

**MINUTES OF A MEETING OF THE TOWN ENHANCEMENT COMMITTEE HELD ON WEDNESDAY 13<sup>TH</sup> MARCH 2019 AT 7.30PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

---

Committee Members present: B Collier (Chairman)

Mrs S Bundock  
A Cooper  
S Dhaliwal  
C Phelps

Mrs A Clarey  
Mrs M Cooper  
S Hayes

Also present: the Town Clerk – Mrs K Elliott-Turner

---

**7/19 APOLOGIES FOR ABSENCE**

There were none, as all Committee Members were present.

**8/19 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA**

There were none. Members were reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

**9/19 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

**10/19 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

Nothing to report.

**11/19 PURPOSE AND TITLE OF COMMITTEE**

Lead - Councillor Mrs Bundock. Members considered the purpose of this committee, its remit within the Terms of Reference and considered amending its title to fit current committee work.

Several suggestions were put forward for a new title for this committee, based on its current work and likely future tasks, which included Corporate Strategic Committee, Town Promotion Committee, Strategic Plan Committee.

**RECOMMENDED** that the title of this committee is changed to 'Town Strategy Committee', as this more appropriately covers the tasks of the committee – looking at the forward planning for the town, the Town Council and the community.

Councillor Mrs Cooper requested that her name be voted against the recommendation.

**12/19 TOWN PLAN IMPLEMENTATION GROUP**

Lead – Councillor Mrs Clarey. Members considered the future of the Town Plan Implementation Group (a sub-committee of this committee).

As Chairman of the Implementation Group, Councillor Mrs Clarey explained that they had now reduced in membership number, with 4 Town Councillors and 1 to 3 members of the public attending meetings. Town Plans were designed to be 'worked on' for up to 15 years. Stotfold's Town Plan was approved by the Town Council in 2009 and a group has been working on the implementation for almost 10 years. The work carried out by the group can be seen by way of minutes of meetings and monitoring sheets, published on the Town Council website. The monitoring sheets indicate that the group has now covered almost all work identified in the Town Plan, with education added to the Plan in April 2016.

The BRCC were responsible for Town Plans but have little input. The Group sends in monitoring sheets annually, which are never acknowledged.

The credentials of the Implementation Group include 3 school governors, a PPG representative, the Chair and 2 further Trustees of the Stotfold Good Neighbour Group and a Green Wheel stakeholder. The Group is currently planning to help the Assistant Clerk update the Residents Handbook.

The group is questioning their formal set up – agendas/minutes (produced within the group) and have discussed if there is a better way of covering the rest of the life of the Town Plan.

The Implementation Group will discuss and put a recommendation to Council to consider.

### **13/19 CORPORATE STRATEGIC PLAN**

Members considered the need for a Mission Statement to add to our previously approved Vision Statement for the Council and put forward amendments to the previously suggested wording from the last meeting.

**RECOMMENDED** that this Council's Mission Statement to support our Vision Statement is as follows: 'Enhancing the community of Stotfold will be achieved by effective use of our assets and managing council Tax received from our residents in the most appropriate way. The Council will give our staff clear objectives and decisions to implement actions that maintain and improve our assets to the benefit of Stotfold'.

Members then considered additional objectives to the revised objectives table, and additional wording as an explanation to each objective.

Additions were made to the objectives table, the Clerk's draft of expansion of each objective was considered, with additions and amendments made, and forms a working document for continuation at the next meeting.

### **14/19 BUDGET & RESERVES REVIEW**

Members considered the Budget & Reserves Review report as at month 11. Discussions were held about potential future expenditure which may be incurred in the production of the Corporate Strategic Plan, such as promotional material, consultation events, production of the plan itself.

**RESOLVED** that any remaining funds in this committee's budget at the end of the financial year is vired to the committee's earmarked reserves.

With regard to the name of the earmarked reserve, subject to approval of the recommendation in minute 11/19, to change the title of this committee, it was:

**RECOMMENDED** that this committee's earmarked reserves title is changed to Town Strategy - projects.

**15/19 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

Nothing to report.

There being no further business, the meeting closed at 9.05pm

**CHAIRMAN**

**DATED**