

STOTFOLD TOWN COUNCIL

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



21 March 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. Other councillors for information.

You are hereby summoned to attend the Establishment Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 27 March 2024 at 7.30pm** 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 Management Fee of Common Road Allotments

To consider reviewing the fee for the management of the Common Road allotments.

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 Business Continuity Plan

To receive a proposed Business Continuity Plan for consideration.

6.6 Review of Policies:

To review the following adopted policies and recommend their re-adoption by Council.

- a) Complaints Procedure
- b) Filming at Council Meetings
- c) Public Participation Policy
- d) Press Policy

6.7 Bank Reconciliation

To note the bank reconciliation.

6.8 Work Programme

To receive this committee's work programme

7. CONFIDENTIAL ITEMS

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

7.1 Staff Resources

To receive a verbal update on the staff structure implementation

7.2 Staff Salary Incremental Increases

To receive a confidential report on this item.

8. DATE OF NEXT MEETING

17 April 2024

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), 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

COMMITTEE: ESTABLISHMENT
DATE: 27 MARCH 2024
OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK
SUBJECT: GRANT APPLICATIONS

1. SUMMARY

1.1 Grant applications have been received from the following organisations for consideration by this Committee:

- Stotfold Bowls Club
- St Mary's C of E Academy
- Friends of Roecroft Lower School

2. RECOMMENDATION

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

3. STOTFOLD BOWLS CLUB

- 3.1 A grant application has been received from Stotfold Bowls Club for **£1040** for a new cellar door from its current wooden construction to a metal door with a multi lock. The application is supported with the Bowls Club Accounts.
- 3.2 The bowls club receive a regular grant from the town council for fertilizer for the playing surface, which is part of the terms and conditions of the lease. The Town Council owns the site, and the bowls club own the buildings.
- 3.3 The bowls club was awarded a grant in 2023/24 of £500 to improve lighting in the club house.

4. ST MARY'S C OF E ACADEMY

- 4.1 An application has been received from SEND department of the school to upgrade their sensory room. They are requesting **£1575.72**. The application form is attached to support their application along with a list of equipment they wish to purchase. Funding has already been partly raised from PTA. There are no accounts to support this application.
- 4.2 St Mary's School was awarded a grant in 2023 of £750 for the purchase of binoculars.

5. FRIENDS OF ROECROFT LOWER SCHOOL

- 5.1 An application has been received from the Friends of Roecroft Lower School for **£1500** towards the installation of outdoor play/stage areas. The application form is attached to support their application along with a copy of their bank statement.

5.2 The last known application from this organisation was in 2018/19 when they were awarded £1500 towards stage curtains.

6. FINANCIAL

6.1 The Town Council has an annual grant budget of £15,000. To date, the expenditure has been £9,557. There is £5,443 left in the budget.

6.2 If fully awarded, the total of these applications comes to £4,115.72.

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: Stotfold Bowls Club

Contact name: Terry Blyth

Position in organisation: Chairperson of committee

Address for correspondence: [REDACTED]

Tel No. (day) [REDACTED]

Email address [REDACTED]

Is your organisation a registered charity? If so, please give charity number

DETAILS OF ORGANISATION

Brief description of your organisation's aims

Stotfold Lawn Bowls Club aim is to provide access for all to the sport of Lawn Bowls under the affiliation to Bowls Bedfordshire & Bowls England. Anyone from our community will be welcomed at our bowls club and, actively encouraged to pursue the sport through inter club friendlies, club competitions, county competitions, national competitions.

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

Stotfold Bowls Club provides access to the world of lawn bowls for all of the community of Stotfold. Anyone from the community can access our sport, we welcome everyone to give the sport a try. We pride ourselves on the facilities we have available to provide a friendly and wonderful experience for all. We at Stotfold Bowls Club believe a bowls club is an essential part of any community, and provides a much-needed break from the stresses of the world.

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)

We are aware of the antisocial behaviour on the recreation field behind the clubhouse, we have reported several incidents to the police and yourselves and we will continue to do so, as requested by the police. We would like to upgrade our cellar door, currently just a wooden door with a mortice lock. If anyone was to be made aware of what is behind that door, it would almost definitely bring interest that the club could do without. To that end we would like to install a steel multi-locking security door.

Cost £1040.00 (A member of the club has managed to get a substantial discount as he works with the installer)

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

£1,040

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

None

FINANCIAL DETAILS

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

We receive funding for 80% of the cost of essential fertiliser from Stotfold Town Council. The only other funds we receive is from membership fees and events during the bowls season, we are hoping to extend the events into the winter season going forward.

The current (Runs to April 2024) membership we have 65 paying members and several non-paying Life Members, with the current fees of £60, of which £12 goes directly to our affiliated bodies, which leaves us roughly £3180.

How much funding will be provided from your own resources?

£0

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

BACS

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

20-74-81 50478725 Stotfold Bowls Club

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: Terry Blyth

Dated: 20th January 2024

STOTFOLD BOWLS CLUB

INCOME AND EXPENDITURE ACCOUNT

Year Ended 31st October 2023

	<u>2023</u>	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>INCOME</u>			
Subscriptions	5,180		2,957
Match Fees	4,041		4,014
Bar	20,170		14,782
Fund Raising	1,334		842
Donations	5,128		5,230
Internal Club Competitions	428		228
Miscellaneous	2,011		341
	<u>Total</u>	38,291	28,394
<u>EXPENDITURE</u>			
Green	1,976		11,700
Clubhouse	11,088		5,976
Insurance	1,685		1,536
Rent and Rates	175		0
Water Rates	0		0
Electricity	1,622		1,189
Bar	11,354		8,504
Affiliation Fees	1,042		1,036
Administration	138		43
Donations	1,126		50
Club Competition Trophies	801		435
Miscellaneous	2,290		625
	<u>Total</u>	26,640	22,952
DEFICIT/EXCESS OF INCOME OVER (EXPENDITURE) ON ORDINARY ACTIVITIES		<u>18,307</u>	<u>13,584</u>
<u>Major Expenditure (Over £1000)</u>			
Purchases of Scarifier		0	-6,948
Mark Amos Electrical installations		0	-445
Honesty Fridge		0	-170
Fire Service Inspection 16147		0	-180
Grass Seed/Fertilizer & Spreader		0	-399
Sorrell Roller for Scarifier		-1,150	
Security Fencing		-2,725	
New Club Shirts		-1,754	
Security Door		-1,027	0
DEFICIT/EXCESS OF INCOME OVER (ALL EXPENDITURE)		<u>11,651</u>	<u>5,441</u>

STOTFOLD BOWLS CLUB

BALANCE SHEET AS AT 31st OCTOBER 2023

	<u>2023</u>	<u>2022</u>
<u>ASSETS</u>	£	£
Bank - Barclays Current Account	14943	11086
Cash in Hand	1650	1501
	<hr/>	<hr/>
	16593	12586
Stocks - Bar	680	750
	<hr/>	<hr/>
	17273	13336
<u>LIABILITIES</u>		
	0	0
	<hr/>	<hr/>
<u>MEMBERS ACCUMULATED FUND</u>	17273	13336
	<hr/> <hr/>	<hr/> <hr/>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st OCTOBER 2023

- 1. Subscriptions are for the year ending 30th April 2024.
- 2. Capital Expenditure is written off to the Expenditure Account as it is incurred.

3. Bar Account	<u>2023</u>	<u>2022</u>
Sales	20,170	14,782
Purchases	11,354	8,504
Less Capital Equipment:		
2 New Lager Pumps	0	434
Ice Maker & Glasses	0	200
Less Current Stock	680	750
Gross Profit	<u>9496</u>	<u>7662</u>
% Profit	<u>47.1%</u>	<u>51.8%</u>

4. Fund Raising

Race Night	337	
Xmas Raffle	363	520
Race Night	320	174
Geoff Everitt Donation		5
Bingo	315	143
	<u>1334</u>	<u>842</u>

5. Incoming Donations

Stotfold Council(80% Fertiliser Cost)	579	2110
Terry Regan (Fence & Gate)	200	
ACE Garage Doors (Fence & Gate)	500	
D Beckett Subs(Donation)	30	60
Grant from Stotfold Council	1500	1500
Eleemosynary Charity Grant	1500	1500
	<u>4309</u>	<u>5170</u>

6. Outgoing Donations

Against Breast Cancer		306
Prostate Cancer		819
RSPCA		50
Mollie's Fund Cheque		615
	<u>0</u>	<u>1791</u>

T. Blyth..... Chairman

E. Blyth.....Treasurer

AUDIT REPORT

I have examined the books and records of the Club for the year ended 31st October 2023 and certify that the Financial Statements for that year are in accordance therewith.

K. Isted..... (Honorary Auditor) Dated.....

Treasurers Report

The overall Excess of Income over ALL Expenditure is £11650.77 and with major items being £6656.14 it leaves the day to day income excess of £18306.91.

The Bar has generated a profit of £9495.98 for the club and shown a Profit margin of 47.10%. Sales of £20169.68 are up compared with 2022 when the sales were £14782. I put that down to the bar being open on more occasions and some well attended bowling events. A great deal of thanks must go to the Bar Helpers for keeping the Bar open on all events.

Other Income items :-

Subs at £5179.58 are up from last year as we charged an additional £20 for the Club Shirt we've have gained quite a few new members at £10 (plus £25 if they wish to purchase a club shirt) in the first year, but have lost some full paying members, but our numbers remain good.

Looking at Expenditure :-

The green as always is our major spend of £1975.85
We have been allocated £3000 pounds from the council for the expenditure of Fertiliser ONLY
This income comes in the form of the council paying 80% of Fertiliser invoices presented to them.

Affiliation Fees are what we have to pay Bowls Bedfordshire.
Club Competitions are for trophies and engraving.
All other donations are the result of monies collected and redistributed to the Charities

Outgoing collected donations for Diabetes UK have yet to be processed through the accounts and paid to the relevant charity.

I would like to thank Keith for auditing the books.
Thank you.



STOTFOLD TOWN COUNCIL

APPLICATION FOR FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

Please fill in all sections in black ink, and refer to the attached guidance notes for assistance in completing your application. Should you wish to expand on a question, please enclose additional information 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 to:

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

Tel: 01462 730064

Email: enquiries@stotfoldtowncouncil.gov.uk

ORGANISATION'S CONTACT DETAILS

Name of organisation St Mary's CofE Academy, Stotfold

Contact name Ellie Baxter

Position in organisation SENDCo

Address for correspondence Rook Tree Lane, Stotfold, SG5 4DL

Tel No. (day) 01462 730343

Email address e.baxter@stmarysacademystotfold.co.uk

Is your organisation a registered charity? If so please give charity number no

DETAILS OF ORGANISATION

Brief description of your organisation's aims

inclusion and access to a full and enriching curriculum for children with special educational needs and disabilities (SEND)

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

The families of Stotfold benefit from our organisation as we are a loving, community focused lawer school underpinned by Christian values. We provide inclusive educational opportunities for all children who attend our school.

ABOUT THE PROJECT

Please give brief details of your proposed project and what you wish to use any grant awarded for

We would like to create a sensory and nurture room in a space in our school that needs refurbishing to be fit for this purpose. We have an increasing number of children at our school who have complex needs and this space would help us to help them reach their full potential

What is the total project cost (attach separate sheets if necessary)

£3570.36 (including VAT) - £2975.30 (excluding VAT)

What amount are you requesting from the Council? (please do not leave this question blank)

~~£1500~~ £1575.72

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

We have requested support/funding from the school's parents association. We have requested the remaining ~~£1994.64~~ to complete this project

FINANCIAL DETAILS £1994.64

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

Parents association

How much funding will be provided from your own resources?

Please see above.

If successful, to whom should the cheque be made payable? St Mary's Church of England Academy

Together with your application, you will need to submit supporting information as follows:

- A copy of the latest available statement of the organisation's accounts.
- 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



Dated

16.2.24

Equipment –

<https://www.sensorydirect.com/led-bubble-tube-120cm-remote> £66.66 x 3

<https://www.sensorydirect.com/fish-balls-pack12> £5

https://www.amazon.co.uk/Projector-Mexllex-Control-Bluetooth-Changing/dp/B09MFRRF2W/ref=sr_1_5?keywords=star+projector&qid=1707382746&sr=8-5 £23.99

https://www.amazon.co.uk/Color-Changing-Control-Lighting-Flexible-Decoration/dp/B08H1TRGLQ/ref=sr_1_5?crid=1L8QAKVP9BJKH&keywords=led+strip+lights+for+bedroom&qid=1707382813&srefix=led+st%2Caps%2C101&sr=8-5 £16.99

<https://www.sensorydirect.com/fibre-optic-light-25cm-pack-of-4> £23.33

<https://www.sensorydirect.com/sensory-light-panel-exploration-pack> £185

<https://www.sensorydirect.com/a3-light-panel> £79.17

<https://www.sensorydirect.com/liquid-floor-tiles-square-50cm-x-50cm-set-of-6> £199.96

<https://www.sensorydirect.com/tactile-discs-sensory-direct-complete> £125.83

<https://www.amazon.co.uk/ORTO-NATURE-Piece-Massage-Puzzle/dp/B0B9C611T1> £140

<https://www.sensorydirect.com/infinity-mirror> £12.92 x 2

<https://www.sensorydirect.com/bean-bag-slab> £75

<https://www.sensorydirect.com/round-bean-bag-indoor-outdoor> £65.83

<https://www.sensorydirect.com/bean-bag-chair-indoor-outdoor> £66.67

<https://www.sensorydirect.com/sensory-hug-canoe> £66.63

[https://www.sensorydirect.com/eden-learning-spaces-sensory-touch-tags-bean-bag-floor-cushion - blue](https://www.sensorydirect.com/eden-learning-spaces-sensory-touch-tags-bean-bag-floor-cushion-blue) £101.50

<https://www.sensorydirect.com/200-fibre-optic-tails> £175



STOTFOLD TOWN COUNCIL

APPLICATION FOR FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

Please fill in all sections in black ink, and refer to the attached guidance notes for assistance in completing your application. Should you wish to expand on a question, please enclose additional information 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 to:

The Town Clerk, Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts, SG5 4HG
Tel: 01462 730064
Email: enquiries@stotfoldtowncouncil.gov.uk

ORGANISATION'S CONTACT DETAILS

Name of organisation Friends of Roecroft Lower School

Contact name Kevin Goldsmith

Position in organisation Treasurer

Address for correspondence [REDACTED]

Tel No. (day) [REDACTED]

Email address forls@roecroft.co.uk [REDACTED]

Is your organisation a registered charity? If so please give charity number 1017287

DETAILS OF ORGANISATION

Brief description of your organisation's aims _____

Friends of Roecroft Lower School (known as FORLS) is a registered charity which raises funds for the school to benefit the pupils' education and experience.

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

To raise funds to support the school, we organise various activities over the school year engaging parents, carers, pupils, the wider community and businesses. The primary benefit of FORLS is to enhance the learning, experience, and wellbeing of pupils by raising funds to pay for beneficial things such as outdoor play equipment.

ABOUT THE PROJECT

Please give brief details of your proposed project and what you wish to use any grant awarded for

The school has the desire to install two outdoor play/stage areas; one within the EYFS play area and one within the main play area. This will be used to provide more options during wetter weather and a platform for outdoor performances. The plan is to implement these stages this summer (2024)

What is the total project cost (attach separate sheets if necessary)

£19,901.34

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

£1,500.00 however, we would be appreciative of any amount.

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

We have a pending application with Eleemosynary Charity of William Field to the value of £3,300.00.

Have received £3,344.60 from the Co-op, and are waiting on approval of £10,000.00 from Henkel.

FINANCIAL DETAILS

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

No recurring funding, outside of the specific applications listed above.

How much funding will be provided from your own resources?

Subject to being awarded the grants/assistance that we have applied for, we will meet the estimated balance

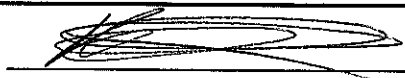
~£3,000.00

If successful, to whom should the cheque be made payable? Friends of Roecroft Lower School

Together with your application, you will need to submit supporting information as follows:

- **A copy of the latest available statement of the organisation's accounts.**
- **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



Dated

22/3/2024

FAO Jo Lamb & Mrs Hollie Cross
 Roecroft Lower School
 Buttercup Road
 Stotfold
 Hitchin
 SG5 4PF



Adventure Play Equipment

08/01/2024

Quote Ref: 24-0113

*Supply and Install

Option 1 - Grooved Decking

Main Play Area Stage and Free Standing Benches

Stage (Grooved Decking)	£	4,118.91
Free Standing Benches	£	1,170.00
Total	£	5,288.91

EYFS Area Stage with integral sandpits

Stage with integral sandpits (Grooved Decking)	Total	£	11,923.80
--	--------------	----------	------------------

Price includes delivery and installation

Grand Total	£	17,212.70
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Option 2 - Anti Slip Decking

Main Play Area Stage and Free Standing Benches

Stage (Anti Slip Decking)	£	4,790.87
Free Standing Benches	£	1,170.00
Total	£	5,960.87

EYFS Area Stage with integral sandpits

Stage with integral sandpits (Anti Slip Decking)	Total	£	13,940.46
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Price includes delivery and installation

Grand Total	£	19,901.34
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Main Stage Area - Optional Rubber Mulch Surface

Total	£	6,070.95
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Setter Castle Flag to replace your broken one

Free of Charge

Price is subject to VAT. Quote is valid for 30 Days. **Delivery is approx. Six weeks from order. Payment terms are 25% deposit on order and 7 days on final invoice. Installation prices are based on concurrent works.

* Please see terms and Conditions



26 Years of Play & Shelter

1997-2023



Building 57 Wrest Park, Silsoe, Bedfordshire, MK45 4HS
 Tel: 01462 817538 info@setterplay.co.uk www.setterplay.co.uk
 Registered Company No. 3323879 VAT Registration No. 711 2082 87

DB23V4

THE OFFICIALS
 FRIENDS OF ROECROFT LOWER SCHOOL
 ROECROFT SCHOOL
 BUTTERCUP ROAD
 STOTFOLD
 HITCHIN
 SG5 4PF

Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
No transactions within the period				
28 Feb	Start Balance			20,290.02
28 Feb	Balance carried forward			20,290.02
	Total Payments/Receipts	0.00	0.00	

27 Jan - 28 Feb 2024

Start balance	£20,290.02
Money out	£0.00
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£20,290.02

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

STOTFOLD TOWN COUNCIL

COMMITTEE: Establishment

DATE: 27th March 2024

OFFICER RESPONSIBLE: ANNETTE DABNER

SUBJECT: Common Road Allotments Annual Management and Software Charges Contribution Renewal

1. SUMMARY

The Finance Officer has just sent out the Allotment Management and related charges invoice for 2023/2024 to the Eleemosynary Charity of William Field.

The Annual Management and Software Charges five- year contract is now up for renewal.

2. RECOMMENDATION

For members to consider the contract and discuss any change or increase if deemed necessary.

3. BACKGROUND

The Common Road Allotment consists of a gated car park, community orchard and fenced area of 83 allotment plots.

The management charge includes a contribution to the funding of the Administration Assistant – Allotments post, the allotment software and the mobile allotments app for inspections.

The Town rangers also have scheduled time for the allotments as required. They have just sprayed the car park with weedkiller, in line with our spraying policy.

Any maintenance work such as tree pruning, and wasps nest removal is invoiced direct to the charity for payment.

4. Financial

The money would go to the Allotments budget.

The current contributions are:

Management charge	£600
Allotment Software Annual Support fee	£83.79
Allotment Inspection Mobile Fee	£75.00

STOTFOLD TOWN COUNCIL

COMMITTEE:	ESTABLISHMENT
DATE:	27 MARCH 2024
OFFICER RESPONSIBLE:	EMMA PAYNE, TOWN CLERK
SUBJECT:	COMMITTEE RESTRUCTURE AND CALENDAR OF MEETINGS 2024-25

1. SUMMARY

- 1.1 Whilst Full Council is the overarching body responsible for the delivery of services, discussing every aspect of Council operation in one meeting would make for very long meetings and ineffective decision making.
- 1.2 Having an effective committee structure enables clear lines of reporting and communication and allows the relevant committees to be more efficient. However, holding too many meetings can be time consuming and draining on resources. This report explores the benefits of reducing the frequency of council meetings. It reviews the impact of excessive meetings on productivity, decision making processes and the overall effectiveness of the Council.
- 1.3 By adopting a strategy of holding fewer but more focused meetings, the Council can enhance productivity, streamline decision making and promote a culture of autonomy.

2. RECOMMENDATION

- 2.1 Members are asked to:
 - a) Consider the restructuring of the present Committee Structure as outlined below
 - b) Consider reducing the number of Committee and Council meetings and if, in agreement, recommend to Council the adoption of the Calendar of Meetings for 2024-25.

3. BACKGROUND

- 3.1 Having a robust committee structure has several benefits:
 - a) Committees allows for the division of labour based on expertise or interest. By having more specific Committees, it allows Members with diverse skills or specialized knowledge to address specific issues and take on tasks more efficiently.
 - b) Having committees allows more in-depth discussion and deliberation on topics leading to more informed decision making. By delegating decision making to committees, the Council can expedite decisions.
 - c) Having a dedicated member of staff with the knowledge and expertise to support the committee allows staff to develop their own skills and knowledge.
- 3.2 Many councils operate a monthly Council and Committee meeting structure. While these meetings are intended to facilitate communication and decision making, they can inadvertently contribute to a range of challenges including
 - a) Time constraints – Members find themselves overwhelmed by the volume of meetings.

- b) Decision fatigue – the constant need to decision making during frequent meetings can lead to fatigue among members, potentially comprising the quality of outcomes.
- c) Resource allocation – regular meetings require significant staff resources which may not always be justified by the outcomes received.
- d) Inefficient communication – excessive meetings can lead to information overload and ineffective communication as essential message may become lost amidst the volume of discussions.

3.3 Reducing the frequency of council meetings can offer several benefits:

- a) Enhanced productivity – Holding fewer but focussed meetings enables members to allocate sufficient time and attention to critical issues, resulting in more efficient decision-making processes.
- b) Autonomy and resource utilisation– limiting the number of meetings, empowers staff to take ownership of their areas of responsibility and are able to work more effectively, producing reports to support council initiatives that are more comprehensive. In turn this allocates staff resources more effectively, reducing in greater productivity.

3.4 The proposed schedule of meetings is below. The proposal is for three committees, with sub committees for areas within their control. This is a reduction from the current 7 committees.

3.4 If the Council proceeds with this proposal, then a scheme of delegation and Member/Officer protocol will be reviewed at this Committee’s next meeting.

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



	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										
Tue			2			1						1	
Wed	1 Annual Town Council Meeting		3 Community Services			2			1			2 Annual Town Meeting	
Thu	2		4	1		3			2			3	1
Fri	3		5	2		4	1		3			4	2
Sat	4	1	6	3		5	2		4	1	1	5	3
Sun	5	2	7	4	1	6	3	1	5	2	2	6	4
Mon	6 BANK HOLIDAY	3	8	5	2	7	4	2	6	3	3	7	5 BANK HOLIDAY
Tue	7	4	9	6	3	8	5	3	7	4	4	8	6
Wed	8 Community Services	5	10 Public Realm	7	4 Town Council	9	6 Town Council	4	8 Community Services	5	5 Town Council	9	7 Annual Town Council Meeting
Thu	9	6	11	8	5	10	7	5	9	6	6	10	8
Fri	10	7	12	9	6	11	8	6	10	7	7	11	9
Sat	11	8	13	10	7	12	9	7	11	8	8	12	10
Sun	12	9	14	11	8	13	10	8	12	9	9	13	11
Mon	13	10	15	12	9	14	11	9	13	10	10	14	12
Tue	14	11	16	13	10	15	12	10	14	11	11	15	13
Wed	15 Public Realm	12	17 Governance & Resources	14	11 Community Services	16	13 Community Services	11	15 Public Realm	12	12 Community Services	16	14
Thu	16	13	18	15	12	17	14	12	16	13	13	17	15
Fri	17	14	19	16	13	18	15	13	17	14	14	18	16 GOOD FRIDAY
Sat	18	15	20	17	14	19	16	14	18	15	15	19	17
Sun	19	16	21	18	15	20	17	15	19	16	16	20	18
Mon	20	17	22	19	16	21	18	16	20	17	17	21	19 EASTER MONDAY
Tue	21	18	23	20	17	22	19	17	21	18	18	22	20
Wed	22 Governance & Resources	19	24	21	18 Public Realm	23	20 Public Realm	18	22 Governance & Resources	19	19 Public Realm	23	21
Thu	23	20	25	22	19	24	21	19	23	20	20	24	22
Fri	24	21	26	23	20	25	22	20	24	21	21	25	23
Sat	25	22	27	24	21	26	23	21	25	22	22	26	24
Sun	26	23	28	25	22	27	24	22	26	23	23	27	25
Mon	27 BANK HOLIDAY	24	29	26 BANK HOLIDAY	23	28	25	23	27	24	24	28	26 BANK HOLIDAY
Tue	28	25	30	27	24	29	26	24	28	25	25	29	27
Wed	29	26 Town Council	31	28	25 Governance & Resources	30	27 Governance & Resources	25 CHRISTMAS DAY	29 Town Council	26	26 Governance & Resources	30	28
Thu	30	27		29	26	31	28	26 BOXING DAY	30	27	27		29
Fri	31	28		30	27		29	27	31	28	28		30
		29		31	28		30	28			29		31
		30			29			29			30		
				30				30			31		
								31					
	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

COMMITTEE:	ESTABLISHMENT
DATE:	20 MARCH 2024
OFFICER RESPONSIBLE:	EMMA PAYNE, TOWN CLERK
SUBJECT:	BUSINESS CONTINUITY PLAN

1. SUMMARY

- 1.1 As part of the review of the Council's internal control processes, the Town Clerk has devised the following Business Continuity Plan (BCP). It's a more general risk assessment of what could interrupt the business of the Town Council and any mitigation that could be put in place or considered to reduce the risk of business interruption.
- 1.2 All Town Council activities should have their individual risk assessments.

2. RECOMMENDATION

Members are asked to:

- a) Recommend the adoption of the Business Continuity Plan to Council.
- b) Consider the following:
 - (i) Obtain quotes for the scanning of all archived files to enable easy access
 - (ii) Set up EMR for staff contingencies
 - (iii) Set up EMR for vehicle replacement or continue with current practice to 'borrow' from EMR and repay over fixed period

3. BACKGROUND

- 3.1 A business continuity plan is crucial for organisations to have in order to ensure their operations can continue or quickly resume in the event of disruptions or disasters. Some of the key reasons are:
- a) Minimise disruption and downtime: Unforeseen events such as natural disasters, cyber-attacks, power cuts, or supplier issues can severely disrupt business operations. A well-designed business continuity plan helps organisations minimise the impact of such events, reduce downtime, and quickly recover critical functions.
 - b) Protect revenue and reputation: Prolonged operational disruptions can lead to significant revenue losses, dissatisfied customers, and damage to a company's reputation. A continuity plan ensures that essential services and products can still be delivered to residents, protecting the organisation's reputation.
 - c) Comply with regulations: Town Councils have to comply with the audit and accountability regulations regarding the storage of documentation. This doesn't mean it has to be a physical copy, provided that information can be readily obtained.
 - d) Safeguard employees: A comprehensive continuity plan should include provisions for ensuring the safety and well-being of employees during disruptive events, as well as strategies for maintaining communication and enabling remote work if necessary.

- e) Protect critical assets: Business continuity planning involves identifying and protecting critical assets, such as data, equipment, and infrastructure, ensuring that essential resources are available when needed.
- f) Enhance stakeholder confidence: Having a well-designed business continuity plan demonstrates to stakeholders, such as CBC and residents, that the organisation is prepared to handle potential disruptions, instilling confidence in the company's resilience and stability.

3.2 By implementing a comprehensive business continuity plan, the Town Council can proactively mitigate risks, minimise operational disruptions, and safeguard their operations, assets, and reputation during unexpected events.

4. FINANCIAL

4.1 There are financial implications which are covered in the recommendation.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Part of internal control
Legals	N/A
Resources/Stakeholders	Affects resources
Contracts/Financial	Has financial implications
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A
Privacy Impact	N/A

The background of the page features a large, light purple watermark of the Stotfold Town Council Coat of Arms. The coat of arms is a shield divided into four quarters. The top-left quarter contains a cow, the top-right a ram, the bottom-left a quill pen, and the bottom-right a lion passant guardant. The word 'STOTFOLD' is written across the top of the shield.

STOTFOLD TOWN COUNCIL

BUSINESS CONTINUITY PLAN

STOTFOLD TOWN COUNCIL
BUSINESS CONTINUITY PLAN

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Introduction

Stotfold Town Council has recognised the importance of producing and maintaining a Business Continuity Plan (BCP) for implementation in the event of disruption to the day-to-day operation of the Council. This plan identifies the instances of disruption, the immediate responses, the procedure to follow to maintain continuity of service and the follow up procedures necessary to service delivery where such services are disrupted by factors within the control of the Council.

The Civil Contingencies Act 2004 places a duty on a local authority to ensure that it is prepared as far as reasonably practical to continue to provide important functions and services in the event of a disruption. This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow up procedures and necessary changes to service delivery, where such services are disrupted by factors within the Council's area of responsibility.

Objectives

The objectives of a BCP are:

- To provide guidance, establish actions to be taken and develop procedures that will allow the Council to manage any incident.
- To ensure the continued operation of key services.
- To keep the organisation working effectively.
- To inform the community and customers of the Council.

The BCP should cover all areas of the Council's business, including issues for the:

- Staff – operational issues; to ensure their ability to undertake their day-to-day duties.
- Council – statutory requirements, Councillors' business, service provider to customers (residents, visitors); to ensure they are undertaken with minimal disruption, stakeholders kept informed, and details and updates are well communicated.

In doing so the BCP should cover the:

- Potential Causes – albeit difficult to predict:
 - the reasons and timing why they occur.
 - identify the cause to help prevent or reduce the risk of an incident.
 - to help save resources in the longer term.
- Impact – how do you:
 - reduce the impact of an incident.
 - plan for the prompt recovery of key services or systems.
- Assessment – if an incident occurs, considering:
 - low to high importance.
 - short to long term implications.
 - small scale or major incident.

Roles & Responsibilities

It is the responsibility of the Town Council, through the Town Clerk and Establishment Committee to ensure the BCP is in place, reviewed, up-to-date and functional. The BCP should be presented to Council for approval and adoption. In all the event of an incident the Town Clerk or Democratic Services Manager/Public Realm Manager will ensure full details are recorded and where applicable photographed, as evidence in the event of a loss claim.

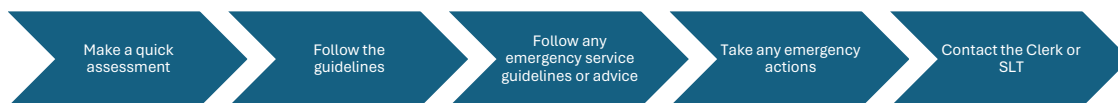
Incident Procedure

The responsibility for the co-ordination overall and ensuring recovery lies with the Town Clerk. To facilitate this, all incidents should be reported to the Town Clerk, or in their absence, the Democratic Services Manager or Public Realm Manager. The Town Clerk will then contact the key contacts who will in turn contact the respective service responsible officer to implement the operational issues. This cascade approach must be adopted to assist the process and ensure prompt dissemination of information.

Communication

Communication is critical to a successful recovery of services or systems to ensure everyone is aware and to avoid duplication of effort. The cascade approach will assist in effectively communicating information in a timely manner. The following information must therefore be carried out ensuring:

- Clear instructions are provided to all staff upon discovering an incident or receiving a malicious threat, including:
 - making a quick assessment or value judgement.
 - Follow the guidelines.
 - follow any emergency service guidelines, i.e., fire (evacuate), smell gas (turn off).
 - take any emergency actions felt required, i.e., emergency services.
 - contact the Town Clerk or other member of the senior leadership team in their absence, who will then take control of the situation unless the emergency services are involved.
 - under no circumstances should staff or others be put at risk



- All staff are briefed and made aware of what actions have or will be taken, preferably at one large group meeting so that any questions or issues are discussed collectively.
- All Councillors, in particular the Chairman and/or Vice Chairman, are briefed on the issues and what actions have or will be taken and any requirement to use their support.
- The service responsible officer is given support as required.
- Adequate resources are input to assist the recovery of the service.
- Constant reviews of the situation are undertaken, through regular updates and officers, Councillors and customers are kept updated and informed.
- Officers are utilised effectively and efficiently, particularly in the event of providing cover, to expedite a prompt return to normal service.
- Adequate checks are carried out when the services and systems are recovered, when systems are restored from back-up records, so that they are fully restored and reinstated and operating correctly.
- All details, i.e., resources, additional costs etc, are recorded and where applicable photographed, and any loss claim submitted.
- Regular training sessions are undertaken for all officers on their roles and responsibilities, on emergency procedures and use of emergency equipment.

Business Impact Assessment (BIA)

To assess these issues and ensure the BCP covers them it should include a BIA which will:

- Review the services and systems.
- Analyse these into the critical components or issues that could arise.
- Assess the affect and importance on the service, i.e., high, medium, or low impact.
- Provide guidance/actions for their recovery.
- Identify measures to minimise the disruption/delay of providing these services. These will include recovery strategies such as restoring data, repairs, replacements, relocation, reciprocal arrangements, workarounds.
- Identify a responsible officer and support officer for the service or system in order to co-ordinate the retrieval.
- Identify recovery deadline periods for loss of respective service based on the impact assessment and importance of the service:

- 1 - 1-4 Hours
- 2 - 4-8 Hours
- 3 - 1-3 Days
- 4 - 1 Week
- 5 - 1 Month
- 6 - 2-3 Months

Review and Testing

It is good practice to test the contents of the BCP to assess its content, suggest alternative or additional procedures and raise any logistical issues, which can then be reflected in the updates. The BCP should be reviewed at least annually by the Establishment Committee as part of the Risk Management Strategy and where necessary measures put in place to safeguard the future operation of the key services and systems. Part of this review would also ensure any supporting documentation, i.e., manual records, key contacts, are kept up-to-date and amended accordingly.

Emergency Plans

The BCP is intended as an internal document for use when there is an incident with a Council service or system. In the event of a serious emergency the Emergency 'Blue Light' Services will generally be involved, and they will take control of the incident. They will liaise with and inform the CBC Emergency Planning Team

In the event of all other major emergencies affecting all or part of the town i.e., flooding, traffic, the co-ordination will fall within the CBC Emergency Plans. These contact details are included in the Appendices. These authorities will take control of the incident and inform the Council who will be part of the support by contributing to and providing assistance.

Confidentiality

Due to the content required in the BCP it must always remain a Confidential document and only held in full or part by those requiring to do so.

Appendices

Appendix A - Business Impact Analysis – guidance/actions for the recovery of services or systems.

Appendix B – Emergency Contact details

Appendix C – Councillor Contact details

Appendix D – CBC Emergency Planning contact details.

Appendix E – Communication Flow

Appendix F – All Officer contact details.

Appendix G – Media & Stakeholder contacts

Appendix H – Bank & Insurance contacts

Stotfold Town Council
Business Continuity Plan

Date Adopted: March 2024
Date to be reviewed: Annually

Appendix I – Utilities & Alarms contacts

APPENDIX A - STOTFOLD TOWN COUNCIL – BUSINESS IMPACT ASSESSMENT

Guidance on actions for the recovery of services or systems.

Recovery Deadline

- 1 1-4 hours
- 2 4-8 hours
- 3 1-3 days
- 4 1 week
- 5 1 month

Abbreviations used: TC – Clerk, DSM – Democratic Services Manager, PRM – Public Realm Manager, FO – Finance Officer, AM – Amenities Officers, -TR – Town Rangers, PO – Project Officer, CEO – Community Engagement Officer, MAY – Mayor, VMAY – Vice Mayor of Town Council

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
Technology	Computers	High	1	Loss of access to network files	Contact IT provider		Files cloud based through SharePoint. These would also be inaccessible if there was to be a loss of internet connection	No issues to computer files	DSM
		High	1	Loss of email to communicate	Contact IT provider	Arrange for emails to be redirected to another email address. Create an alternative	Access to emails through cloud-based system. Create a non-365 account	Inability to pick up email, respond to residents and make key decisions	DSM

Stotfold Town Council
Business Continuity Plan

Date Adopted: March 2024
Date to be reviewed: Annually

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
						public email address			
		High	2	Computer Virus	Contact IT provider		IT security and firewall in place	No access to computer files	DSM

		High	2	Inappropriate access – hacking/ ransom demand	Contact IT provider Contact Police Contact Insurance Company	IT provider to help check recovery status	Suspend all working on computers		DSM
		High	2	Theft of IT equipment	Contact Police, Insurance Company, IT provider	IT provider to prevent unauthorised access and arrange to replace equipment		Financial implications	DSM
		High	1	Breakdown of IT equipment	Contact website provider to arrange replacement		Funds built up to for rolling programme of IT upgrades	Financial implications	DSM
	Website	Medium	3	Loss of website, unable to communicate information	Contact website provider to have system reinstated or restored	Contact alternative provider to install temporary website for information purposes		Recovery timescale	DSM
		Medium	2	Inappropriate access	Contact website provider to check content and user's details				DSM

Stotfold Town Council
Business Continuity Plan

Date Adopted: March 2024
Date to be reviewed: Annually

	Social Media	Medium	3	Inappropriate messages	Suspend all postings	Respond to posting			CEO
	Officer Machinery	Medium	3	No printing or scanning of letters, documents, reports, statutory agendas	Contact provider to get service engineer visit. Contact adjoining parish/town council, library, local business to use their machinery	Arrange new lease equipment	Maintenance agreement in contract	Cost implications Copying larger volumes of documents, agendas etc	DSM
	Alarms	Medium	3	Intruder – no security in building Fire – no warning to emergency services	Contact alarm company Contact alarm company		Maintenance agreement and budget in place for call out charges	No insurance cover	FM
Paper records	General	Low	4	Loss of comprehensive records of details held	Review master list of all files and records held.	Recover from electronic versions		Accessibility of retrieval, software may be required on all PCs. Cost and resource implications.	DSM
	Legal Documents	High	5	Loss of statutory records – requirement to maintain	Contact third parties from register to obtain copies of documents	Recover from electronic versions	Consider electronic copy kept in cloud.	Feasibility of storing in suitable safe – cost implications	DSM

Stotfold Town Council
Business Continuity Plan

Date Adopted: March 2024
Date to be reviewed: Annually

				records for certain period			Original documents kept with Council solicitors. Register of all documents held by solicitor kept electronically		
		High	5	Loss of records for contracts, agreements, leases	Contact third parties from register to obtain copies of documents	Recover from electronic versions	Consider electronic copy kept in cloud. Original documents kept with Council solicitors. Register of all documents held by solicitor kept electronically.		DSM
		High	5	Loss of financial records – accounts, receipts, and payments	Contact third parties from register to obtain copies of documents	Recover from electronic versions	Consider cloud-based storage for all paper records		FO
		Medium	5	Loss of insurance records, risk records	Contact insurance provider to obtain copies of policies	Recover from electronic versions		Details of policy number will be required	FO
	Unique Records	Medium	5	One off records (maps, historical data)	Lodged to archive office		Copy kept on cloud-based system		DSM

				unlikely to be replaced					
	Files	Medium	5	Copies of paperwork produced are generally electronic, but information received is not stored electronically	Retrieve files through reproducing electronic versions			No guarantee all paperwork can be reproduced	DSM
	Archives	Medium	5	Older files kept for reference (see files)				Scan all archived files. Cost implications	DSM
Staff	Resignations	High	6	Clerk – loss of Proper Officer Need to ensure Council business continues	DSM delegates for Clerk. Contact BATPC/SLCC and other providers for locum clerk	Recruitment procedure through HR consultant	DSM or locum clerk delegates for Clerk	Provides immediate continuity. Time delay in making selection, appointment, and commencement date. Learning period from commencement. Cost implications Consider EMR staff contingency	MAY/ VMAY

	Illness or leave	Medium	5	Long term, serious illness, epidemics, maternity, or paternity	Assess in-house coverage and/or change staff working practices to cover duties or priority areas. Buy in specialist cover from Rialtas to cover Finance Officer. Other agencies specialise in local government short term staffing solutions.	Assess working practices and rearrange duties/responsibilities	Procedure notes to be up to date. Knowledge from wider team	Other duties/responsibilities may be delayed. Time delay in making selection and appointment and commence date. Cost implications	TC/DSM
		Low	5	Short term absences	Assess in-house cover for key and priority areas		Knowledge from wider teams		TC
	Unforeseen circumstances	Medium	3	Adverse weather conditions, staff unable to get into office, temporary or short-term loss	Cascade arrangements informing staff and key holders.	Assess in-house cover for key or priority areas. Close office for a period	All staff are key holders. Mayor/Vice Mayor also key holders	Length of time for cover may need to be assessed on a day-to-day basis.	DSM

Stotfold Town Council
Business Continuity Plan

Date Adopted: March 2024
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				or disruption to business	Facilitate home working. Only local staff and/or councillors able to Town Council offices.	e.g. day or week.		Access to office files, records to undertake work not available. Cloud based storage system to be utilities.	
Governance	Council not quorate	High	5	Loss of Members due to multiple resignations (causing council to be inquorate)	Clerk to informing remaining Members and staff. Clerk to inform CBC electoral services and follow election regulations if required.	Adopted Co-Option Policy in place	CBC will appoint temporary Town Councillors until elections/co-option can be held.	Inability to process payments, make decisions	TC
Buildings	Greenacre Centre	High	1	Unable to access building	Contact alarm and security provider	Contact locksmith to gain access In event shutter malfunction, TRs have ability to override shutters		Power, access to tech, internet access	FM

		High	1	Damage to premises	Depending on level of damage to building consider relocating to other rooms within the building, staff to WFH if possible. Relocate to other building if applicable.				
	All buildings	High	2	Damage to buildings	Assess areas unusable and re-arrange building for temporary office space if applicable or contact hirers to rearrange bookings or accommodate in other buildings	Contract contractors to carry out remedial works			TC/FM/AO
		Medium	1	Unable to hold meetings	Relocate meetings to other location depending on timeframe or hire space in alternative venue				TC/DSM

		High	3	Loss of hire facility – hirers	Source alternative venues for hires. Contact hirers and advise alternative locations and provide details of venues.		Regular maintenance, condition survey	Cancel bookings, loss of income, suitability of alternative venues Loss of income	FM/AO
Utilities	Gas	High	1	Leak	Evacuate the building Contact gas provider		Regular maintenance Maintenance agreement	Cancel bookings, loss of income	FM
		Medium	3	No supply	Contact gas provider			Is loss of supply to building or wider area?	FM
		Medium	3	No heating	Contact boiler engineer	Use temporary heating	Regular service		FM
	Electricity	High	1	No power to building	Contact UKPN			Regular maintenance, condition survey	FM
		High	1	No power for alarm, IT	See technology				FM
	Water	High	1	No toilet facilities (staff or hirers)	Contact water provider	Staff WFH Hirers relocate		Is loss of supply to building or wider area?	FM
		Medium	2	No drinking facilities	Contact water provider	Purchase hot drinks/ bottled water			FM

		Medium	2	No kitchen facilities	Contact water provider	Staff WFH Hirers relocate		Is loss of supply to building or wider area?	FM/AO
Assets	Money	High	2	Loss of money	Contact police Contact insurance company Compile list of receipts from receipt book, card payments etc	Contact payees to check their records (not processed) and provide another payment	Regular banking of monies, bank reconciliation Internal control measures in place and reviewed regularly	Different issues with cash and car payments	FO
		High	3	Fraud/Theft	Contact police/ insurance company		Regular banking of monies, bank reconciliation Internal control measures in place and reviewed regularly		TC/FO
	Vehicles	Medium	4	Vehicle Theft	Report to police, insurance company		Vehicles are locked overnight and secured in rear car park		FM
		Medium	4	Vehicle damage or breakdown	Contact garage to arrange transportation	Hire a vehicle Use personal vehicles and	Frequent service	Cost implications Extent of damage may	FM

					to garage for investigation	recoup fuel expense	Driver checks and assessments	not be economic to repair EMR for vehicle replacement	
	Play equipment	Medium	1	Damage to equipment	Secure and/or repair equipment or area Advise Police if relevant Contact insurance company	Close play area	Regular inspections	Cost implications	PRM
	Land	Low	4	Unable to access				Each site has different issues	PRM
		Medium	5	Contaminated land	Contact Environment Agency for advice	Contact specialist contractor	Undertake testing of sites	Each site has different issues Cost implication	PRM

Recovery Deadline

- 6 1-4 hours
- 7 4-8 hours
- 8 1-3 days
- 9 1 week
- 10 1 month

Appendices:

Stotfold Town Council
Business Continuity Plan

Date Adopted: March 2024
Date to be reviewed: Annually

Appendix B	Emergency Contact Details (confidential)
Appendix C	Councillor Contact Details (confidential)
Appendix D	CBC emergency planning contact details (confidential)
Appendix E	Bank and insurance contact details (confidential)
Appendix F	Utilities and Alarms contacts (confidential)

STOTFOLD TOWN COUNCIL

COMMITTEE: ESTABLISHMENT
DATE: 27 MARCH 2024
OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK
SUBJECT: POLICY REVIEW

1. SUMMARY

- 1.1 Regular policy review demonstrates good governance and attention to current practices.

2. RECOMMENDATION

- 2.1 Members are asked to review the existing policies contained in the report and
- a) Note the updates outlined in items 3.3 onwards
 - b) Advise the Clerk if they wish to update the Public Participation Policy in line with item 3.5
 - c) recommend their adoption (amended or otherwise) to Council.

3. BACKGROUND

- 3.1 Policies should be reviewed and updated regularly to provide clear guidance to members and staff on how various issues should be handled. They provide consistency in decision making and promote transparency in decision making. They demonstrate to residents that the Town Council operates within the bounds of legislation and reduce risk by identifying potential hazards and outlining how to deal with them. They increase efficiency by providing clear instructions and reduce the need to ad hoc decision making.
- 3.2 The following policies are due for review:
- Complaints Procedure
 - Filming at Council Meetings
 - Public Participation Policy
 - Press Policy
- 3.3 Complaints Policy has been updated to reflect the current SLCC policy.
- 3.4 Filming at Council meetings – no changes.
- 3.5 Members are asked if they wish to amend the Public Participation Policy so that Members of the Public can raise any item at this point at this meeting and not just those on the agenda. This would encourage engagement.
- 3.6 Press Policy – removal of references to information held on Members personal devices as all Councillors are issued with a town council laptop.

4. FINANCIAL

4.1 No financial implications

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Regular review keeps policies in line with relevant guidance
Legals	N/A
Resources/Stakeholders	N/A
Contracts/Financial	N/A
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A
Privacy Impact	N/A



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.

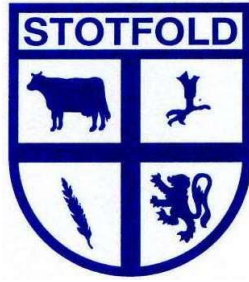
STOTFOLD TOWN COUNCIL

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 TownClerk. 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

Revision History:

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



STOTFOLD TOWN COUNCIL

FILMING AT COUNCIL MEETINGS

The right to record, film and to broadcast meetings of the Council, Committees and Sub-Committees is established following the Local Government Audit and Accountability Act 2014. This in addition to the rights of the press and public to attend such meetings.

1. The Council will make the Council Chamber available to the public 15 minutes before and after meetings for the setting up and removal of any filming equipment. Equipment is not to be left unattended.
2. Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner and only from public areas.
3. Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.
4. The use of digital and social media recording tools, for example Twitter, blogging or audio recording will be allowed as long as it is carried out in a non-disruptive manner.
5. Councillors who choose to use social media during Council meetings must refrain from disrupting other Councillors and Council debate.
6. Councillors who choose to record, film or broadcast meetings including the use of social media are reminded of their responsibilities under the Council's Code of Conduct including the confidentiality requirements.
7. While those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.
8. The Chairman of the meeting, or any such Council representative as designated by the Chairman, has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.
9. Any person or organisation choosing to film, record or broadcast any meeting of the Council is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members, and officers in relation to any such claims or liabilities.

10. The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule or show lack of respect towards those being filmed or recorded.
11. The Council will display the requirements as to filming, recording, and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.
12. The Council will advertise that all meetings are held in public and could be filmed or recorded by broadcasters, the media, or members of the public.
13. The Council will publish the guidance on the filming, recording, and broadcasting of meetings on its website.

Revision History:

Date Adopted	2014	
Date reviewed	March 2024	Update to item 1, not leaving equipment unattended.



STOTFOLD TOWN COUNCIL

PUBLIC PARTICIPATION AT FULL COUNCIL OR COMMITTEE MEETINGS

It is important to note that these are meetings of the Council and are not public meetings, however, all meetings are 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, whereupon they will be instructed to temporarily withdraw from the meeting.

- **Speakers are required to arrive ten minutes before the start of the meeting and to indicate their wish to speak to the Town Clerk. The order of speaking shall be in the order in which requests to speak are received.**
- The period designated for public participation shall not exceed 15 minutes. In Committee meetings, there is a designated agenda item for public participation. If you wish to speak at the beginning of a specific agenda item, you will only be permitted to do so if you have advised the Town Clerk prior to the meeting.
- **Each member of the public is entitled to speak once only and shall not speak for more than 3 minutes, when invited to do so by the Chairman.**
- **No more than 3 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**
- Questions/comments should relate to matters over which the Town Council has powers or duties, or which affect the town and should be relevant to the responsibilities of the Town Council, or Committee at which asked.
- Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included on the agenda, Councillors may question that evidence, **but no debate is permitted.**
- Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- Any person speaking at a meeting shall address his comments to the Chairman.
- If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the Council Chamber.



STOTFOLD TOWN COUNCIL

PRESS POLICY

1. Introduction

- 1.1 The purpose of this policy is to define the roles and responsibilities within the Council for working with the media and deals with the day-to-day relationship between the Council and the media.
- 1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

2. Purpose

- 2.1 The Council is accountable to the local community for its actions, and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.
- 2.2 It is important that the press have access to the Clerk and to background information to assist them in giving accurate information to the public. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.
- 2.3 The Town Council welcomes enquiries from the press and media and recognises its relationships with the press helps communication with residents. The Council seeks to be as transparent as possible, cooperating at all times with the press and using the opportunities of the media to publicise events being organised.
- 2.4 The press is permitted to attend all meetings of the Council and its committees, unless excluded under the Public Bodies Admission to Meetings Act 1960. They are not, however, invited to attend informal Council meetings which are fact finding sessions only and are not scheduled official Council meetings.

3. Legal Framework

- 3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988, The Freedom of Information Act 2000 and the Transparency Code 2015, as a minimum. The Council must also have regard to the government's Code of Recommended Practice on Local Authority Publicity.
- 3.2 The Council's adopted Standing Orders should be adhered to.

4. Press protocol

- 4.1 The Town Clerk is responsible for issuing official press releases on behalf of the Town Council.

- 4.2 When the media seeks information on an issue that is, or likely to be, subject to legal proceedings then advice will be obtained from the Council's solicitor before any response is made.
- 4.3 All press releases and other materials are filed for reference by the Town Clerk.
- 4.4 During an election year, from the issue of the Notice of Election until the day following election (purdah), Officers will not normally issue press releases.
- 4.5 Confidential documents, reports, papers, and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who is responsible and appropriate action taken.
- 4.6 There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Clerk.
- 4.7 Should a Member decide to submit a letter to the press on any subject, they should not use the term 'Town Councillor' (or other role within the Council), or give the impression, directly or implied, that they are writing on behalf of the Council.

5. Press releases

- 5.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Clerk and Members to look for opportunities where the issuing of a press release may be beneficial.
- 5.2 All press releases must be issued by the Clerk in order to ensure that the principles outlined in section 3 (legal framework) are adhered to, that there is a consistency of style across the Council and that the use of the press release can be monitored.
- 5.3 The Town Clerk will act as the Council's Press Officer. Any official contact with the media concerning the Council's policies, the decisions it makes and services it provides are to be initiated through the Town Clerk.
- 5.4 Members who identify a media opportunity should discuss this with the Town Clerk who will, in consultation with other Members as appropriate, decide how this will be followed up.
- 5.5 If a Member or employee receives an approach or enquiry from the media about any matter relating to the Town Council, it should be referred to the Town Clerk

6. Councillor press correspondence

- 6.1 Individual councillors can make their own statements relating to local issues and this policy is not designed to prevent any Member expressing a personal opinion through the media. Members must make it clear however, that any view expressed which differs from Council policy, are their own personal views and should be recorded as such.

6.2 Such releases, should bear no reference whatsoever to the Council or any Officer and must not use the Council logo. Neither the Council address, telephone number, website nor Facebook page should be included as a point of contact.

6.3 Where a journalist wishes to confirm what was said by an individual councillor during a Council meeting, they will be referred to the Town Clerk.

7. Freedom of Information requests

7.1 All requests received under the Freedom of Information Act must be referred to the Town Clerk who will arrange for the request to be satisfied in accordance with the legislation.

Revision History:

Date Adopted	February 2019	
Date reviewed	March 2024	Updated and Member Personal Devices 7.2 removed

ESTABLISHMENT COMMITTEE WORK PROGRAMME 2023-24

Meeting Date	Agenda Item	Description	Responsible Officer	Necessity
27/03/2024	Business Continuity Plan	To consider a proposed Business Continuity Plan for adoption by Council	Town Clerk	Risk Management
	Grant applications	To consider any grant applications received	Town Clerk	Internal Control
	Complaints Policy	Council	Town Clerk	Risk Management
	Filming at Council Meetings Policy	To review this policy and recommend its adoption by Council	Town Clerk	Risk Management
	Public Participation Policy	To review this policy and recommend its adoption by Council	Town Clerk	Risk Management
	Press Policy	To review this policy and recommend its adoption by Council	Town Clerk	Risk Management
	Committee structure, calendar of meetings 2024-25	To consider a revised Committee Structure, calendar of meetings for 2024-25 and committee membership.	Town Clerk	Internal Control
	Management fee for Common Road Allotments	To review the management fee levied to administer the Common Road Allotment site	Town Clerk	Internal Control
	Confidential - Update on staff structure	To receive a verbal report on the restructuring process	Town Clerk	Risk Management
	Confidential - Salary Incremental Rise	To note the salary scale incremental rise	Town Clerk	Employment contract
17/04/2024	Budget Virements	To consider any budget virements for this Committee	Town Clerk	Risk Management
	Telephone System	Town Council Offices	Town Clerk	Risk Management
	Data Breach Policy	To review this policy and recommend its adoption by Council	Town Clerk	Risk Management
	Privacy Policy	To review this policy and recommend its adoption by Council	Town Clerk	Risk Management
	Subject Access Request Procedure	To review this policy and recommend its adoption by Council	Town Clerk	Internal Control
	Credit Management Policy	To review the Council's policy and recommend its adoption by Council	Town Clerk	Risk Management
	Information and Data Protection Policy	To review this policy and recommend its adoption by Council	Town Clerk	Risk Management
	Information security asset inventory	To review this policy and recommend its adoption by Council	Town Clerk	Data Protection
	Publication Scheme	To review this policy and recommend its adoption by Council	Town Clerk	Data Protection
	Privacy Notice	To review this policy and recommend its adoption by Council	Town Clerk	Data Protection
	Paper and Electronic Communications Retention and Disposal Policy	To review this policy and recommend its adoption by Council	Town Clerk	Data Protection
	Information Publication Scheme	To review this policy and recommend its adoption by Council	Town Clerk	Data Protection
	Freedom of Information	To consider a procedure for the handling of FOI	Town Clerk	Data Protection
	Vexatious Policy	To consider a vexatious complaints policy	Town Clerk	Risk Management
	Grant Awarding Policy	To review the grant awarding policy for adoption by Council	Town Clerk	Internal Control
	Public Sector Equality Duty	To receive a report advising the Council of their responsibilities under this duty	Town Clerk	Equalities Act
Code of Conduct	To review the Council's adopted Code of Conduct against the 2020 version	Town Clerk	Policy Review	

Future Meetings

	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			