

MINUTES OF A MEETING OF THE STATUTORY MEETING OF STOTFOLD TOWN COUNCIL HELD ON WEDNESDAY 2ND MAY 2018 AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD

Members present:

Mrs S Bundock	Ms A Clarey
B Collier	Mrs M Cooper
A Cooper	S Hayes
Mrs J Hyde	D Matthews
H Pickering	C Phelps
B Saunders	J Talbot

Also present: one member of the public, Central Beds Councillors S Dixon and J Saunders, and the Town Clerk – Mrs K Elliott-Turner

83/18 ELECTION OF CHAIRMAN

Nominations were requested for the position of Chairman of Stotfold Town Council, who will also take the role of Mayor of Stotfold.

Councillor Cooper was proposed and seconded.

RESOLVED that the Chairman of Stotfold Town Council is Councillor Alan Cooper.

84/18 DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Cooper read and signed the Declaration of Acceptance of Office for the role of Chairman of Stotfold Town Council.

85/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S Dhaliwal and S Jackson.

86/18 ELECTION OF VICE-CHAIRMAN

Nominations were requested for the position of Vice-Chairman of Stotfold Town Council, who will also take the role of Deputy Mayor of Stotfold.

Councillor Collier was proposed and seconded.

There being no further nominations, a vote took place and it was:

RESOLVED that the Vice-Chairman of Stotfold Town Council is Councillor Brian Collier.

87/18 ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

RESOLVED that the Standing Orders (dated 4th November 2014) and Financial Regulations (dated 4th March 2015) of this Council be adopted.

The Clerk advised that both documents will be reviewed shortly, with the forthcoming General Data Protection Regulation and some required amendments.

88/18 COMMITTEES AND SUB-COMMITTEES

RESOLVED that the terms of reference for each Committee are adopted, and that the maximum number of members on each Committee/Sub-Committee/Working Party are as follows:

- Recreation Grounds, Public Lands & Lighting shall have up to 10 members
- Cemetery Management shall have up to 8 members
- Buildings Management shall have up to 8 members
- Planning shall have up to 10 members
- Town Enhancement shall have up to 8 members
- Establishment shall have between 7 and 9 members
- Green Wheel Working party (sub-committee of RGPLL) shall have 8 or more members, 2 of which must be from RGPLL (substitutes permitted)
- Town Plan Implementation Group (sub-committee of Town Enhancement) shall have up to 12 members, at least 2 of which must be members of Town Enhancement

89/18 FORMATION OF COMMITTEE MEMBERSHIP

RESOLVED that Committee Membership is formed as follows:

Recreation Grounds, Public Lands & Lighting

Councillors Mrs Bundock, Mrs Clarey, Collier, Cooper, Mrs Cooper, Hayes, Mrs Hyde, Jackson, Phelps, Talbot (10)

Cemetery Management

Councillors Collier, Cooper, Mrs Cooper, Dhaliwal, Mrs Hyde, Saunders, Pickering (6)

Buildings Management

Councillors Mrs Bundock, Mrs Clarey, Collier, Cooper, Mrs Cooper, Dhaliwal, Hayes, Matthews (8)

Planning

Councillors Collier, Cooper, Mrs Cooper, Dhaliwal, Hayes, Matthews, Phelps, Talbot (8)

Town Enhancement

Councillors Mrs Bundock, Mrs Clarey, Collier, Cooper, Mrs Cooper, Dhaliwal, Hayes, Phelps (8)

Establishment

The Chairmen of full Committees, Chairman of Town Council, Vice-Chairman of Town Council, plus two co-opted Town Council Members

Members were advised that if a new Council Member is co-opted at the full Council meeting following this meeting, they will have an option to join Planning and/or Cemetery Management Committees, which currently have membership space.

Green Wheel Working Party

Councillors Mrs Clarey, Collier, Phelps

Town Plan Implementation Group

Councillors Mrs Bundock, Cooper, Mrs Clarey, Phelps, Talbot

Christmas Lights Committee

Councillors Cooper, Pickering

It was noted that the Green Wheel Working Party has now become a Steering Group (Etonbury Green Wheel). Its future format is to be determined by the Group, and Council will be advised.

90/18 INTERNAL AUDITOR 2018-2019

Members were asked to confirm that Mrs Julie Betts continues in the role as the Town Council's Internal Auditor for 2018-2019. The Clerk has undertaken checks to ensure that Mrs Betts is competent and suitable to carry out the role. Mrs Betts' fee is £250.

RESOLVED that Mrs Julie Betts is appointed as the Internal Auditor for 2018-2019.

91/18 APPOINTMENT OF MEMBER OR NOMINATED REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED that Members are nominated or confirmed as representatives (where role continues) on the following outside bodies:

Community Governor for St Mary's Academy

Councillor Mrs Clarey

Community Governor for Roecroft Lower School

Councillor Mrs Bundock

Community Governor for Etonbury Academy

Councillor Phelps

Stotfold Football Club Committee

Councillors Cooper and Dhaliwal (Councillor Matthews is reserve)

Mossman Management Committee

Councillor Saunders

Stotfold Bowls Club Committee

Councillor Mrs Cooper

Stotfold Scouts Committee

Councillor Talbot

Stotfold Chamber of Trade

Councillor Collier

Town Council Trustees of Eleemosynary Charity of William Field

Councillors Hayes and Pickering will be the Town Council's representatives on the Eleemosynary Charity of William Field (Councillor Mrs Hyde is the Chairman of the Charity, in her capacity as Church Warden)

Bedfordshire Association of Town & Parish Councils (BATPC)

Councillor Talbot

92/18 APPOINTMENT OF MEMBER REPRESENTATIVES TO SERVE THE COUNCIL

RESOLVED that Members are nominated or confirmed as representatives to serve the Town Council as follows:

Tree Warden
Councillor Mrs Cooper

Highways Representative
Councillor Mrs Bundock

Bedfordshire Police (Priority Setting Meetings)
Councillor Talbot

93/18 AUTHORISE REGULAR/ANNUAL PAYMENTS

Members considered the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation – to include subscriptions and memberships.

RESOLVED that all regular/annual payments as detailed on the list below are paid.

Operating costs	£
Landscape Contract	65,787.10
Handyman Contract	36,887.50
Street Lighting Contract	15,000.00
Central Beds Council – Brook Street Car Park Non-Domestic Rates	1,020.00
Central Beds Council – Brook Street Toilets Non-Domestic Rates	460.80
Central Beds Council – Memorial Hall Non-Domestic Rates	4,608.00
Central Beds Council – Part Simpson Centre Non-Domestic Rates	5,280.00
Central Beds Council – Part Simpson Centre Non-Domestic Rates	2,468.03
Central Beds Council – Cemetery Non-Domestic Rates	3,443.75
Bugs N Things – allotment pest control	504.90
Bugs N Things – cemetery pest control	455.00
Danfo – servicing Brook Street Toilets	1,200.00
PHS Sanitary bin charge – Greenacre Centre & Memorial Hall	1,469.42
PRS – music licence	465.60
River Ivel Drainage Board – riparian costs	8.22
Cawleys – bin/skip hire	1,454.16
Chubb – fire alarm/extinguisher service Memorial Hall & Simpson Centre	1,154.27
TJ Fire – fire alarm/extinguisher service Greenacre Centre	462.10
Amthal – intruder alarm service & monitoring Simpson Centre	575.15
Harrisons – CCTV maintenance Simpson Centre & Memorial Hall	401.29
ACE Security – intruder and CCTV Greenacre Centre	854.00
Ambivent Facilities – heating & BMS contract Greenacre Centre	2,326.00
Legacy Cleaning contract Greenacre Centre	10,108.00
Administration costs	£
Stotfold News – advertising	2,993.76
Pitney Bowes – franking machine rental	943.40
British Telecom – internet & line rental	1,596.00
RBS – Cemetery package support	275.00
RBS – Booking package support	275.00

RBS - Omega financial package support	750.00
RBS – Allotments package support	165.00
SAGE salaries software	276.00
Zurich – insurance policy	6,211.64
ICO – data protection register	35.00
PWLB – loan repayments	10,818.97
Assign IT – computer support	4,816.32
Copycare – photocopier maintenance	1,109.84
Annual External & Internal Audit (BDO/Mazars & J Betts)	1,500.00
Staff salaries x11 (gross)	108,790.08
Employers NI contributions	6,441.31
Pensions contributions	19,570.27
Subscriptions	£
CPRE (Campaign to Protect Rural England)	36.00
Woodland Trust	36.00
The Wildlife Trust	36.00
Open Spaces	45.00
National Society of Allotment & Leisure Gardeners	66.00
BABUS (Bedford Area Bus Users Society)	24.00
ICCM (Institute of Cemeteries & Crematorium Management)	90.00
BATPC (Bedfordshire Association of Town & Parish Councils)	1,652.00
SLCC (Society of Local Council Clerks) membership x2	513.83
NALC (National Association of Local Councils)	150.00

94/18 TO CONFIRM THAT ANY DEEDS IN THE CUSTODY OF THE COUNCIL ARE OPEN TO INSPECTION

RESOLVED that the Deeds in the custody of the Council, which are kept in the office, are confirmed as being open to inspection.

95/18 TO CONFIRM DATES FOR ORDINARY COUNCIL AND COMMITTEE MEETINGS THROUGHOUT THE YEAR.

RESOLVED that the list of dates for ordinary Council and Committee meetings for 2018-2019 are approved.

There being no further business, the meeting was closed at 7.18pm

CHAIRMAN

DATED