

STOTFOLD TOWN COUNCIL

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



11 April 2024

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

You are hereby summoned to attend the Establishment Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 21 April 2024 at 7.15pm** for the purpose of transacting business detailed in the agenda.

Emma Payne
Town Clerk

Members of the public:

In addition to attendance in person, you are now able to observe our meetings by joining via [MS Teams](#). Join on your computer or mobile app [Click here to join the meeting](#) Please note, our meetings may be recorded for minute taking purposes, and will be deleted after minutes are approved.

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

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS**
 - a) Members to declare interests in respect of any item on the agenda
 - b) Proper Officer to consider written requests from members for dispensationsMembers are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.
- 3. PUBLIC SECTION (MAX. 15 MINUTES)**

Members of the public may speak on matters of concern, ask questions, or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. The order of speakers will be in order of notification. [Public Participation Policy](#) applies.
- 4. MINUTES OF PREVIOUS MEETING**

Members are asked to resolve to adopt the minutes of the Establishment Committee meeting held on 20 December 2023 as a true record of the meeting.
- 5. CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FOR INFORMATION**

6. REPORTS TO COMMITTEE

6.1 Grant Applications

To receive grant applications to be considered by this committee.

6.2 Budget 2023-24

To review the budget 2023-24, explanation of variances and possible adjustments to earmarked reserves.

6.3 Committee Structure and Calendar of Meetings 2024-25

To receive a report with a proposal for a restructuring of the committees and a proposed calendar of meetings for 2024-25

6.4 Town Council Telephone System

To receive a report on the telephone system at the Town Council in view of the staff restructuring.

6.5 Review of Policies:

To review the following adopted policy and recommend its re-adoption by Council.

a) Complaints Procedure

6.6 Bank Reconciliation

To note the bank reconciliation.

6.7 Work Programme

To receive this committee's work programme

7. DATE OF NEXT MEETING

To be confirmed.

MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 27 MARCH 2024 AT 7.30PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD.

Committee Members present:

S Buck (Chair), M Cooper (arrived 1945), S Hayes (Vice Chair), J Hyde, D Matthews, J Smith, B Saunders (arrived 1946), J Talbot.

Also present:

Cllr Headington

E Payne, Town Clerk

110/24 APOLOGIES FOR ABSENCE

There were no apologies for absence.

111/24 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA

Cllrs Hyde and Hayes declared a personal, non-pecuniary interest in item 115/24.2 as they are Trustees of the Eleemosynary Charity of William Field whose allotments are managed by the Town Council and item 115/24.1 regarding the grant for of St Mary's Church.

Cllr Talbot declared a personal, non-pecuniary interest in item 115/24.2 as he is an allotment holder at the Common Road Allotments.

112/24 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

There were no members of the public present.

113/24 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Establishment Committee meeting held on 24 January 2024. There was one typographical error which had been amended by hand.

It was **RESOLVED** that:

The minutes are a true record of the meeting.

114/24 CLERK'S REPORT, CORRESPONDANCE RECEIVED AND MATTERS ARISING FOR INFORMATION.

Nothing to report.

115/24. REPORTS TO COMMITTEE

115/24.1 Grant Applications

Members received grant applications. Members queried the grant application for Friends of Roecroft School and the amount of funding required for the project. Members felt that if

the grant was awarded, it should be held over until the remaining funds were in situ. It was **RESOLVED** to award the following grants:

- a) ***Stotfold Bowls Club - £1040 for a new cellar door***
- b) ***St Mary's C of E Academy - £1575.72 for SEND equipment***
- c) ***Friends of Roecroft School - £1500 towards installation of outdoor play area/stage which will be held over until the remaining funding is raised.***
- d) ***St Mary's Church - £1500 towards replacing the heating in the Church Hall.***

115/24.2 Management Fee for Common Road Allotments

Members received a report on the management fee currently levied by the Town Council to the Eleemosynary Charity of William Field for the management of the Common Road allotments.

It was **RESOLVED** to:

- a) ***Maintain the management fee as its current level***
- b) ***Review the management fee at the end of the contract***

1945 – Cllr Cooper arrived

1946 – Cllr Saunders arrived

115/24.3 Committee Structure and Calendar of Meetings 2024-25

Members received a report regarding a change of committee structure with an accompanying proposed calendar of meetings. A comparison of the Town Council's frequency of meetings compared to other town councils was discussed, which were bigger authorities who met less frequently. Members considered that the workload of the new committee structure would be too onerous, even if they met less frequently. The Clerk was asked to consider a structure with four committees and full terms of reference for these committees for consideration at the next meeting. It was **RESOLVED** to:

Consider the proposal for committee restructure to the next meeting.

115/24.4 Town Council Telephone System

Members were advised that this item will be deferred to the next meeting as the Clerk is waiting for a further quotation.

115/24.5 Business Continuity Plan

Members received a proposed Business Continuity Plan. It was **RESOLVED** to recommend to Council that:

Adopt the Business Continuity Plan

115/24.6 Review of Policies

Members received the following policies for review:

- a) Complaints Policy – this policy was incomplete and will be considered at the next meeting.
- b) Filming at Council Meetings – Members considered the policy and the implications it had on Members of Staff who had no choice but to be filmed and this should be

included in their Contract of Employment. The Town Clerk will take advice from the HR advisor.

- c) Public Participation Policy – Members considered removing the section relating to public participation only being allowed on items on the agenda. This would allow residents to attend meetings to discuss anything of concern or note to them.
- d) Press Policy – Members considered the policy and there were no amendments.

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

- a) **Filming at Council Meetings**
- b) **Public Participation Policy**
- c) **Press Policy**

115/24.7 Bank Reconciliation

Members received the bank reconciliations for January and February. It was **RESOLVED** that:

The Bank Reconciliations for January and February signed by the RFO and Cllr Buck.

115/24.8 Work Programme

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

Note the work programme.

116/24. 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.

116/24.1 Staff Resources

Members received a verbal update on the implementation of the new staff structure. The preferred candidate for the Cemetery Officer's role had declined the position. Members were advised that the Admin Officer, who looks after the allotments had tendered their resignation. The Clerk was proposing that the role of Cemetery Officer would be amalgamated into a new role of Cemetery & Allotment Officer and would be a full-time position. Members were advised on the latest position regarding recruitment and noted that Sian van der Merwe had been appointed as the Democratic Services Manager and Sarah Hassock as the Community Engagement Officer. The next positions to be filled would be the Cemetery & Allotments Officer followed by Public Realm Manager.

It was **RESOLVED** to:

Note the verbal report.

116.24/2 Staff Salary Incremental Increases

Members received a confidential report on the contractual salary scale increase, and it was **RESOLVED** to:

Note the report.

117/24 DATE OF NEXT MEETING

17 April 2024

The meeting closed at 2055.

SIGNED BY CHAIR: _____

MINUTES APPROVED (date): _____

DRAFT

STOTFOLD TOWN COUNCIL

COMMITTEE: ESTABLISHMENT
DATE: 21 APRIL 2024
OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK
SUBJECT: GRANT APPLICATIONS

1. SUMMARY

1.1 A grant application has been received from Just Out for consideration by this Committee:

2. RECOMMENDATION

2.1 Members are asked to consider the following grant application and advise the Clerk how they wish to proceed.

3. JUST OUT

3.1 A grant application has been received from Just Out for **£1000** to enhance their provision of equipment for the teenagers of Stotfold. They are looking to replace the basketball table, buy badminton sets and a football.

3.2 Just Out were awarded a grant in April 2023 of £1,000 to improve facilities at the Roecroft Centre, by installing a full concrete slab for a bike shelter.

3.3 Their application form and supporting accounts is attached to this report.

4. FINANCIAL

4.1 The Town Council has an annual grant budget of £15,000. This is the first application allocated to the 2024/25 budget.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Grants to be monitored in relation to the grant policy and criteria outlined.
Legals	GPOC held
Resources/Stakeholders	N/A
Contracts/Financial	Budget in place
Crime & Disorder	N/A
Equalities	Complied with Equalities Act
Biodiversity	N/A
Privacy Impact	N/A



STOTFOLD TOWN COUNCIL

APPLICATION FOR FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

Please ensure all sections are completed and refer to the attached guidance notes for assistance in completing your application. Should you wish to expand on a question, please continue on a separate sheet. Please ensure that the declaration at the end of the application form is signed and dated.

When completed please return this application and supporting documents to:

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

Tel: 01462 730064

Email: enquiries@stotfoldtowncouncil.gov.uk

ORGANISATION'S CONTACT DETAILS

Name of organisation	JUST OUT...
Contact name	Lorna Seymour
Position in organisation	Treasurer
Address for correspondence	[REDACTED]
Tel No. (day)	[REDACTED]
Email address	just.out.1943@gmail.com
Is your organisation a registered charity? If so, please give charity number	N/A

DETAILS OF ORGANISATION

Brief description of your organisation's aims

To provide a safe place for the teenagers in Stotfold to meet, take part in activities and have fun.

Please describe how the local community of Stotfold benefits from your organisation

The teenagers benefit from somewhere safe to meet friends. Their parents benefit in the knowledge that their children are in a safe environment. The community benefit as there are fewer young people hanging around the local shops and parks.

ABOUT THE PROJECT

Please give details of your proposed project and what you wish to use any grant awarded for (continue on separate sheet if necessary)

Our project is the provision of equipment to enhance the experience for the teenagers of Stotfold. We are looking to replace the basketball table, which was very popular until it got broken, and obtain a couple of badminton sets for the impending good weather! Also a decent football, outside use only, as the ones we have are cheap, cheerful and flat.

What is the total project cost? Please provide a breakdown of costs (continue on separate sheet if necessary)

Basketball machine		£700.00
Badminton sets inc. net	x 2	£200.00
Pickleball paddles		£ 50.00
Football and net		£ 50.00
		<hr/>
		<u>£1,000.00</u>

All on Amazon.

What amount are you requesting from the Council? (please **do not** leave this question blank, you must specify an amount)

£1,000.00

Have you received or applied for funding from any other source for this particular project? Please give details

No

FINANCIAL DETAILS

Does your organisation receive funding from other sources, if so, who?

The Eleemosynary Trust / Stotfold Community Christmas Fayre / F B Chain Ltd / Just Giving / First Step

How much funding will be provided from your own resources?

We are not able to contribute a great deal as the youth club endeavours to run on minimum funding and we do not charge for entry in order to make it all inclusive.

If successful in your application for grant funding, would you prefer to receive the funds by electronic transfer (BACS) or cheque?

Cheque

Who should the cheque be made payable to?

BACS

Please provide your bank account sort code, account number and name of account

09-01-29 / 65171787 JUST OUT

Together with your application, you must submit the following supporting information:

- **A copy of the latest available statement of the organisation's accounts (either last set of audited accounts or most recently approved balance sheet)**
- **If your application is to fund specific goods/services, a copy of quotations for the said goods must be supplied**

Signed on behalf of the organisation

Print name *Lorna Seymour*

Dated 28th March 2024

JUST OUT... @JOYCE'S

Income & Expenditure

1st Apr 23 - 31 Mar 24

	YTD	
Opening balance	£232.88	
Income		
Donations	900.00	First Step
	1,137.50	Christmas Fayre
Grants	1,000.00	Stotfold Town Council
	2,000.00	Eleemosynary Fund of William Field
Tuck shop	48.67	
Other Income		
Total Income	£5,086.17	
Expenditure		
Room Hire	1,850.00	Roecroft Centre
	700.00	Greenacres Centre
Bike standing	1,000.00	H Roe Charity Trust
Equipment	18.11	Badminton
Insurance	89.24	Policybee
Events	406.95	Summer activities / Halloween / Christmas / Easter
Tuck shop supplies	585.70	Includes free foods / pancakes
Total Expenditure	4,650.00	
Closing balance	£669.05	

STOTFOLD TOWN COUNCIL

COMMITTEE: ESTABLISHMENT
DATE: 21 APRIL 2024
OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK
SUBJECT: REVIEW OF BUDGET 2023-24

1. SUMMARY

- 1.1 A review of the income and expenditure report for 2023-24 has been undertaken with regard to possible budget virements, allocation of underspend budgets to EMRs and explanation of variances.

2. RECOMMENDATION

- 2.1 Members are asked to:
- a) Note the budget YTD
 - b) Recommend any budget virements or transfers to/setting up of EMRs.

3. BACKGROUND

- 3.1 Any budget where expenditure is less than 50% of budget or exceeds 125% of budget is listed below.
- 3.2 The Finance Officer has yet to input the invoices for March 2024. The end of year shut down will be 8 May 2024, the internal auditor will audit the accounts w/c 13 May 2024 and the AGAR will be signed off by the Council at their June meeting (before 30 June).

4. FINANCIAL

- 4.1 Please see below for an explanation of variances from budget.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	A regular review of income and expenditure and variances should be considered by councillors
Legals	N/A
Resources/Stakeholders	N/A
Contracts/Financial	Some of the variances are due to the fluctuation in the utility markets, other are down to budget forecasting.
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A
Privacy Impact	N/A

EXPLANATION OF BUDGET VARIANCES 2023-24

Cost Centre/Budget Code	Description	Expenditure YTD	Budget 2023-24	% Variance	Reason for variance
21	MUGA				
203	Electricity	£455	£1,500	30.3%	Floodlights fully operational from November 2023
22	Street Lighting				
203	Electricity	£5,054	£22,000	23.0%	
206	Maintenance & Repairs	£10,105	£20,000	50.5%	
23	Allotments				
202	Water rates	£625	£1,000	62.5%	
206	Maintenance & Repairs	£5,134	£700	733.5%	Hedge laying £3,687 not budgeted for. Should this be from EMR Rec Rolling Improvements
25	Hitchin Road Rec				
203	Electricity	£406	£1,000	40.6%	
231	Bowls Club Grant	£583	£3,650	16.0%	
26	Brook Street Car Park/Toilets				
202	Water Rates	£177	£500	35.5%	
206	Maintenance & Repairs	£2,879	£2,000	143.9%	Ad hoc cleaning services before TRs undertook role

27	Open Spaces					
205	Play Area Inspections	£440	£3,500	12.6%		
206	Maintenance & Repairs	£32,718	£15,000	218.1%	This account has been used for expenditure which was not factored in to the budget e.g. vehicle fuel. There was also additional toilet cleaning at Arlesey Road before the TRs were in situ as well as a new bench outside the surgery. There is also the additional recharge for legionella cleaning at the football club, which has not been repaid at the moment.	
212	Skip Hire	£6,640	£5,000	132.8%		Additional skip lifts
41	Cemetery					
402	Water rates	£96	£300	31.9%		
409	Tree Surgery	£2,000	£6,000	33.3%		
51	Simpson Centre					
507	Water Charges	£620	£250	248.2%		
52	Memorial Hall					
506	Water Charges	£360	£1,500	24.0%		
61	Establishment					
603	Employers Pension Contr	£36,528	£3,500	1043.7%	Budget error	
604	Staff Training	£7,773	£5,000	155.5%	Play area inspection training and other mandatory H&S training for Town Rangers	
611	Insurances	£9,002	£7,000	128.6%	Insurance premiums across the sector have increased due to inflationary issues.	

Detailed Income & Expenditure by Budget Heading 08/04/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
21 MUGA								
203 Electricity	157	455	1,500	1,045		1,045	30.3%	
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	1,880	2,700	820	0	820	69.6%	0
Net Expenditure	(5,641)	(1,880)	(2,700)	(820)				
22 Lighting								
203 Electricity	18,809	5,054	22,000	16,946		16,946	23.0%	
206 Maintenance and Repairs	11,185	10,105	20,000	9,895		9,895	50.5%	
Lighting :- Indirect Expenditure	29,994	15,158	42,000	26,842	0	26,842	36.1%	0
Net Expenditure	(29,994)	(15,158)	(42,000)	(26,842)				
23 Allotments								
2003 Income - Allotments Norton Rd	2,417	2,502	2,300	(202)			108.8%	
2009 Income- Allotments Common Rd	0	759	0	(759)			0.0%	
Allotments :- Income	2,417	3,261	2,300	(961)			141.8%	0
202 Water Rates	812	625	1,000	375		375	62.5%	
206 Maintenance and Repairs	745	5,134	700	(4,434)		(4,434)	733.5%	
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	6,694	2,950	(3,744)	0	(3,744)	226.9%	0
Net Income over Expenditure	71	(3,433)	(650)	2,783				
25 Hitchin Road Rec								
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	583	3,650	3,067		3,067	16.0%	
Hitchin Road Rec :- Indirect Expenditure	948	1,308	5,150	3,842	0	3,842	25.4%	0
Net Expenditure	(948)	(1,308)	(5,150)	(3,842)				
26 Brook Street Car Park/Toilets								
201 Rates	1,060	1,060	1,500	440		440	70.7%	
202 Water Rates	376	177	500	323		323	35.5%	
203 Electricity	300	140	0	(140)		(140)	0.0%	
206 Maintenance and Repairs	2,916	2,879	2,000	(879)		(879)	143.9%	
Brook Street Car Park/Toilets :- Indirect Expenditure	4,653	4,256	4,000	(256)	0	(256)	106.4%	0
Net Expenditure	(4,653)	(4,256)	(4,000)	256				

Detailed Income & Expenditure by Budget Heading 08/04/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>27 Open Spaces</u>								
2005 Income - Open Space Other	7,288	7,068	6,000	(1,068)			117.8%	
Open Spaces :- Income	7,288	7,068	6,000	(1,068)			117.8%	0
205 Legal Fees / ROSPA	440	440	3,500	3,060	3,060	3,060	12.6%	
206 Maintenance and Repairs	37,714	32,718	15,000	(17,718)	(17,718)	(17,718)	218.1%	
207 Grass Cutting Contract	40,195	35,566	110,000	74,434	74,434	74,434	32.3%	
209 Lease Costs	0	0	300	300	300	300	0.0%	
210 Handyman Contract	20,221	0	0	0	0	0	0.0%	
211 River Ivel Drainage	19	50	10	(40)	(40)	(40)	500.0%	
212 Skip Hire	6,260	6,640	5,000	(1,640)	(1,640)	(1,640)	132.8%	
213 Subscriptions/Licences	126	0	250	250	250	250	0.0%	
223 Teasel /Centenery Wood	252	1,789	1,500	(289)	(289)	(289)	119.3%	
225 Water Meter - The Green	61	66	60	(6)	(6)	(6)	109.9%	
237 Floral Planting	0	0	1,500	1,500	1,500	1,500	0.0%	
Open Spaces :- Indirect Expenditure	105,287	77,270	137,120	59,850	0	59,850	56.4%	0
Net Income over Expenditure	(97,999)	(70,202)	(131,120)	(60,918)				
<u>28 Agency</u>								
2006 Income - Agency Grants	4,371	4,371	4,015	(356)			108.9%	
Agency :- Income	4,371	4,371	4,015	(356)			108.9%	0
Net Income	4,371	4,371	4,015	(356)				
<u>32 Verges</u>								
207 Grass Cutting Contract	23,661	12,438	110,000	97,562	97,562	97,562	11.3%	
Verges :- Indirect Expenditure	23,661	12,438	110,000	97,562	0	97,562	11.3%	0
Net Expenditure	(23,661)	(12,438)	(110,000)	(97,562)				
<u>33 Arlesey Rd Playing Field</u>								
201 Rates	0	0	1,000	1,000	1,000	1,000	0.0%	
232 Utilities	1,643	2,203	3,500	1,297	1,297	1,297	62.9%	
235 Pitch Maintenance	6,500	0	0	0	0	0	0.0%	
Arlesey Rd Playing Field :- Indirect Expenditure	8,143	2,203	4,500	2,297	0	2,297	48.9%	0
Net Expenditure	(8,143)	(2,203)	(4,500)	(2,297)				
<u>34 Green Wheel</u>								
233 Green Wheel Expenditure	1,500	1,500	1,500	0	0	0	100.0%	
Green Wheel :- Indirect Expenditure	1,500	1,500	1,500	0	0	0	100.0%	0
Net Expenditure	(1,500)	(1,500)	(1,500)	0				

Detailed Income & Expenditure by Budget Heading 08/04/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
41 Cemetery								
4001 Income - Burials	19,000	16,165	9,000	(7,165)			179.6%	
4002 Income - Memorials & Plaques	6,031	6,465	4,000	(2,465)			161.6%	
4003 Income - Chapel lease	2,000	2,000	2,000	0			100.0%	
4004 Income -Keys	1,955	100	0	(100)			0.0%	
4005 Income - Plot Purchase	16,260	6,245	8,000	1,755			78.1%	
Cemetery :- Income	45,246	30,975	23,000	(7,975)			134.7%	0
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	3,285	4,000	715		715	82.1%	
405 Grounds Maintenance Contract	25,457	15,625	80,000	64,375		64,375	19.5%	
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	2,000	6,000	4,000		4,000	33.3%	
411 RBS Annual Support Cem Package	296	377	600	223		223	62.8%	
Cemetery :- Indirect Expenditure	50,876	25,065	97,350	72,285	0	72,285	25.7%	0
Net Income over Expenditure	(5,630)	5,910	(74,350)	(80,260)				
51 Simpson Centre								
5002 Income - Simpson Hall Hire	0	345	0	(345)			0.0%	
5003 Income - The Simpson Centre	4,140	5,950	0	(5,950)			0.0%	
5004 Income - Library Utilities	2,000	1,781	0	(1,781)			0.0%	
5005 Income - Library Lease	2,565	65	0	(65)			0.0%	
Simpson Centre :- Income	8,705	8,141	0	(8,141)				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	2,357	2,500	143		143	94.3%	
Simpson Centre :- Indirect Expenditure	13,421	11,885	11,500	(385)	0	(385)	103.3%	0
Net Income over Expenditure	(4,716)	(3,744)	(11,500)	(7,756)				
52 Memorial Hall								
5001 Income - Mem Hall	18,801	24,608	8,000	(16,608)			307.6%	
Memorial Hall :- Income	18,801	24,608	8,000	(16,608)			307.6%	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	2,471	3,500	1,029		1,029	70.6%	
509 Electricity	528	892	1,800	908		908	49.5%	
Memorial Hall :- Indirect Expenditure	8,717	8,213	11,900	3,687	0	3,687	69.0%	0
Net Income over Expenditure	10,083	16,395	(3,900)	(20,295)				

Detailed Income & Expenditure by Budget Heading 08/04/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
53 Building - General								
501 Staff Wages	12,478	0	0	0		0	0.0%	
512 Maintenance	19,681	14,676	12,000	(2,676)		(2,676)	122.3%	
516 Handyman Contract	9,299	0	0	0		0	0.0%	
518 Bin Hire	2,320	2,475	5,000	2,525		2,525	49.5%	
538 Service Contracts	15,556	14,756	13,000	(1,756)		(1,756)	113.5%	
Building - General :- Indirect Expenditure	59,334	31,907	30,000	(1,907)	0	(1,907)	106.4%	0
Net Expenditure	(59,334)	(31,907)	(30,000)	1,907				
55 Greenacre Centre								
5008 Income -GAC	11,136	217	250	33			86.8%	
5009 Income - Solar Panels FIT	349	369	250	(119)			147.5%	
Greenacre Centre :- Income	11,484	586	500	(86)			117.2%	0
504 Rate	13,224	15,207	14,300	(907)		(907)	106.3%	
506 Water Charges	884	399	3,000	2,601		2,601	13.3%	
508 Gas	3,982	5,609	6,000	391		391	93.5%	
509 Electricity	8,889	9,772	15,000	5,228		5,228	65.1%	
537 Cleaning Contract	13,245	13,081	13,000	(81)		(81)	100.6%	
Greenacre Centre :- Indirect Expenditure	40,223	44,068	51,300	7,232	0	7,232	85.9%	0
Net Income over Expenditure	(28,739)	(43,482)	(50,800)	(7,318)				
61 Establishment								
6003 Income - Miscellaneous	98	41	50	9			82.4%	
6004 Income - Interest Received	19,239	39,295	2,500	(36,795)			1571.8%	
6008 Income - Mayor Event	11	240	0	(240)			0.0%	
Establishment :- Income	19,348	39,576	2,550	(37,026)			1552.0%	0
601 Staff Salaries	136,793	228,357	230,000	1,643		1,643	99.3%	
602 Employers NI	12,861	17,933	34,500	16,567		16,567	52.0%	
603 Ers Pension Contrib	36,660	36,528	3,500	(33,028)		(33,028)	1043.7%	
604 Staff Training	4,052	7,773	5,000	(2,773)		(2,773)	155.5%	
605 Clerk's Expenses	261	723	1,500	777		777	48.2%	
607 Photocopier Costs	559	482	1,000	518		518	48.2%	
608 Telephone/Fax/ISDN	3,754	4,177	5,000	823		823	83.5%	
609 Postage	481	438	600	162		162	73.0%	
610 Stationery	3,856	2,987	2,500	(487)		(487)	119.5%	
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%	

Detailed Income & Expenditure by Budget Heading 08/04/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
614 Advertising	3,405	5,976	6,000	24		24	99.6%	
615 Maintenance & Repairs/IT	14,897	14,646	12,000	(2,646)		(2,646)	122.0%	
618 Subscription/Licence	12,879	14,022	12,000	(2,022)		(2,022)	116.9%	
619 PWLB Loan Repayments	19,520	16,731	20,000	3,269		3,269	83.7%	
620 Civic Allowance	1,323	481	1,500	1,019		1,019	32.1%	
621 Bank Charges	529	388	600	212		212	64.7%	
627 Travel Expenses	73	338	250	(88)		(88)	135.4%	
630 Grants	5,650	9,557	15,000	5,443		5,443	63.7%	
631 Councillor Training/Mileage	89	335	1,000	665		665	33.5%	
Establishment :- Indirect Expenditure	269,273	373,292	366,950	(6,342)	0	(6,342)	101.7%	0
Net Income over Expenditure	(249,925)	(333,716)	(364,400)	(30,684)				
62 Precept								
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				
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)				
85 Earmarked Reserves								
8001 Xmas Lights donations	6,383	3,334	0	(3,334)			0.0%	3,334
8002 Income EMR - Cemetery	5,803	10,068	0	(10,068)			0.0%	10,068
8006 S106 Income	1,223,242	4,795	0	(4,795)			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	29,981	0	(29,981)				25,187
802 EMR-Working Capital	29,150	3,800	0	(3,800)		(3,800)	0.0%	3,800
804 Mossman	0	4,457	0	(4,457)		(4,457)	0.0%	4,457
806 EMR -Buildings Fund	1,804	0	0	0		0	0.0%	
808 Pitch Power Football Pitch Gra	0	11,784	0	(11,784)		(11,784)	0.0%	11,784
809 EMR - PCemetery Projects/Paths	5,110	15,478	0	(15,478)		(15,478)	0.0%	15,478
815 EMR-Rec Ground Rolling Improve	5,744	75,071	0	(75,071)		(75,071)	0.0%	75,071
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

Detailed Income & Expenditure by Budget Heading 08/04/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
819 EMR - Allotment Hedging	1,090	0	0	0		0	0.0%	
820 EMR-Estab Office Equipment	19,090	7,583	0	(7,583)		(7,583)	0.0%	7,583
821 EMR-Estab election Fund	0	220	0	(220)		(220)	0.0%	220
823 Handyman set up	1,860	364	0	(364)		(364)	0.0%	364
824 Christmas Lights	16,479	16,304	0	(16,304)		(16,304)	0.0%	16,304
826 EMR Youth Work	9,615	6,380	0	(6,380)		(6,380)	0.0%	6,380
832 EMR - Tree Work	8,743	0	0	0		0	0.0%	
833 EMR- S106 Greenacre Park	0	39,486	0	(39,486)		(39,486)	0.0%	39,486
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	209,113	0	(209,113)	0	(209,113)		209,113
Net Income over Expenditure	746,389	(179,132)	0	179,132				
9000 plus Transfer from EMR	492,284	209,113						
9001 less Transfer to EMR	1,210,008	25,187						
Movement to/(from) Gen Reserve	28,665	4,795						
Grand Totals:- Income	1,992,499	1,062,493	960,291	(102,202)			110.6%	
Expenditure	1,119,022	826,250	882,920	56,670	0	56,670	93.6%	
Net Income over Expenditure	873,477	236,243	77,371	(158,872)				
plus Transfer from EMR	492,284	209,113						
less Transfer to EMR	1,210,008	25,187						
Movement to/(from) Gen Reserve	155,753	420,170						

STOTFOLD TOWN COUNCIL

COMMITTEE:	ESTABLISHMENT
DATE:	21 APRIL 2024
OFFICER RESPONSIBLE:	EMMA PAYNE, TOWN CLERK
SUBJECT:	COMMITTEE STRUCTURE AND CALENDAR OF MEETINGS 2024-25

1. SUMMARY

- 1.1 This committee asked the Clerk to revisit the proposals to reduce the number of committees and frequency of meetings and for it to be considered at this meeting.

2. RECOMMENDATION

- 2.1 Members are asked to:
- Consider the proposed Committee Structure as outlined below
 - Consider the Terms of Reference for these committees
 - Consider the calendar of meetings for 2024-25 as attached and if in agreement, recommend its adoption to Council.

3. BACKGROUND

- 3.1 The original proposal to reduce the number of committees from its current 7 to three main committees, with three ancillary committees (Town Strategy, Neighbourhood Plan and Planning) was rejected by this Committee as it felt that the larger committees were unwieldy and would mean that Councillors were disenfranchised as they would not be to attend as many council meetings as previously.
- 3.2 The revised committee structure, reintroduces a Building Management committee, making 4 main committees.
- Public Realm
 - Community Engagement
 - Governance & Resources
 - Building Management
- 3.3 The following committees would be renamed:
- Public Realm was Recreation Grounds, Public Land and Lighting
 - Governance & Resources was Establishment
- 3.5 Full Council would meet 9 times per annum. These meetings would normally be the first Wednesday of each month, except in January and August. The January meeting would be the end of the month to allow for the budget to be compiled and agreed. There would be no meeting in February.
- 3.6 The following committees would meet bi-monthly:
- Governance & Resources
 - Community Engagement
 - Building Management

- 3.7 Public Realm would have monthly meetings, with the exception of January and August.
- 3.8 Town Strategy would meet quarterly and Planning meeting as and when required. Neighbourhood Plan would meet when the project is restarted. These meetings would be held immediately before an existing committee meeting depending on the length of the agenda.
- 3.9 Revised Terms of Reference for these committees are attached for consideration.
- 3.9 Members are asked to be mindful of staff workload and that holding too frequent meetings, prohibits staff from taking annual leave as they are either compiling agendas or writing reports/undertaking actions from meetings.

4. FINANCIAL

- 4.1 There are no financial implications.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	The normal transparency regulations apply to all meetings which will be summoned in the usual manner, with minutes showing all decisions clearly.
Legals	LGA 1972, S12 para
Resources/Stakeholders	Staff resource
Contracts/Financial	N/A
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A
Privacy Impact	N/A

STOTFOLD TOWN COUNCIL – PROPOSED COMMITTEE STRUCTURE V2



	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25															
Mon			1											Mon														
Tue			2											Tue														
Wed	1	Annual Town Council Meeting	3	Public Realm		2	Building Management			1		2	Building Management	Wed														
Thu	2		4		1					2		3		1	Thu													
Fri	3		5		2			1		3		4		2	Fri													
Sat	4		6		3					4		1		1	Sat													
Sun	5		7		4					5		2		2	Sun													
Mon	6	BANK HOLIDAY	8		5					6		3		3	Mon													
Tue	7		9		6					7		4		4	Tue													
Wed	8	Public Realm	5	Public Realm	10	Community Engagement	7		4	Town Council	9	Town Council	6	Town Council	4	Town Council	8	Building Management	5	Public Realm	5	Town Council	9	Town Council	7	Annual Town Council Meeting	Wed	
Thu	9		6		11					9		6		6		10		8									8	Thu
Fri	10		7		12					10		7		7		11		9									9	Fri
Sat	11		8		13					11		8		8		12		10									10	Sat
Sun	12		9		14					12		9		9		13		11									11	Sun
Mon	13		10		15					13		10		10		14		12									12	Mon
Tue	14		11		16					14		11		11		15		13									13	Tue
Wed	15	Community Engagement	12		17	Governance & Resources	14		11	Public Realm	16	Public Realm	13	Public Realm	11	Public Realm	15	Community Engagement	12		12	Public Realm	16	Public Realm	14		14	Wed
Thu	16		13		18					16		13		13		17		15									15	Thu
Fri	17		14		19					17		14		14		18		16									16	Fri
Sat	18		15		20					18		15		15		19		17									17	Sat
Sun	19		16		21					19		16		16		20		18									18	Sun
Mon	20		17		22					20		17		17		21		19									19	Mon
Tue	21		18		23					21		18		18		22		20									20	Tue
Wed	22	Governance & Resources	19		24	Building Management	21		18	Community Engagement	23		20	Community Engagement	18	Building Management	22	Governance & Resources	19		19	Community Engagement	23		21		21	Wed
Thu	23		20		25					23		20		20		24		22									22	Thu
Fri	24		21		26					24		21		21		25		23									23	Fri
Sat	25		22		27					25		22		22		26		24									24	Sat
Sun	26		23		28					26		23		23		27		25									25	Sun
Mon	27	BANK HOLIDAY	24		29					27		24		24		28		26									26	Mon
Tue	28		25		30					28		25		25		29		27									27	Tue
Wed	29	Building Management	26	Town Council	31					29	Town Council	26		26	Governance & Resources	30	Annual Town Meeting	28									28	Wed
Thu	30		27							30		27		27													29	Thu
Fri	31		28							31		28		28													30	Fri
			29																								31	Sat
			30																									Sun
					30																							Mon
										31																		Tue
	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25															



STOTFOLD TOWN COUNCIL

COMPLAINTS POLICY

Complaints procedures serve a crucial mechanism for addressing and resolving allegations or instances of poor performance. By actively engaging with and appropriately responding to complaints, the Town Council can gain insight into its shortcomings and use these as an opportunity for enhancement and refinement.

Depending on the nature of the complaint, and to some extent the person who is making it, there will be an occasion in the life of every Town Council when a complaint cannot be resolved, and the complainant wishes to take the matter further.

These will include complaints concerning the following:

- Where someone feels very strongly that a decision of the Council was unlawful, they may apply to the courts for a judicial review of the council's decision.
- An accusation of financial wrongdoing, where a complaint may be made to the council's external auditor. Aside from referring the matter to another body if required, the auditor will have the power to carry out such actions as refusing to sign off the accounts or producing a public interest report.
- Breaches of the Members' Code of Conduct for the council may result in an allegation being made to the Monitoring Officer.
- Any matter that raises a suspicion of criminal wrongdoing can be referred to the police.
- A complaint that the council has not released information under the Freedom of Information Act 2000 in the manner that a person requesting believes it should have been done, can be referred to the Information Commissioner. A Carish council must give reasons for any decision and must inform the applicant if they have a right to complain to them about the handling of the request (e.g. through a complaints or other procedure and give details of the procedure), or state that there is no procedure, and of his/her right to complain to the Information Commissioner.

STOTFOLD TOWN COUNCIL

COMPLAINTS POLICY

1. If a complaint about procedures or administration is notified orally to a Councillor or Member of staff and it is not possible to satisfy the complainant fully forthwith, the complainant shall be asked to put their complaint in writing to the Town Clerk. The complainant shall be assured that the complaint will be dealt with promptly after receipt.
2. If the complainant would prefer not to put the complaint to the Town Clerk Chief, they shall be advised to put it to the Chairman.
3. Upon receipt of a written complaint, the Town Clerk or Chair as appropriate shall try to settle the complaint directly with the complainant (except where the complaint is about their own actions).
4. Where the Town Clerk receives a complaint about their own actions it shall be referred to the Chair. Where the Chair receives a complaint about their own actions it shall be referred to the Council after first notifying the complainant of the manner in which it is intended to attempt to settle the complaint.
5. In any case, where a written complaint is about Conduct of a Councillor, the complainant shall be given contact details of The Monitoring Officer, Central Bedfordshire Council.
6. Where, in the opinion of the Town Clerk, a complaint cannot be resolved satisfactorily, it shall be referred to the next appropriate Council or Committee meeting. The complainant shall be notified of the date on which the complaint would be considered.
7. The Council or Committee shall determine whether the matter be discussed with the Exclusion of Press and Public and this decision shall be announced at the meeting in public.
8. As soon as practicable after the decision regarding the complaint has been made and the nature of any action to be taken, the complainant shall be informed in writing.
9. Matters relating to grievance or disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the council's Grievance and Disciplinary Procedures.
10. The council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the council meeting in public.
11. The council may consider in the circumstances of any particular complaint whether to make any without liability payment or provide other reasonable benefit to any person who have suffered loss as a result of the council's maladministration. Any payment may only be authorised by the council after obtaining legal advice and advice from the council's auditor on the propriety of such a payment.
12. As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.
13. The council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered, and the complaint dealt with at the next meeting after the advice has been received.

Revision History:

Date Adopted	July 2009	
Date reviewed	2019	Address changed
Date reviewed	April 2024	Reviewed in line with SLCC policy

GOVERNANCE & RESOURCES COMMITTEE WORK PROGRAMME 2024-25				
Meeting Date	Agenda Item	Description	Responsible Officer	Neccessity
	Flag Flying Policy			
	Mobile Phone Policy			
	Mourning Protocol			
	Child Protection and Vulnerable Adult Policy			
	Communications Policy			
	Council Vehicle Policy			
	Equality and Diversity Policy			
	LGSP Discretionary Pension Policy			
	Anti Fraud and Corruption Policy			
	Member and Officer Protocol			
	Purchasing Procurement Policy			
	Treasury Management Policy			
	Asset Management Policy			
	Volunteer Policy			
	Vexatious Policy			
	Data Breach Policy			
	Privacy Policy			
	Subject Access Request Procedure			
	Credit Management Policy			
	Information and Data Protection Policy			
	Information security asset inventory			
	Publication Scheme			
	Privacy Notice			
	Paper and Electronic Communications			
	Retention and Disposal Policy			
	Information Publication Scheme			
	Freedom of Information			
	Vexatious Policy			
	Grant Awarding Policy			
	Public Sector Equality Duty			
	Code of Conduct			