

**MINUTES OF THE STATUTORY TOWN COUNCIL MEETING HELD ON WEDNESDAY 11TH MAY 2016 AT 7.00PM
IN THE COUNCIL CHAMBER, SIMPSON CENTRE, STOTFOLD**

Members present:

Mrs S Bundock	Mrs A Clarey
B Collier	A Cooper (outgoing Chairman)
Mrs M Cooper	S Dhaliwal
S Hayes	Mrs J Hyde
D Matthews	C Phelps
H Pickering	B Saunders
J Talbot	

Also present: Mrs K Elliott-Turner (Town Clerk), Central Beds Councillor S Dixon and one member of the public

90/16 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.

91/16 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.

92/16 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Jackson.

93/16 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.

94/16 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.

95/16 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
- Arlesey 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

96/16 FORMATION OF COMMITTEE MEMBERSHIP

RESOLVED that Committee Membership is formed as follows:

Recreation Grounds, Public Lands & Lighting

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

Cemetery Management

Councillors Collier, Cooper, Mrs Cooper, Dhaliwal, Mrs Hyde, 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

Green Wheel Working Party

Councillors Mrs Clarey, Collier

Town Plan Implementation Group

Councillors Mrs Bundock, Mrs Clarey, Phelps, Talbot

Christmas Lights Committee

Councillors Cooper, Pickering

As Councillor Mrs Bundock withdrew her request to stand on the Recreation Grounds, Public Lands & Lighting Committee in order to ensure the required number of Members, thanks were forwarded to her for all her good work on the Committee and for being the Town Council's Highways Representative.

97/16 INTERNAL AUDITOR 2016 – 2017

Members were asked to confirm that Mrs Julie Betts continues in the role as the Town Council's Internal Auditor for 2016/2017. 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 2016-2017.

98/16 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 (1 year remaining of 4 year term of office)

Community Governor for Roecroft Lower School
Councillor Mrs Bundock (3 years remaining of 4 year term of office – recently renewed by school)

Community Governor for Etonbury Academy
Councillor Phelps

Stotfold Football Club Committee
Councillors Cooper and Dhaliwal

Mossman Management Committee
Councillor Saunders

Stotfold Bowls Club Committee
Councillor Mrs Cooper

Stotfold Scouts Committee
Councillor Talbot. The Scouts are to be asked if they will accept a second person as a reserve. In this case, Councillor Pickering will be reserve

Stotfold Chamber of Trade
Councillor Collier

Town Council Trustees of Eleemosynary Charity of William Field
Members were advised that Councillor Mrs Hyde has been elected as Church Warden and so is no longer the Town Council's representative. The Charity is formed of 5 people – the Vicar, x2 Church Wardens and x2 representatives of Stotfold Town Council.

Councillors Hayes and Pickering will be the Town Council's representatives on the Eleemosynary Charity of William Field.

Thanks were given to Councillor Mrs Hyde for her work on the Charity as the Town Council's representative.

99/16 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	£
Landscaping contract	50199.30
Handyman contract	26790.94
Street lighting contract	1640.00

Central Beds Council – Brook Street Car Park Non-Domestic Rates	1028.50
Central Beds Council – Brook Street Toilets Non-Domestic Rates	484.00
Central Beds Council – Memorial Hall Non-Domestic Rates	4646.40
Central Beds Council – Part Simpson Centre Non-Domestic Rates	2081.20
Central Beds Council – Part Simpson Centre Non-Domestic Rates	4961.00
Central Beds Council – Cemetery Non-Domestic Rates	2904.00
Bugs N Things – allotment pest control	485.00
Bugs N Things – cemetery pest control	450.00
Danfo – servicing Brook Street toilets	1200.00
PHS sanitary bin charge	518.00
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	2851.00
Pitney Bowes – franking machine rental	215.40
British Telecom – internet & line rental	1307.36
RBS – Cemetery package support	171.00
RBS – accounts package support	600.00
Names.co.uk – domain name renewal	10.00
Zurich – insurance policies	8017.22
TOMMIE – booking system	260.40
ICO – data protection register	35.00
PWLB – loan repayments	21637.94
Assign-IT – data back up	300
Copycare – photocopier maintenance	414.00
University of Gloucester	1860.00
Staff salaries (x8)	91036.32
Employers NI contributions	5323.20
Pensions contributions	17177.52
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
BATPC (Bedfordshire Association of Town & Parish Councils)	1558.00
SLCC (Society of Local Council Clerks)	310.00
ICCM (Institute of Cemetery & Crematorium Management)	90.00

Note: many of these regular/annual payments may change due to the relocation of the Council's office facilities and engagement of new members of staff

100/16 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.

101/16 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 2016/17 2017 are approved, with the following amendments: Recreation Grounds Public Lands & Lighting Committee meeting date of 13th October should be 12th October, Establishment Committee meeting date of 16th October should be 26th October. The Town Enhancement Committee meeting scheduled for 22nd June will be moved to 29th June to avoid a clash with Festival Week events.

There being no further business the meeting was closed at 7.20pm

CHAIRMAN

DATED