

MINUTES OF THE STATUTORY TOWN COUNCIL MEETING HELD ON WEDNESDAY 13TH MAY 2015 AT 7.00PM IN THE COUNCIL CHAMBER, SIMPSON CENTRE, STOTFOLD

Members present:

Mrs S Bundock	B Collier (outgoing Chairman)
A Cooper (incoming Chairman)	Mrs M Cooper
S Dhaliwal	S Hayes
Mrs J Hyde	H Pickering
B Saunders	L Stoter
J Talbot	

Also present: Mrs K Elliott-Turner (Town Clerk)

91/15 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.

Councillors Cooper and Collier were proposed and seconded. A paper ballot vote took place, as per Standing Orders, and it was:

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

92/15 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.

93/15 COUNCILLOR VACANCIES

Two vacancies remain unfilled as a result of insufficient nominations for the May 2015 election.

RESOLVED that the two Councillor vacancies are advertised to be filled.

94/15 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs Clarey and Phelps.

95/15 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.

96/15 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.

97/15 COMMITTEES AND SUB-COMMITTEES

RESOLVED that the Terms of Reference for each Committee are adopted, and that the maximum numbers 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
- Arlesley Road Community Use Working Party (sub-committee of RGPLL) shall have up to 4 members – all must be members of RGPLL

Note: RGPLL – Recreation Grounds, Public Lands & Lighting Committee

98/15 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, Saunders, Stoter, Talbot (10)

Cemetery Management

Councillors Collier, Cooper, Mrs Cooper, Dhaliwal, Mrs Hyde, Pickering, Stoter (7)

Buildings Management

Councillors Mrs Bundock, Mrs Clarey, Collier, Cooper, Mrs Cooper, Dhaliwal, Hayes (7)

Planning

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

Town Enhancement

Councillors Mrs Bundock, Mrs Clarey, Collier, Cooper, Mrs Cooper, Dhaliwal, Hayes (7)

Establishment

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

Green Wheel Working Party

Councillors Mrs Clarey, Collier, Stoter (one as substitute)

Town Plan Implementation Group

Councillors Mrs Bundock, Mrs Clarey, Phelps, Talbot

Arlesley Road Community Use Working Party

Councillors Collier, Hayes, Saunders, Stoter

99/15 INTERNAL AUDITOR 2015 – 2016

Following our last Review of the Effectiveness of Internal Audit, Mrs Gill Wiggs has advised that she is unable to continue in the role as our Internal Auditor for 2015-2016 due to work pressures. Mrs Julie Betts has agreed to carry out the role of the Town Council's Internal Auditor, and the Clerk has undertaken checks to ensure that Mrs Betts is competent and suitable to carry out the role. Mrs Betts is the Clerk for Bromham Parish Council.

RESOLVED that Mrs Julie Betts is appointed as the Internal Auditor for 2015-2016.

100/15 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 (2 years remaining of 4 year term of office)

Community Governor for Roecroft Lower School

Councillor Mrs Bundock (4 years remaining of 4 year term of office – recently renewed by school)

Stotfold Football Club Committee

Councillors Cooper and Dhaliwal

Mossman Management Committee

Councillor Saunders

Stotfold Bowls Club Committee

Councillor Mrs Cooper

Stotfold Scouts Committee

This position is vacant following notification that Councillor Talbot wished to stand down. The position is to remain vacant at this time

Stotfold Chamber of Trade

Councillor Collier

Town Council Trustees of Eleemosynary Charity of William Field

Councillors Hayes and Mrs Hyde

101/15 AUTHORISE REGULAR/ANNUAL KNOWN 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	£
Landscaping contract	49214.88
Handyman contract	26137.44
Street lighting contract	1,640
Central Beds Council – Brook Street Car Park Non-Domestic Rates	1020.00
Central Beds Council – Brook Street Toilets Non-Domestic Rates	480.00
Central Beds Council – Memorial Hall Non-Domestic Rates	4608.00
Central Beds Council – Part Simpson Centre Non-Domestic Rates	2064.00
Central Beds Council – Part Simpson Centre Non-Domestic Rates	4921.00
Central Beds Council – Cemetery Non-Domestic Rates	2,880.00
Bugs N Things – allotment pest control	485.00
Bugs N Things – cemetery pest control	450.00
Danfo – servicing Brook Street toilets	1,200
PHS sanitary bin charge	517.81
PRS – music licence	260.00
River Ivel Drainage Board – riparian costs	8.00

Cawleys – bin/skip hire	360.00
Chubb – fire alarm/extinguisher service	750.00
Amthal – intruder alarm service & monitoring	328.50
Harrisons – CCTV maintenance	240.00
Administration costs	£
Stotfold News – advertising	2,851.00
Pitney Bowes – franking machine rental	215.40
British Telecom – internet & line rental	1,307.36
RBS – Cemetery package support	171.00
RBS – accounts package support	600.00
Names.co.uk – domain name renewal	10.00
Zurich – insurance policies	8,017.22
TOMMIE – booking system	260.40
ICO – data protection register	35.00
PWLB – loan repayments	21,637.94
Assign-IT – data back up	300.00
Copycare – photocopier maintenance	400.00
Staff salaries (x8)	91,036.32
Employers NI contributions	5,323.20
Pensions contributions	17,177.52
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)	12.00

102/15 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.

103/15 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 2015/16 are approved.

There being no further relevant business the meeting was closed at 7.17pm

CHAIRMAN

DATED