasks undertaken by the Council, irrespective of its size. It is important that Members understand how the budget is put together and how it should be used. It is an essential tool for controlling the Council's finances and demonstrates that the Council will have sufficient income to meet its objectives and carry out its activities.

2. RECOMMENDATION

- 2.1 Members are asked to:

- a) Agree the budget attached to this report.
- b) Set the precept at £913,482.

3. BACKGROUND

- 3.1 Setting the budget has two main purposes:

- a) It results in the authority setting the precept for the year and provides a basis for monitoring progress during the year by comparing actual spending and income against planned spending and income.
- b) The budget sets the legal limit of spending pre-authorised by the authority, as required by the Local Government Act 1972.

- 3.2 It is essential that Members understand how the budget is put together and how it is used in the running of the authority. This includes regular reviews of income against expenditure and for larger authorities, a multi-year medium-long term financial plan.

- 3.3 The key stages in the budget process are:

- Deciding the form and level of the budget.
- Review the current year budget and spending.
- Determine the cost of spending plans.
- Assess levels of income.
- Bring together spending and income plans.
- Provide for contingencies and consider the need for general and earmarked reserves.
- Approve the budget.
- Confirm and submit the precept.
- Review progress against budget regularly through the year – at least quarterly including an year-end projection and a clearly minuted commentary of likely significant variances from budget.

- 3.4 The Annual Governance Statement requires Members to asset that they have put in place arrangement for effective financial management during the year; including the need to prepare and approve a budget in a timely manner before setting a precept and prior to the commencement of the financial year.
- 3.2 The precept requirement has resulted from an adequate budgetary process and that progress against budget is regularly monitored. This includes the review and establishment of any earmarked reserves as part of the budget assessment process.
- 3.4 Where there is a significant change to a budget code, these are listed below:

Cost Centre	Account Code	Budget	Amount	Comments
EARMARKED RESERVES				
EMR	9004	Mossman Centre	0	This EMR has been transferred to the Guide Association (Establishment Meeting 20/12/23).
EMR	9003	SE Forum	£17	Transfer to General Reserves
EMR	9005	Town Strategy	0.00	Used to The Haven Works
EMR	9006	Building Fund	£20,000.00	Increase
EMR	9009	Cemetery	0.00	No increase 2024/25. This fund will increase with the income from the 4G mast paid into the EMR.
EMR	9015	Rec Rolling Improvement	0.00	No increase 2024/25
EMR	9017	Streetlights	£10,000	Increase
EMR	9018	Rec MUGA	£10,000	Rename Riverside MUGA
EMR	9020	Est – Office Equipment	£5,000	Increase for new IT equipment e.g. laptops
EMR	9021	Elections	£5,000	Build up reserve
EMR	9022	Comm Leisure Centre	£5,000	Move to General Reserve
EMR	9023	Handyman Role	£8,139.52	Move to salaries budget 601.
EMR	9024	Christmas Lights	£2001.03	The event budget should be a revenue code with any EMR to build up reserve for future lights.
EMR	9029	Clerk of Works A Road	£119.00	Move to General Reserve
EMR	NEW	Arlesey Road MUGA	£10,000	New EMR

RECREATION				
21	203	Electricity	£2,250	New electricity supplier and end of contract
21	206	Maintenance & Repairs	£5,000	Increased budget to cope with additional repairs
22	203	Electricity	£30,000	Increase in contract price.
23	New	Income – CR Service Charge	£600	Consider increasing the amount charged to the charity for the administration of the CR allotments
23	206	Allotments Maintenance & Repairs	£1,000	Additional budget for more permanent signage
25	203	Hitchin Road Rec Electricity	£1450	Increase in contract price.
26	203	Brook Street - Electricity	£600	Increase in contract price.
27	206	Open space – maintenance and repairs	£30,000	Increase to £30,000 to consider the match funding for the Pitch Power grant from the FA (£60K)
27	212	Skip Hire	£7,000	Larger skip
27	237	Floral Planting	£3,000	Additional planters in the High Street are planned
28	2006	Agency Grants	0	Should be against cost centre 32 – Verges where the expenditure occurs
33	235	Arlesey Road – Pitch Maintenance	£8,000	Maintenance other than grass cutting e.g. slitting, seeding and Verti drain etc.

BUILDINGS				
51	Simpson Centre			
	With the departure of the library in Spring 2024, it is hard to determine what the budget for this asset is likely to be. Therefore, the Clerk has replicated the budget from last year.			
52	5001	Income Memorial Hall	£16,000	Conservative increase in income
52	508	Gas Memorial Hall	£4000	Increase with new contract
52	509	Electricity Memorial Hall	£2300	Increase with new contact
55	5008	Income GAC	£15,000	Library lease TBC
55	506	Water	£4,000	With the increased use of the kitchen/toilets after the library relocates, this has been increased from £3,000 to £4,000
55	508	Gas	£7,500	Increased from £6000
55	509	Electricity	£18,500	Increased from £17,500. The library and cafe will have its own electricity meters which will be recharged.
CEMETERY				
41	4001	Income – burials	£15,000	Increase from £12,000
41	4006	Income – plot purchase	£10,000	Increase from £8,000
41	409	Tree works	£10,000	Increase from £6,000
ESTABLISHMENT				
61	6004	Income – Interest	£50,000	Increase from new investment
61	601	Staff Salaries	£242,000	Increase in staff salaries for contractual increase. Any restructuring would be additional cost.
61	611	Insurance	£12,000	Increase in insurance premium as STC built assets will be revalued in 2024/25 with increase in insurance premium
61	NEW	Professional Fees	£2,000	New budget line to consider Rialtas EOY shutdown and other professional advice. £2K has been removed from

				subscription/licence budget (618)
61	612	Audit Fees	£3,000	Additional fees for new internal auditor
61	615	Maintenance/IT	£15,000	Cloud based Rialtas, 3 x new laptops and infrastructure: Decisions annual fee
61	618	Subscriptions/Licence	£10,000	Decrease by £2K (see above)
61	New	Vehicle Repayments, fuel, insurance, maintenance	£17,410	New budget items for the running costs of the two vehicles
61	New	Christmas Event	£15,000	New budget line
61	New	Stotfold 50	£50,000	New revenue budget for commemoration of Stotfold 50 Anniversary
61	New	Youth Work	£10,000	This is a new revenue budget for
61	New	Arlesey Road repayment	£4,000	New revenue budget to repay the loan to S106

4. RESERVES

- 4.1 The Clerk has taken advice from Rialtas about the Town Council's use of EMR. Currently the Council earmarks a reserve which is then used during the year to undertake various projects or revenue expenditure. This would be better undertaken by setting a revenue budget.
- 4.2 Earmarked reserves are funds set aside for specific projects, initiatives, or expenditures. These reserves allow councils to allocate resources based on their priorities, such as improving infrastructure, investing in community projects, or purchasing new equipment. Putting aside reserves for future projects, or sinking funds for future maintenance of buildings is a prudent planning process. They are not designed for projects like youth work, which should have a revenue budget.
- 4.3 Any unspent revenue budgets at the end of the financial year, can then be transferred into a reserve, rather than the general reserve.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Robust budget setting reduces the risk for inadequate budget provision
Resources	N/A
Equalities	N/A
Biodiversity	N/A
Financial	LGA 1972 Joint Panel on Accountability and Governance, Practitioners Guide March 2023

STOTFOLD TOWN COUNCIL - BUDGET 2024-25

Precept request	£913,481.70
2024/25 Committee Expenditure (see below)	£813,481.70
2024/25 EMR Requirements (see below)	£100,000.00
	£913,481.70

EMR	Opening Balance 01/04/2023	Net Transfers	Closing Balance	Forecast 2023/24	Proposed Increase 2024/25	EMR After Increase	
9002 EMR Working Capital	5,849.97	-1,136.74	4,713.23	4,713.23		4,713.23	
9003 SE Forum	17.00		17.00			17.00	
9004 Mossman	4,457.00		4,457.00			4,457.00	
9005 Town Strategy	9,803.93	-9,803.93	0.00	0.00		0.00	Used for The Haven Works
9006 Building Fund	130,428.00		130,428.00		20,000.00	150,428.00	
9008 Pitch Power Grant	0.00	11,784.00	11,784.00			11,784.00	
9009 Cemetery Projects	242,912.92	6,635.29	249,548.21	259,548.21		249,548.21	Increase from rent for 4G mast
9010 Teasel	450.00		450.00			450.00	
9015 Rec Rolling Improv	57,487.06	28,805.02	86,292.08			86,292.08	
9017 Street Lights	34,890.00	10,000.00	44,890.00		10,000.00	54,890.00	
9018 Riverside Rec MUGA	27,935.03	-26,335.88	1,599.15		10,000.00	11,599.15	
9020 Est Office Equip	4,343.55	3,500.00	7,845.55		5,000.00	12,845.55	
9021 Elections	15,858.00	-220.05	15,637.95		5,000.00	20,637.95	
9022 Comm Leisure Centre	5,000.00		5,000.00			5,000.00	
9023 Handyman Role	8,139.52		8,139.52			8,139.52	
9024 Christmas Lights	807.35	10,000.00	10,807.35	2,001.03	10,000.00	12,001.03	
9025 GAC Sinking Fund	122,735.00		122,735.00		20,000.00	142,735.00	
9026 Youth Work	2,438.00	11,260.00	13,698.00		0.00	13,698.00	
9027 S106 GAC	199,510.00	4,000.00	203,510.00			203,510.00	
9028 S106 Pixbrook	434,385.00		434,385.00			434,385.00	
9029 Clerks of Works A Road	119.00		119.00			119.00	
9030 Riverside Cpk Ext	40,000.00		40,000.00			40,000.00	
9031 S106 Prince Charles Ave	135,000.00		135,000.00			135,000.00	
9032 Treework	1,257.00	10,000.00	11,257.00		10,000.00	21,257.00	
9033 S106 Greenacre Park	827,872.30		827,872.30			827,872.30	
9036 Facilities Team Set Up	0.00	13,710.47	13,710.47			13,710.47	
NEW Arlesey Road MUGA Sinking Fund					10,000.00	10,000.00	
NEW Car Park Reserve						0	Income from EV chargers
	2,311,695.63	72,198.18	2,383,895.81	266,262.47	100,000.00	2,475,089.49	

Committee Summary	2022/23			2023/24			2024/25		
	2022/23 Income	2022/23 Expenditure	Net Inc over Expenditure	Income Forecast	Expenditure Forecast	Net Inc over Expenditure Forecast	Income	Expenditure	Net Inc over Expenditure
Recreation Summary	£6,788	£186,542	£179,754	£6,515	£166,228	£159,713	£6,615	£140,440	£133,825
Building Management Summary	£38,991	£186,542	£147,551	£15,590	£112,298	£96,708	£40,535	£119,150	£78,615
Cemetery Summary	£45,246	£50,877	£5,631	£26,000	£42,800	£16,800	£31,000	£26,850	£4,150
Establishment Summary	£19,348	£278,887	£259,539	£17,350	£389,302	£371,952	£25,350	£626,542	£601,192
Town Strategy	0	£5,165	£5,165	£0	£4,000	£4,000	£0	£4,000	£4,000
	£110,373	£708,013	£597,640	£65,455	£714,628	£649,173	£103,500	£916,982	£813,482

PRECEPT CALCULATION

	2023/23	2023/24	2024/25
Precept (£)	£638,610	£913,926	£913,482
£ increase		£275,316	-£444
Council Tax Base Increase	3569	3674 105	3741 67
Band D	£178.93	£248.76	£244.18
Band D % Increase		£69.82 39.02%	-£4.57 -1.84%
Precept % Increase		43.11	-0.05

STC Budget 2024-25 V5.xlsx
RECREATION

		Last Year's Actuals	Actual YTD (mth 6)	Current Annual Budget	Variance	Forecast for 2023/24	Proposed Budget 2024/25
Rec Grounds/Lands & Lighting							
<u>21 MUGA</u> (Riverside & Arlesey Road)							
203	Electricity	157	54	1,500	1,446	1,500	2,250
206	Maintenance & Repairs	87	18	1,200	1,182	1,200	5,000
Total Expenditure		5,641	72	2,700	2,628	2,700	7,250
Net Exp		5,641	72	2,700	2,628	-72	-2,700
<u>22 Street Lighting</u>							
203	Electricity	18,809	1,206	22,000	20,794	22,000	30,000
206	Maintenance & Repairs	11,185	1,756	20,000	18,244	20,000	20,000
Total Expenditure		29,994	2,962	42,000	39,038	42,000	50,000
Net Exp		29,994	2,962	42,000	39,038	42,000	50,000
<u>23 Allotments</u>							
2003	Income - Allotments	2,417	2,485	2,300	-185	2,500	2,000
NEW	Income - CR Service Charge	0	0	0	0	0	600
2011	Income - Common Rd Allots	0	468	0	-468		0
Total Inc		2,417	2,953	2,300	-653	2,500	2,600
202	Water Rates	812	389	1,000	611	1,000	1,000
206	Maintenance & Repairs	745	628	700	72	700	1,000
226	Pest Control	555	512	650	138	650	750
236	RBS Support Allotments	233	168	600	432	600	600
Total Exp		2,345	1,697	2,950	1,253	2,950	3,350
Net Exp over Inc		72	1,256	-650	-1,906	-450	-750

STC Budget 2024-25 V5.xlsx
RECREATION

		Last Year's Actuals	Actual YTD (mth 6)	Current Annual Budget	Variance	Forecast for 2023/24	Proposed Budget 2024/25
<u>25 Hitchin Road Rec</u>							
202	Water Rates	143	52	500	448	500	500
203	Electricity	538	219	1,000	781	1,000	1,450
231	Bowls Club Grant	266	312	3,650	3,338	3,650	3,650
Total Exp		947	583	5,150	4,567	5,150	5,600
Net Exp over Inc		947	583	5,150	4,567	5,150	5,600
<u>26 Brook Street Car Park & Toilet</u>							
201	Car Park Rates	1,060	1,060	1,500	440	1,500	1,500
202	Water Rates	376	108	500	392	500	500
203	Electricity	300	-3	0	3	300	600
206	Maintenance & Repairs	2,916	1,243	2,000	757	2,000	2,000
Total Exp		4,652	2,408	4,000	1,592	4,300	4,600
Net Exp over Inc		4,652	2,408	4,000	1,592	4,300	4,600

STC Budget 2024-25 V5.xlsx
RECREATION

		Last Year's Actuals	Actual YTD (mth 6)	Current Annual Budget	Variance	Forecast for 2023/24	Proposed Budget 2024/25
<u>27 Open Spaces</u>							
2005	Income - Open Spaces	7,288	6,134	6,000	-134	6,000	7,000
	Total Inc	7,288	6,134	6,000	-134	6,000	7,000
205	Legal & ROSPA	440	440	3,500	3,060	3,500	3,500
206	Maintenance & Repairs	37,714	12,750	15,000	2,250	15,000	30,000
207	Landscape/Grass Cutting Contr	40,195	8,690	110,000	101,310	50,000	5,000
209	Lease costs - CBC land	0	0	300	300	300	300
211	River lvel Drainage	19	0	10	10	10	20
212	Skip Hire	6,260	2,080	5,000	2,920	6,000	7,000
213	Subscriptions/Licences	126	0	250	250	250	250
223	Centenary Wood/Teasel	252	1,508	1,500	-8	1,508	1,500
225	Water Meter - The Green	61	18	60	42	60	70
237	Floral Planting	0	0	1,500	1,500	1,500	3,000
	Total Exp	105,288	25,486	137,120	111,634	78,128	50,640
	Net Exp over Inc	98,000	19,352	131,120	111,768	72,128	43,640
<u>28 Agency</u>							
2006	Income - Agency Grants	4,371	0	4,015	2,015	0	0
	Total Exp	4,371	0	4,015	2,015	0	0

STC Budget 2024-25 V5.xlsx
RECREATION

		Last Year's Actuals	Actual YTD (mth 6)	Current Annual Budget	Variance	Forecast for 2023/24	Proposed Budget 2024/25
<u>32 Verges</u>							
2006	Income - Agency Grants	4,371	0	4,015	4,015	4,015	4,015
	Total Inc	4,371	0	4,015	4,015	4,015	4,015
207	Grass Cutting Contract	23,661	4,272	110,000	105,728	25,000	5,000
	Total Exp	23,661	4,272	110,000	105,728	25,000	5,000
	Net Exp over Inc	19,290	4,272	105,985	101,713	20,985	985
<u>33 Arlesey Road playing field</u>							
201	Rates	0	0	1,000	0	1,000	1,000
232	Utilities	1,643	681	3,500	2,819	3,500	3,500
235	Pitch maintenance	6,500	0	0	0		8,000
	Total Exp	8,143	681	4,500	2,819	4,500	12,500
	Net Exp over Inc	8,143	681	4,500	2,819	4,500	12,500
<u>34 Green Wheel</u>							
233	Green Wheel	1,500	0	1,500	1,500	1,500	1,500
	Net Exp over Inc	1,500	0	1,500	1,500	1,500	1,500
		Last Year's Actuals	Actual YTD (mth 6)	Current Annual Budget	Variance	Forecast for 2023/24	Proposed Budget 2024/25

STC Budget 2024-25 V5.xlsx
RECREATION

Rec Grounds/Lands & Lighting Summary

Income	6,788	2,953	6,315	3,362	6,515	6,615
Expenditure	186,542	38,161	313,935	272,774	166,228	140,440
Net Exp over Inc	179,754	35,208	307,620	269,412	159,713	133,825

STC Budget 2024-25 V5.xlsx
BUILDING

		Last Year's Actuals	Actual YTD (mth 6)	Current Annual Budget	Variance	Forecast for 2023/24	Proposed Budget 2024/25
Buildings Management							
<u>51 SIMPSON CENTRE</u>							
5003	Income - Simpson Centre	4,140	4,570	0	-4,570	-4,570	4,570
5004	Income - library utilities	2,000	0	0	0	2,000	2,000
5005	Income - Library lease	2,565	0	0	0	2,565	2,565
Total Income		8,705	4,570	0	-4,570	-5	9,135
505	Rates - Simpson	8,483	8,907	8,750	-157	8,750	9,100
507	Water Charges - Simpson	710	197	250	53	750	400
510	Electricity - Simpson	4,228	1,220	2,500	1,280	4,000	4,500
Total Exp		13,421	10,324	11,500	1,176	13,500	14,000
Net Exp over Inc		4,716	5,754	11,500	5,746	13,505	4,865
<u>52 MEMORIAL HALL</u>							
5001	Income - Memorial Hall	18,801	10,715	8,000	-2,715	15,000	16,000
Total Income		18,801	10,715	8,000	-2,715	15,000	16,000
504	Rates Memorial Hall	4,790	4,491	5,100	609	4,491	5,100
506	Water Charges - Memorial Hall	1,214	345	1,500	1,155	1,500	1,600
508	Gas - Memorial Hall	2,185	539	3,500	2,961	3,500	4,000
509	Electricity - Memorial Hall	528	1,192	1,800	608	1,800	2,300
Total Exp		8,717	6,567	11,900	5,333	11,291	13,000
Net Exp over Inc		10,084	4,148	-3,900	-8,048	3,709	3,000

STC Budget 2024-25 V5.xlsx
BUILDING

		Last Year's Actuals	Actual YTD (mth 6)	Current Annual Budget	Variance	Forecast for 2023/24	Proposed Budget 2024/25
<u>53 Buildings General</u>							
512	Maintenance	19,681	3,352	12,000	8,648	12,000	12,000
518	Bin Hire	2,320	1,054	5,000	3,946	5,000	5,250
538	Services Contracts	15,556	6,173	13,000	6,827	15,500	16,000
Total Exp		59,334	10,579	30,000	19,421	32,500	33,250
Net Exp over Inc		59,334	10,579	30,000	19,421	32,500	33,250
<u>55 GREEN ACRE CENTRE</u>							
5008	Income	11,136	195	250	55	195	15,000
5009	Income - Solar Panels FIT	349	369	250	-119	400	400
Total Inc		11,485	564	500	-64	595	15,400
504	Rates	13,224	15,207	14,300	-907	15,207	15,400
506	Water charges	884	213	3,000	2,787	3,000	4,000
508	Gas	3,982	1,590	6,000	4,410	6,000	7,500
509	Electricity	8,889	3,080	15,000	11,920	17,500	18,500
537	Cleaning contract	13,245	5,938	13,000	7,062	13,300	13,500
Total Exp		40,224	26,028	51,300	25,272	55,007	58,900
Net Exp over Inc		-28,739	-25,464	-50,800	-25,336	-54,412	-43,500

STC Budget 2024-25 V5.xlsx
BUILDING

					Forecast	Proposed
					for 2023/24	Budget
						2024/25
Last Year's Actuals						
Actual YTD (mth 6)						
Current Annual Budget						
Variance						
Building Management Summary						
Income		38,991	15,849	8,500	-7,349	15,590
Expenditure		121,696	53,498	104,700	51,202	112,298
Net Exp over Income		82,705	37,649	96,200	58,551	96,708
						78,615

STC Budget 2024-25 V5.xlsx
CEMETERY

		Last Year's Actuals	Actual YTD (mth 6)	Current Annual Budget	Variance	Forecast for 2023/24	Proposed Budget 2024/25
CEMETERY							
<u>41 CEMETERY</u>							
4001	Income Burials	19,000	7,925	9,000	1,075	12,000	15,000
4002	Income - Memorials and Plaques	6,031	2,340	4,000	1,660	4,000	4,000
4003	Income - Chapel Lease	2,000	833	2,000	1,167	2,000	2,000
4004	Income - Keys	1,955	0	0	0	0	0
4006	Income - Plot Purchase	16,260	1,525	8,000	6,475	8,000	10,000
Total Income		45,246	12,623	23,000	10,377	26,000	31,000
401	Rates	5,240	3,144	5,800	2,656	5,800	5,800
402	Waste Rates	106	41	300	259	750	300
404	Maintenance/Repairs Ex Cuts	3,298	415	4,000	3,585	4,000	4,500
405	Grounds Maintenance	25,457	4,687	80,000	75,313	25,000	5,000
408	Pest Control	680	50	650	600	650	650
409	Tree Works	6,038	80	6,000	5,920	6,000	10,000
411	RBS Cem Package	296	377	600	223	600	600
Total Expense		50,877	8,794	97,350	88,556	42,800	26,850
Cemetery							
Income		45,246	12,623	23,000	10,377	26,000	31,000
Expenditure		50,877	8,794	97,350	88,556	42,800	26,850
Net Exp over Inc		5,631	-3,829	74,350	78,179	16,800	-4,150

STC Budget 2024-25 V5.xlsx
ESTABLISHMENT

		Last Year's Actuals	Actual YTD (mth 6)	Current Annual Budget	Variance	Forecast for 2023/24	Proposed Budget 2024/25
ESTABLISHMENT							
61 ESTABLISHMENT							
6003	Income Miscellaneous	98	20	50	30	50	50
6004	Income - Interest	19,239	11,375	2,500	-8,875	17,000	25,000
6008	Income - Mayor Event	11	240	0	-240	300	300
Total Income		19,348	11,635	2,550	-9,085	17,350	25,350
601	Staff Salaries	136,793	85,587	230,000	144,413	230,000	344,691
602	Employers NI	12,861	7,354	34,500	27,146	15,000	24,428
603	ER Pension Cont	36,660	16,157	3,500	-12,657	38,200	51,063
604	Staff Training	4,052	1,809	5,000	3,191	5,000	5,000
605	Clerk's Expenses	261	0	1,500	1,500	500	500
607	Photocopier Costs	559	212	1,000	788	750	750
608	Telephone/Fax/ISDN	3,754	1,880	5,000	3,120	4,000	4,000
609	Postage	481	178	600	422	600	600
610	Stationery	3,856	350	2,500	2,150	2,500	2,750
611	Insurances	7,347	9,002	7,000	-2,002	9,002	12,000
612	Audit Fees	1,850	150	3,000	2,850	1,900	3,000
NEW	Professional Support	0	0	0	0	0	2,000
613	Legal Fees	2,433	0	5,000	5,000	5,000	5,000
614	Advertising	3,405	937	6,000	5,063	6,000	6,000
615	Maintenance/IT	14,897	4,336	12,000	7,664	12,000	15,000
618	Subscription/Licence	12,879	11,608	12,000	392	12,000	10,000
619	PWLB Loan Repayments	19,520	8,366	20,000	11,634	20,000	20,000
620	Civic Allowance	1,323	276	1,500	1,224	1,500	1,500
621	Bank Charges	529	187	600	413	600	600
627	Travel Expenses	73	74	250	176	250	250
630	Grants	5,650	7,107	15,000	7,893	15,000	15,000
631	Councillor Training/Mileage	89	0	1,000	1,000	1,000	1,000
NEW	Vehicle Repayments (S106)	0	0	0	0	0	2,410
NEW	Vehicle Insurance	0	0	0	0	0	5,000
NEW	Vehicle Fuel	0	0	0	0	0	5,000
NEW	Vehicle Maintenance	0	0	0	0	0	5,000
NEW	Christmas Event	0	0	0	0	0	15,000

STC Budget 2024-25 V5.xlsx
ESTABLISHMENT

		Last Year's Actuals	Actual YTD (mth 6)	Current Annual Budget	Variance	Forecast for 2023/24	Proposed Budget 2024/25
NEW	Stotfold 50	0	0	0	0	0	50,000
NEW	Youth Work	9,615	3,740	0	-3,740	8,500	15,000
NEW	Arlesey Road Repayments (S106)	0	0	0	0	0	4,000
Total Exp		278,887	159,310	366,950	207,640	389,302	626,542
Net Exp over Inc		259,539	147,675	364,400	216,725	371,952	601,192
<u>62 PRECEPT</u>							
6004	Precept	638,610	456,963	913,926	456,963	913,926	913,482
Total Income		638,610	456,963	913,926	456,963	913,926	913,482
Net Income		638,610	456,963	913,926	456,963	913,926	913,482

STC Budget 2024-25 V5.xlsx
Town Strategy

TOWN STRATEGY

71 TOWN STRATEGY

	Last Year's Actuals	Actual YTD (mth 6)	Current Annual Budget	Variance	Forecast for 2023/24	Proposed Budget 2024/25
701 Town Strategy	5165	0	4000	4000	4000	4000
Total Exp	5,165	0	4,000	4,000	4,000	4,000

Expenditure To be Approved At Jan 2024 Council meeting

	Supplier	Bldgs	Rec	Cem	Estab	Other		Net	Vat	Total
BACS	M J Ryall Building Supplies (A Rd Toilet , Tractor Shed)		183.29					183.29	34.29	217.58
BACS	M J Ryall Building Supplies (Town Sign, Tractor Shed)		88.00					88.00	17.60	105.60
BACS	M J Ryall Building Supplies (The Haven & Tree Guard)		15.96					15.96	3.19	19.15
BACS	Jack Poulton & Sons Ltd - concrete and take away waste at cemetery		450.00	450.00				900.00	180.00	1080.00
BACS	Box of Cakes - Bedfordshire day cake				85.00			85.00	0.00	85.00
BACS	Minster Cleaning - clearing fee for both GAC & Memo Hall	2169.34						2169.34	433.86	2603.20
BACS	The National Allotment Society - Annual Fee		55.00					55.00	11.00	66.00
BACS	Window Cleaner Fee	150.00						150.00	0.00	150.00
BACS	Wilstead - Hire skip 08/12/23		300.00					300.00	60.00	360.00
BACS	Youth Work - Dec Inv					360.00		360.00	72.00	432.00
BACS	Griggs Electrical Ltd - Electrical work @ A Rd MUGA		450.81					450.81	90.16	540.97
BACS	Refund the memorial hall booking deposit	250.00						250.00	0.00	250.00
BACS	SESE - Erect scaffolding +clean solar panel @ GAC	1750.00						1750.00	350.00	2100.00
BACS	UGP - Kiosk Playing Field @ A Rd Electricity		147.95					147.95	7.40	155.35
BACS	Matta Products Playground Safety Surfacing - matta supply @ GAC rec		3354.00					3354.00	670.80	4024.80
BACS	R Golder Ltd (Ground Main Consultancy)		800.00					800.00	0.00	800.00
BACS	G Burleys & Sons Ltd - xmas deco around the town					4795.00		4795.00	959.00	5754.00
BACS	Countrywide - Grass main contract		4320.41	1562.50				5882.91	1176.58	7059.49
BACS	HCC- SERCO Cleaning and stationery	162.45			156.52			318.97	63.79	382.76
BACS	Reimbursement - key holder uniform alteration fee	15.00						15.00	0.00	15.00
BACS	Reimbursement - key holder uniform alteration fee	15.00						15.00	0.00	15.00
BACS	Reimbursement - Town Ranger PPE		70.26					70.26	0.00	70.26
BACS	Reimbursement - Environmental Services Co-ordinator refreshment claim				8.60			8.60	0.00	8.60
BACS	Reimbursement - Town Ranger Mileage Claim				43.20			43.20	0.00	43.20
BACS	Reimbursement - Finance Assistant mileage + Flu vaccine claim				54.34			54.34	0.00	54.34
BACS	Reimbursement - Town Clerk assistant mileage claim				115.20			115.20	0.00	115.20
BACS	Stotfold Bowls Club - Fertiliser Fee		270.47					270.47	0.00	270.47
BACS	J.R. Scaffolding - provide and install stage scaffolding -Xmas Light					300.00		300.00	60.00	360.00
BACS	CPM Playgrounds Ltd - GRC play area repair grass mats &missing caps		660.00					660.00	132.00	792.00
BACS	Ocean Creative - TC Planter Graphic Stickers		132.00					132.00	26.40	158.40
BACS	Driveway Rejuvenation Ltd - Cemetery bin area & drainage and surfacing			7310.00				7310.00	1462.00	8772.00

BACS	SMG - Monthly IT Support Service				724.50			724.50	144.90	869.40
BACS	SMG - basic office365 training				325.00			325.00	65.00	390.00
BACS	Toolstation - repair material for town ranger		5.02					5.02	1.01	6.03
BACS	Toolstation - repair material for town ranger		5.82					5.82	1.17	6.99
BACS	AA Sherriff & Son -Over-Seeding and autumn fertiliser					11330.13		11330.13	2266.03	13596.16
BACS	AA Sherriff & Son -Over-Seeding and autumn fertiliser					4567.85		4567.85	913.57	5481.42
BACS	AA Sherriff & Son - A Rd sports field Drainage Lines Top-Up					10188.40		10188.40	2037.68	12226.08
BACS	St John Ambulance - Christmas Switch On					105.60		105.60	21.12	126.72
BACS	Onestop Promotions Ltd - Flags				140.27			140.27	28.05	168.32
BACS	ACE Fire & Security - upgrading intruder alarm	345.00						345.00	69.00	414.00
BACS	Windsock Company Ltd - Flagpole Main 2 sites - cemetery & GAC	302.50		302.50				605.00	121.00	726.00
BACS	Mid Beds Locksmiths Ltd - 2 mortice keys		17.00					17.00	3.40	20.40
BACS	Kompan - post at A Rd Play Area		179.33					179.33	35.86	215.19
BACS	Glasdon - Countryside Seat @ cemetery			799.12				799.12	159.83	958.95
BACS	Rogers Of Bedford Ltd - ISUZU company car Engine Oil Check		148.91					148.91	29.78	178.69
BACS	SSM- Stevenage Sheet Metal paint tree guard 6		504.00					504.00	100.80	604.80
BACS	SFL Mobile Radio Holdings Ltd - walkie talkie hire on Xmas event					124.50		124.50	24.90	149.40
BACS	HTC Fastenings Ltd - Barrier hire on Christmas event					600.00		600.00	120.00	720.00
BACS	Wadys - Install a timeclock @GAC	266.77						266.77	53.35	320.12
DD	Allstar Fuel Card - Diesel for the council Vehicle		5.95					5.95	1.19	7.14
DD	Allstar Fuel Card - Diesel for the council Vehicle		74.16					74.16	14.83	88.99
DD	Allstar Fuel Card - Diesel for the council Vehicle		85.59					85.59	17.12	102.71
DD	Allstar Fuel Card - Fuel card fee		8.84					8.84	1.77	10.61
DD	Mutual - Council vehicle insurance monthly payment		417.61					417.61	0.00	417.61
DD	Pitney Bowes - Postage				27.00			27.00	0.00	27.00
DD	SSE - Memorial Hall electricity	87.83						87.83	4.39	92.22
DD	SSE- MUGA electricity		194.07					194.07	9.70	203.77
DD	SSE - Brooker Street REC Electricity		100.92					100.92	5.05	105.97
DD	SSE - A Road		149.61					149.61	7.48	157.09
DD	SSE -the Simpson Centre Electricity Nov	248.66						248.66	12.43	261.09
DD	SSE - Street Light		715.52					715.52	35.78	751.30
DD	SSE - High Street Toilet		27.85					27.85	5.57	33.42

DD	Worldpay - Card payment transaction charge				56.91			56.91	2.20	59.11
DD	EE - monthly mobile fee				198.02			198.02	39.60	237.62
DD	Wave (Anglian Water The Simpson Centre 1)	79.43						79.43	0.00	79.43
DD	Wave (Anglian Water The Simpson Centre 2)	144.54						144.54	0.00	144.54
DD	Wave (Anglian Water Cemetery)			37.77				37.77	0.00	37.77
DD	Wave (Anglian Water Memo hall)	14.71						14.71	0.00	14.71
DD	Wave (Anglian Water the green)- We received the wrong bill, and the water company has been notified. They will reissue the invoice and refund the money in February.		1241.71					1241.71	0.00	1241.71
DD	Wave (Anglian Water Hitchin rd.)		117.91					117.91	0.00	117.91
DD	Wave (Anglian Water toilet)		61.35					61.35	0.00	61.35
DD	Wave (Anglian Water Allotment)		231.89					231.89	0.00	231.89
DD	Central Bed Council (NDR Simpson Centre pt)	314.00						314.00	0.00	314.00
DD	Central Bed Council (NDR Simpson Centre)	576.00						576.00	0.00	576.00
DD	Central Bed Council (NDR Brook Street car park)		106.00					106.00	0.00	106.00
DD	Central Bed Council (NDR Memorial Hall)	449.00						449.00	0.00	449.00
DD	Central Bed Council (NDR Cemetery)			314.00				314.00	0.00	314.00
DD	Central Bed Council (GAC)	1267.00						1267.00	0.00	1267.00
DD	IBT Ltd (phone, internet & calls)				187.25			187.25	37.45	224.70
DD	Sage (Payroll System)				27.00			27.00	5.40	32.40
DD	Cawleys Skip Hire (Cemetery)			41.40				41.40	8.28	49.68
DD	Cawleys Skip Hire (Memo Hall)	56.28						56.28	11.26	67.54
DD	Cawleys Skip Hire (GAC)	144.68						144.68	28.94	173.62
DD	Trade UK - cleaning pump	9.74						9.74	1.95	11.69
DD	Barclay credit card (Town Clerk)- union flag, Bedford day flowers				130.75			130.75	20.50	151.25
DD	Barclay credit card (assistant clerk)- Timetastic, Dunstable, plant food				127.65			127.65	22.87	150.52
PAYFLOW	Salaries	1077.29			15588.36			16665.65	0.00	16665.65
	Total	9895.22	15697.21	10817.29	17995.57	32371.48		86776.77	12,300.28	99,077.05

* Please note that, in accordance with the council's financial regulation and to prevent the possibility of errors, omissions and even fraudulent activity, these purchase invoices are

only paid and entered into the accounting system after being authorised by this monthly full council meeting. This means that the figures in the monthly committee report do not include the aforementioned invoices.

Income received in Dec 23 - report for Jan 24 council meeting

Date	Receipt No	Amount	Details	Simpson Centre	Memorial Hall	Greenacre Centre	Cemetery	Open space/ Allotments	Xmas Lights/ Other
28/11/2023	15876	6.00	Calendar Sale						6.00
28/11/2023	15877	17.00	Hire Memorial hall 25/11		17.00				
29/11/2023	15878	6.00	Calendar Sale						6.00
30/11/2023	15879	6.00	Calendar Sale						6.00
30/11/2023	15881	130.00	E H Crouch - interment E W				130.00		
30/11/2023	15882	12.00	Calendar Sale						12.00
30/11/2023	15883	869.00	Memorial Bench & Ashes Scattering				869.00		
30/11/2023	15884	300.00	Purchase burial plot				300.00		
01/12/2023	15885	6.00	Calendar Sale						6.00
01/12/2023	15886	6.00	Calendar Sale						6.00
01/12/2023	15887	6.00	Calendar Sale						6.00
04/12/2023	15888	6.00	Calendar Sale						6.00
05/12/2023	15889	12.00	Calendar Sale						12.00
05/12/2023	15890	375.00	E H Crouch Interment Fee				375.00		
06/12/2023	15891	18.00	Calendar Sale						18.00
06/12/2023	15892	12.00	Calendar Sale						12.00
06/12/2023	15893	6.00	Calendar Sale						6.00
06/12/2023	15894	12.00	Calendar Sale						12.00
07/12/2023	15895	6.00	Calendar Sale						6.00
07/12/2023	15896	122.40	Inv a 6466 - Shortmat Bowls		122.40				
07/12/2023	15897	6.00	Calendar Sale						6.00
07/12/2023	15898	19.96	Mulled Wine sales						19.96
08/12/2023	15899	6.00	Calendar Sale						6.00
08/12/2023	15900	6.00	Calendar Sale						6.00
12/12/2023	15901	18.00	Calendar Sale						18.00
14/12/2023	15902	6.00	Calendar Sale						6.00
14/12/2023	15903	413.12	SGNG - Inv a6470 & 6463		413.12				
18/12/2023	15904	20.00	Sold 4 Chairs						20.00
15/12/2023	15905	1.20	Photocopy						1.20

18/12/2023	15906	6.00	Calendar Sale							6.00
20/12/2023	15907	6.00	Calendar Sale							6.00
20/12/2023	15908	12.00	Calendar Sale							12.00
20/12/2023	15909	6.00	Calendar Sale							6.00
20/12/2023	15910	35.00	NR14 allotment fee					35.00		
20/12/2023	15911	29.94	Mulled Wine sales							29.94
20/12/2023	15912	6.00	Calendar Sale							6.00
22/12/2023	15913	9.98	Mulled Wine sales							9.98
29/11/2023	BACS	375.00	Benedict Funeral Directors - Intertment				375.00			
30/11/2023	BACS	286.90	Slimming World Inv			286.90				
30/11/2023	BACS	229.50	Karate Class Inv			229.50				
01/12/2023	BACS	70.00	Neville Funeral				70.00			
04/12/2023	BACS	74.69	Stotfold Football Club - Inv					74.69		
04/12/2023	BACS	47.25	Pix Gym Club - Inv			47.25				
04/12/2023	BACS	229.50	Pix Gym Club - Inv			229.50				
04/12/2023	BACS	127.66	Little Ruggers - Inv			127.66				
05/12/2023	BACS	344.25	RPATT - Table Tennis Club			344.25				
05/12/2023	BACS	219.10	Tanya Class - Inv			219.10				
06/12/2023	BACS	35.00	CR33B Allot					35.00		
07/12/2023	BACS	166.66	Austin & Son - Chapel Lease				166.66			
11/12/2023	BACS	44.50	Hire Memorial Hall 13/01/2024			44.50				
12/12/2023	BACS	20.00	Hire Memorial Hall 13/01/2024			20.00				
13/12/2023	BACS	420.00	Offley Memorial Ltd - Headstone				420.00			
15/12/2023	BACS	750.00	Satchells Estate - Christmas Donation							750.00
20/12/2023	BACS	31.00	Hire Memorial Hall 13/01/2024			31.00				
Total		6011.61			0.00	2132.18	0.00	2705.66	144.69	1029.08

Detailed Income & Expenditure by Budget Heading 24/01/2024

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Rec Grounds/ Lands & Lighting								
<u>21 MUGA</u>								
203 Electricity	157	317	1,500	1,183		1,183	21.1%	
206 Maintenance and Repairs	87	1,425	1,200	(225)		(225)	118.8%	
215 Staff Wages	5,397	0	0	0		0	0.0%	
MUGA :- Indirect Expenditure	5,641	1,742	2,700	958	0	958	64.5%	0
Net Expenditure	(5,641)	(1,742)	(2,700)	(958)				
<u>22 Lighting</u>								
203 Electricity	18,809	3,573	22,000	18,427		18,427	16.2%	
206 Maintenance and Repairs	11,185	8,139	20,000	11,861		11,861	40.7%	
Lighting :- Indirect Expenditure	29,994	11,713	42,000	30,287	0	30,287	27.9%	0
Net Expenditure	(29,994)	(11,713)	(42,000)	(30,287)				
<u>23 Allotments</u>								
2003 Income - Allotments Norton Rd	2,417	2,467	2,300	(167)			107.3%	
2009 Income- Allotments Common Rd	0	3,008	0	(3,008)			0.0%	
Allotments :- Income	2,417	5,475	2,300	(3,175)			238.0%	0
202 Water Rates	812	625	1,000	375		375	62.5%	
206 Maintenance and Repairs	745	716	700	(16)		(16)	102.3%	
226 Pest Control - Allotments	555	617	650	33		33	94.9%	
236 RBS Support Allotment	233	318	600	282		282	52.9%	
Allotments :- Indirect Expenditure	2,346	2,276	2,950	674	0	674	77.2%	0
Net Income over Expenditure	71	3,199	(650)	(3,849)				
<u>25 Hitchin Road Rec</u>								
202 Water Rates	143	319	500	181		181	63.7%	
203 Electricity	538	406	1,000	594		594	40.6%	
231 Bowls Club Grant	266	312	3,650	3,338		3,338	8.6%	
Hitchin Road Rec :- Indirect Expenditure	948	1,037	5,150	4,113	0	4,113	20.1%	0
Net Expenditure	(948)	(1,037)	(5,150)	(4,113)				
<u>26 Brook Street Car Park/Toilets</u>								
201 Rates	1,060	1,060	1,500	440		440	70.7%	
202 Water Rates	376	177	500	323		323	35.5%	

Detailed Income & Expenditure by Budget Heading 24/01/2024

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Electricity	300	82	0	(82)		(82)	0.0%	
206 Maintenance and Repairs	2,916	2,512	2,000	(512)		(512)	125.6%	
Brook Street Car Park/Toilets :- Indirect Expenditure	4,653	3,832	4,000	168	0	168	95.8%	0
Net Expenditure	(4,653)	(3,832)	(4,000)	(168)				
27 Open Spaces								
2005 Income - Open Space Other	7,288	6,850	6,000	(850)			114.2%	
Open Spaces :- Income	7,288	6,850	6,000	(850)			114.2%	0
205 Legal Fees / ROSPA	440	440	3,500	3,060		3,060	12.6%	
206 Maintenance and Repairs	37,714	27,650	15,000	(12,650)		(12,650)	184.3%	
207 Grass Cutting Contract	40,195	23,705	110,000	86,295		86,295	21.6%	
209 Lease Costs	0	0	300	300		300	0.0%	
210 Handyman Contract	20,221	0	0	0		0	0.0%	
211 River Ivel Drainage	19	0	10	10		10	0.0%	
212 Skip Hire	6,260	4,840	5,000	160		160	96.8%	
213 Subscriptions/Licences	126	0	250	250		250	0.0%	
223 Teasel /Centenary Wood	252	1,508	1,500	(8)		(8)	100.5%	
225 Water Meter - The Green	61	1,284	60	(1,224)		(1,224)	2139.6%	
237 Floral Planting	0	0	1,500	1,500		1,500	0.0%	
Open Spaces :- Indirect Expenditure	105,287	59,427	137,120	77,693	0	77,693	43.3%	0
Net Income over Expenditure	(97,999)	(52,577)	(131,120)	(78,543)				
28 Agency								
2006 Income - Agency Grants	4,371	0	4,015	4,015			0.0%	
Agency :- Income	4,371	0	4,015	4,015			0.0%	0
Net Income	4,371	0	4,015	4,015				
32 Verges								
207 Grass Cutting Contract	23,661	8,938	110,000	101,062		101,062	8.1%	
Verges :- Indirect Expenditure	23,661	8,938	110,000	101,062	0	101,062	8.1%	0
Net Expenditure	(23,661)	(8,938)	(110,000)	(101,062)				
33 Arlesey Rd Playing Field								
201 Rates	0	0	1,000	1,000		1,000	0.0%	
232 Utilities	1,643	1,505	3,500	1,995		1,995	43.0%	
235 Pitch Maintenance	6,500	0	0	0		0	0.0%	
Arlesey Rd Playing Field :- Indirect Expenditure	8,143	1,505	4,500	2,995	0	2,995	33.4%	0
Net Expenditure	(8,143)	(1,505)	(4,500)	(2,995)				

Detailed Income & Expenditure by Budget Heading 24/01/2024

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>34 Green Wheel</u>								
233 Green Wheel Expenditure	1,500	1,500	1,500	0		0	100.0%	
Green Wheel :- Indirect Expenditure	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>(1,500)</u>	<u>(1,500)</u>	<u>(1,500)</u>	<u>0</u>				
Rec Grounds/ Lands & Lighting :- Income	14,076	12,325	12,315	(10)			100.1%	
Expenditure	182,173	91,970	309,920	217,950	0	217,950	29.7%	
Movement to/(from) Gen Reserve	<u>(168,097)</u>	<u>(79,645)</u>						
<u>Cemetery</u>								
<u>41 Cemetery</u>								
4001 Income - Burials	19,000	13,535	9,000	(4,535)			150.4%	
4002 Income - Memorials & Plaques	6,031	6,033	4,000	(2,033)			150.8%	
4003 Income - Chapel lease	2,000	1,667	2,000	333			83.3%	
4004 Income -Keys	1,955	100	0	(100)			0.0%	
4005 Income - Plot Purchase	16,260	4,505	8,000	3,495			56.3%	
Cemetery :- Income	<u>45,246</u>	<u>25,840</u>	<u>23,000</u>	<u>(2,840)</u>			<u>112.3%</u>	<u>0</u>
401 Rates	5,240	3,144	5,800	2,656		2,656	54.2%	
402 Water Rates	106	96	300	204		204	31.9%	
404 Maintenance/Repairs & Ex Cuts	3,298	2,622	4,000	1,378		1,378	65.5%	
405 Grounds Maintenace Contract	25,457	10,937	80,000	69,063		69,063	13.7%	
407 Handyman Contract	9,762	0	0	0		0	0.0%	
408 Pest Control	680	539	650	111		111	82.9%	
409 Tree Surgery	6,038	400	6,000	5,600		5,600	6.7%	
411 RBS Annual Support Cem Package	296	377	600	223		223	62.8%	
Cemetery :- Indirect Expenditure	<u>50,876</u>	<u>18,114</u>	<u>97,350</u>	<u>79,236</u>	<u>0</u>	<u>79,236</u>	<u>18.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,630)</u>	<u>7,726</u>	<u>(74,350)</u>	<u>(82,076)</u>				
Cemetery :- Income	45,246	25,840	23,000	(2,840)			112.3%	
Expenditure	50,876	18,114	97,350	79,236	0	79,236	18.6%	
Movement to/(from) Gen Reserve	<u>(5,630)</u>	<u>7,726</u>						

Buildings Management51 Simpson Centre

5002 Income - Simpson Hall Hire	0	345	0	(345)			0.0%	
5003 Income - The Simpson Centre	4,140	5,605	0	(5,605)			0.0%	
5004 Income - Library Utilities	2,000	0	0	0			0.0%	

Detailed Income & Expenditure by Budget Heading 24/01/2024

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5005 Income - Library Lease	2,565	0	0	0			0.0%	
Simpson Centre :- Income	8,705	5,950	0	(5,950)				0
505 Rates - Simpson	8,483	8,907	8,750	(157)		(157)	101.8%	
507 Water Charges - Simpson	710	620	250	(370)		(370)	248.2%	
510 Electricity - Simpson	4,228	1,776	2,500	724		724	71.0%	
Simpson Centre :- Indirect Expenditure	13,421	11,303	11,500	197	0	197	98.3%	0
Net Income over Expenditure	(4,716)	(5,353)	(11,500)	(6,147)				
52 Memorial Hall								
5001 Income - Mem Hall	18,801	18,788	8,000	(10,788)			234.9%	
Memorial Hall :- Income	18,801	18,788	8,000	(10,788)			234.9%	0
504 Rate	4,790	4,491	5,100	609		609	88.1%	
506 Water Charges	1,214	360	1,500	1,140		1,140	24.0%	
508 Gas	2,185	1,264	3,500	2,236		2,236	36.1%	
509 Electricity	528	625	1,800	1,175		1,175	34.7%	
Memorial Hall :- Indirect Expenditure	8,717	6,740	11,900	5,160	0	5,160	56.6%	0
Net Income over Expenditure	10,083	12,049	(3,900)	(15,949)				
53 Building - General								
501 Staff Wages	12,478	0	0	0		0	0.0%	
512 Maintenance	19,681	9,802	12,000	2,198		2,198	81.7%	
516 Handyman Contract	9,299	0	0	0		0	0.0%	
518 Bin Hire	2,320	1,973	5,000	3,027		3,027	39.5%	
538 Service Contracts	15,556	10,850	13,000	2,150		2,150	83.5%	
Building - General :- Indirect Expenditure	59,334	22,625	30,000	7,375	0	7,375	75.4%	0
Net Expenditure	(59,334)	(22,625)	(30,000)	(7,375)				
55 Greenacre Centre								
5008 Income -GAC	11,136	229	250	22			91.4%	
5009 Income - Solar Panels FIT	349	369	250	(119)			147.5%	
Greenacre Centre :- Income	11,484	597	500	(97)			119.5%	0
504 Rate	13,224	15,207	14,300	(907)		(907)	106.3%	
506 Water Charges	884	268	3,000	2,732		2,732	8.9%	
508 Gas	3,982	3,471	6,000	2,529		2,529	57.9%	
509 Electricity	8,889	5,280	15,000	9,720		9,720	35.2%	
537 Cleaning Contract	13,245	9,510	13,000	3,490		3,490	73.2%	
Greenacre Centre :- Indirect Expenditure	40,223	33,735	51,300	17,565	0	17,565	65.8%	0
Net Income over Expenditure	(28,739)	(33,138)	(50,800)	(17,662)				

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Detailed Income & Expenditure by Budget Heading 24/01/2024

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Buildings Management :- Income	38,990	25,336	8,500	(16,836)			298.1%	
Expenditure	121,696	74,402	104,700	30,298	0	30,298	71.1%	
Movement to/(from) Gen Reserve	(82,705)	(49,067)						
Establishment & Admin								
<u>61 Establishment</u>								
6003 Income - Miscellaneous	98	41	50	9			82.4%	
6004 Income - Interest Received	19,239	39,294	2,500	(36,794)			1571.8%	
6008 Income - Mayor Event	11	240	0	(240)			0.0%	
Establishment :- Income	19,348	39,575	2,550	(37,025)			1551.9%	0
601 Staff Salaries	136,793	122,554	230,000	107,446		107,446	53.3%	
602 Employers NI	12,861	8,465	34,500	26,035		26,035	24.5%	
603 Ers Pension Contrib	36,660	18,846	3,500	(15,346)		(15,346)	538.5%	
604 Staff Training	4,052	7,107	5,000	(2,107)		(2,107)	142.1%	
605 Clerk's Expenses	261	301	1,500	1,199		1,199	20.0%	
607 Photocopier Costs	559	333	1,000	667		667	33.3%	
608 Telephone/Fax/ISDN	3,754	3,395	5,000	1,605		1,605	67.9%	
609 Postage	481	362	600	238		238	60.3%	
610 Stationery	3,856	2,291	2,500	209		209	91.6%	
611 Insurances	7,347	9,002	7,000	(2,002)		(2,002)	128.6%	
612 Audit Fees	1,850	2,400	3,000	600		600	80.0%	
613 Legal Fees	2,433	18	5,000	4,982		4,982	0.4%	
614 Advertising	3,405	4,862	6,000	1,138		1,138	81.0%	
615 Maintenance & Repairs/IT	14,897	12,472	12,000	(472)		(472)	103.9%	
618 Subscription/Licence	12,879	13,862	12,000	(1,862)		(1,862)	115.5%	
619 PWLB Loan Repayments	19,520	8,366	20,000	11,634		11,634	41.8%	
620 Civic Allowance	1,323	366	1,500	1,134		1,134	24.4%	
621 Bank Charges	529	375	600	225		225	62.6%	
627 Travel Expenses	73	287	250	(37)		(37)	114.8%	
630 Grants	5,650	9,557	15,000	5,443		5,443	63.7%	
631 Councillor Training/Mileage	89	90	1,000	910		910	9.0%	
Establishment :- Indirect Expenditure	269,273	225,310	366,950	141,640	0	141,640	61.4%	0
Net Income over Expenditure	(249,925)	(185,736)	(364,400)	(178,664)				
<u>62 Precept</u>								
6005 Precept	638,610	913,926	913,926	0			100.0%	
Precept :- Income	638,610	913,926	913,926	0			100.0%	0
Net Income	638,610	913,926	913,926	0				
Establishment & Admin :- Income	657,958	953,501	916,476	(37,025)			104.0%	
Expenditure	269,273	225,310	366,950	141,640	0	141,640	61.4%	
Movement to/(from) Gen Reserve	388,685	728,190						

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Detailed Income & Expenditure by Budget Heading 24/01/2024

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Town Strategy								
71 Town Strategy								
701 Town Strategy	5,165	0	4,000	4,000		4,000	0.0%	
Town Strategy :- Indirect Expenditure	5,165	0	4,000	4,000	0	4,000	0.0%	0
Net Expenditure	(5,165)	0	(4,000)	(4,000)				
Town Strategy :- Income	0	0	0	0			0.0%	
Expenditure	5,165	0	4,000	4,000	0	4,000	0.0%	
Movement to/(from) Gen Reserve	(5,165)	0						
Managed Funds								
85 Earmarked Reserves								
8001 Xmas Lights donations	6,383	3,241	0	(3,241)			0.0%	289
8002 Income EMR - Cemetery	5,803	10,068	0	(10,068)			0.0%	10,068
8006 S106 Income	1,223,242	3,720	0	(3,720)			0.0%	
8007 Income - Rec Ground Rolling	800	0	0	0			0.0%	
8008 Pitch Power Football Pitch Gra	0	11,784	0	(11,784)			0.0%	11,784
Earmarked Reserves :- Income	1,236,228	28,813	0	(28,813)				22,141
802 EMR-Working Capital	29,150	2,965	0	(2,965)		(2,965)	0.0%	2,965
806 EMR -Buildings Fund	1,804	0	0	0		0	0.0%	
809 EMR - PCemetery Projects/Paths	5,110	6,883	0	(6,883)		(6,883)	0.0%	6,883
815 EMR-Rec Ground Rolling Improve	5,744	39,250	0	(39,250)		(39,250)	0.0%	39,250
816 EMR-Norton Work Highway work	2,382	0	0	0		0	0.0%	
818 EMR Rec MUGA	22,067	26,787	0	(26,787)		(26,787)	0.0%	26,787
819 EMR - Allotment Hedging	1,090	0	0	0		0	0.0%	
820 EMR-Estab Office Equipment	19,090	1,385	0	(1,385)		(1,385)	0.0%	1,385
821 EMR-Estab election Fund	0	220	0	(220)		(220)	0.0%	220
823 Handyman set up	1,860	0	0	0		0	0.0%	
824 Christmas Lights	16,479	11,864	0	(11,864)		(11,864)	0.0%	11,864
826 EMR Youth Work	9,615	5,180	0	(5,180)		(5,180)	0.0%	5,180
832 Tree Work	8,743	0	0	0		0	0.0%	
833 EMR- S106 Greenacre Park	0	38,826	0	(38,826)		(38,826)	0.0%	38,826
835 EMR -S106 A Rd MUGA, Gym outdr	366,704	0	0	0		0	0.0%	
836 EMR- Facilities Team Setup	0	1,400	0	(1,400)		(1,400)	0.0%	1,400
Earmarked Reserves :- Indirect Expenditure	489,839	134,759	0	(134,759)	0	(134,759)		134,759
Net Income over Expenditure	746,389	(105,945)	0	105,945				
9000 plus Transfer from EMR	492,284	134,759						
9001 less Transfer to EMR	1,210,008	22,141						
Movement to/(from) Gen Reserve	28,665	6,672						

Continued over page

Detailed Income & Expenditure by Budget Heading 24/01/2024

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Managed Funds :- Income	1,236,228	28,813	0	(28,813)			0.0%	
Expenditure	489,839	134,759	0	(134,759)	0	(134,759)	0.0%	
Net Income over Expenditure	746,389	(105,945)	0	105,945				
plus Transfer from EMR	492,284	134,759						
less Transfer to EMR	1,210,008	22,141						
Movement to/(from) Gen Reserve	28,665	6,672						
Grand Totals:- Income	1,992,499	1,045,814	960,291	(85,523)			108.9%	
Expenditure	1,119,022	544,555	882,920	338,365	0	338,365	61.7%	
Net Income over Expenditure	873,477	501,259	77,371	(423,888)				
plus Transfer from EMR	492,284	134,759						
less Transfer to EMR	1,210,008	22,141						
Movement to/(from) Gen Reserve	155,753	613,876						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
9002 EMR - Working Capital	5,849.97	-2,964.79	2,885.18
9003 EMR - SE Forum	17.00		17.00
9004 EMR - Mossman	4,457.00		4,457.00
9005 EMR - Town Strategy	9,808.93		9,808.93
9006 EMR - Building Fund	130,428.00		130,428.00
9008 Pitch Power Football pitch gra	0.00	11,784.00	11,784.00
9009 EMR - Cemetery Projects	242,912.92	3,185.29	246,098.21
9010 EMR - Teasel	450.00		450.00
9015 EMR - Rec Rolling Imprv.	57,487.06	26,915.02	84,402.08
9017 EMR - Street Lights	34,890.00	10,000.00	44,890.00
9018 EMR - Rec MUGA	27,935.03	-26,786.69	1,148.34
9020 EMR - Estab Office Equip	4,345.55	2,115.32	6,460.87
9021 EMR - Estab Election	15,858.00	-220.05	15,637.95
9022 EMR - Cmty Leisure Centre	5,000.00		5,000.00
9023 EMR - Handyman Role	8,139.52		8,139.52
9024 EMR - Christmas Lights	807.35	-1,574.86	-767.51
9025 EMR - GAC Sinking Fund	122,735.00		122,735.00
9026 EMR - Youth Work	2,438.00	9,820.00	12,258.00
9027 EMR - S106 GAC	199,510.00	4,000.00	203,510.00
9028 EMR - S106 Pix Brook PA	434,385.00		434,385.00
9029 EMR - Clerk of Works A Rd	119.00		119.00
9030 EMR - Riverside Cpk Ext.	40,000.00		40,000.00
9031 EMR - S106 PC Ave	135,000.00		135,000.00
9032 EMR - Tree Work	1,257.00	10,000.00	11,257.00
9033 EMR - S106 Greenacre Park	827,872.30	-38,826.00	789,046.30
9036 EMR - Facilities Team Set Up	0.00	13,600.21	13,600.21
	2,311,702.63	21,047.45	2,332,750.08

Cllr John Talbot's Police Report

On 10th January 2024, I attended the Police Priority Settings meeting at Bedfordshire Police Headquarters. This was the first meeting where all the various Towns and Parishes have met since Pre-Covid.

Note Area 5 covering (Stotfold, Shefford, Arlesey, Clifton, Meppershall, Fairfield etc.) appears to have been the only Area that have continued to get together since Covid struck.

All the various areas gave a report on the activities, problems they have been currently "suffering" namely:

- ASB
- Drugs
- Speeding

I have asked Inspector Grant Maxted (Area 5) to send a copy of our area for all councillors.

At the full council meeting in December where Mr. Ian Delgano (Deputy PCC) gave a talk about his experience during a Police Ride-along and asked whether anyone else wanted to do the same. Well, I had been wanting to undertake a ride-along since before Covid so I eagerly applied. Emma was kind enough to make the arrangements and I subsequently received the appropriate forms to complete along with suitable photo ID.

Arrangement were made for me to attend Police HQ on Thursday 18th January 2024 for an 07:00 briefing and allocation of police resources. I was "paired" with PC's Tom and John in the Area Car.

With the briefing over we received a call about a female walking around Clophill dressed in PJ's and Dressing Gown so its down to the car and with Blues and Two's on we left the carpark. Down the A6 at 80+mph to get to Clophill to find NO female dressed as reported!! Ok back to HQ, get to the A421 (Bedford Bypass) and we head off towards the Black Cat roundabout with reports of an incident around Baldock, only to be re-directed back to Thurleigh, so its 90+mph back along the A421.

At Thurleigh it appeared that a First Responder from the Ambulance Service had stopped a driver who the Ambulance driver had reported as weaving all over the road. PC's Tom and John had words with both the Ambulance driver and then the other driver and it was agreed that "we" would follow the "offending" driver to see what might happen.

Having followed the driver for several miles at a sedate 30mph!!!! we got a call regarding an incident in Clifton. So back on the Bedford bypass at 104mph towards the Black Cat roundabout, then its down the A1 A1(M) at 106mph at all times with Blues and Two's going. Arrival at Clifton we received more information about the incident where the "victim" had apparently had Anthrax from a bag burst in his face. With this severity of incident this needed a Sergeant in attendance. So, one arrived to be followed by;

- A Fire Services responder
- An Ambulance responder
- A Fire Services engine

- A Fire Services Hazardous Substance Unit vehicle
- Two Ambulances

It turned out that the “victim” was a person with Mental Health issues and that no powder was found on the premises. So, after 1.5 hours of standing around it was back to HQ at a leisurely pace for lunch.

Next, we get a call that someone had seen a motor cycle take off with what looked like an” electric” bike on the back in the outskirts of Bedford so its back in the car and off we go again. Blues a Two’s on and Tom is weaving his way through traffic (what’s a Redlight? What’s a Traffic Island? we just either go through them or around them). Anyway, we got to the area and despite driving round we didn’t find anyone. Pc John spoke to the lady that had reported the incident and we later learnt that the owner had reported the bike as stolen.

So its back to the office and that was it!

It was so frustrating that despite Pc Tom best efforts we didn’t catch anyone.

So what did I learn from the Day with Bedfordshire Police?

- Drivers and their ability to drive are appalling – despite Blues and Two’s ringing in the ears, and lights flashing in their rear-view mirror’s drivers are not aware of their surroundings.
- Looks given by some drivers to us, as we “fight” our way through traffic well, if looks could kill, then we would be wearing wooden overcoats.
- It must be so frustrating that the Police cannot always solve the crime despite their best efforts.
- That “mental health” issues take up so much of their time.

Oh and YES, I want to do it again but next time in a Road Policing Unit vehicle.

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STOTFOLD TOWN COUNCIL

TERMS OF REFERENCE

COMMUNITY ENAGEMENT COMMITTEE

Membership of Committee

- Four Town Council Members of the Events and Community Committee are established at the Annual Meeting of the Parish Council or at its formation (as per Standing Orders);
- Up to two Co-opted members of the public may join during year if authorised by Town Council. These persons do not have a right to vote or to move or second a motion.
- The Chairman and Vice Chairman of the Council are ex-officio members of all meetings.
- Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members then the meeting will can continue as a working party, with all recommendations to be ratified by Council.

Frequency of Meetings

Between 4 and 6 six meetings in each full municipal year.

Decision/Delegated Powers

- The committee has delegated powers to deal with all the implementation and management of events that are promoted by the Town Council and its partners.
- To consider all aspects relating to planning and hosting of Council events, including health and safety requirements, road closures and notifications to Safety Advisory Group.
- To monitor and review each event.
- To include the annual Christmas celebration including the provision of festive lights.
- The Committee will endeavour to ensure that the Town Council and its committees make decisions, take actions and carry out projects that support the diverse communities within Stotfold.
- The Committee is to deal with day-to-day events related matters; making recommendations to Establishment Committee when required.
- To formulate a budget request for revenue expenditure/capital for the next financial year, ready to recommend to Establishment Committee's November meeting. This includes any charges for events including vendors, funfairs, catering etc.
- The Committee has delegated powers to spend within budget, other requests will be forwarded to the Establishment Committee.
- The Committee is authorised to establish time expired sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
- Communication and Consultation, including website, social, surveys.
- Delegated authority is given to the Town Clerk, Democratic & Governance Services Manager, and the Community & Engagement Officer to take decisions on the arrangements for council events.
- To report to the Establishment Committee on the outcome of its deliberations.

STOTFOLD TOWN COUNCIL - WORK PROGRAMME 2023/24

Meeting Date	Agenda Item		Description		Neccessity
06/03/24	Citizen's Award		To consider entries for Citizen Award		Community Engagement
	Residents Survey		Review of resident's survey results		Community Engagement
	Schools for the Future		Hayley Whittaker		CBC Education Department
	Planning Committee Refresh		To consider the handling of planning applications by the Town Council		N/A
03/04/24	Risk Management		To review the Council's risk management strategy and risk assessment		Internal Control
01/05/24	Q4 Income & Expenditure Report		To receive the Q4 income and expenditure report		Internal Control