

STOTFOLD TOWN COUNCIL

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



25 October 2023

Members of Stotfold Town Council

You are hereby summoned to attend the Stotfold Town Council meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 1 November 2023 at 7.00pm** for the purpose of transacting business detailed in the agenda.

Central Bedfordshire Council Ward Members, representative of the press and electorates of Stotfold, for information.

E Payne
Town Clerk

Members of the public:

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 speak in the 'public section' 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

There will be a presentation from CBC Flood Resilience Officer at 7.00pm. The Council meeting will commence immediately afterwards.

1. Apologies for absence

To receive and accept apologies for absence from Town Council members.

2. Disclosures of Members Interests and Dispensations

Members are reminded of their obligations to declare interests in accordance with the Code of Conduct. The Town Clerk will report any dispensation requests received.

Where a matter arises at a meeting which relates to a Councillor's interest, the Councillor has the responsibility to declare that interest in accordance with the adopted Code of Conduct.

- a) To receive Member's declarations of interest in items on the agenda.
- b) To consider any requests for dispensations.

3. Public Section

Members of the public to speak are entitled to be at this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1, extended by the Local

Government Act 1972, Section 100 unless precluded by the Council by resolution during the whole or part of the proceedings. 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. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.

4. Members on Other Authorities

To receive and note the reports of CBC Ward Councillors.

5. Co-Option of Town Councillor

To receive an application from a member of the public to be a co-opted Town Councillor.

6. Council Minutes

To approve the minutes of the Council meeting held 4 October 2023 as a true record of the meeting.

7. Mayor's announcements and civic attendance

Attached for Members.

8. Clerk's Report, correspondence received & matters arising from previous council minutes, for information

9. Committee minutes

To receive the minutes of the following Committee meetings and note any recommendations:

9.1 Recreation Grounds, Public Lands and Lighting – 11 October 2023

9.2 Planning Committee – [18 October 2023](#)

9.3 Cemetery Committee – [18 October 2023](#)

9.4 Buildings Committee – [18 October 2023](#)

9.5 Establishment Committee – [20 October 2023](#)

9.6 Establishment Committee – 25 October 2023

10. Accounts

10.1 To approve expenditure in September and October 2023.

10.2 Note the income received during October 2023

10.3 To review and note the monthly committee budget report and Earmarked Reserves as at end October 2023

11. Reports

To note the following reports:

11.1 Member and Nominated Representatives on Outside Bodies

11.2 Other Member Representative reports

12. General Power of Competence

To resolve to adopt the General Power of Competence as set out in the Localism Act 2011.

13. Committee Membership and Outside Bodies

To ratify Committee Membership

14. Town Strategy Committee

To review this Committee's Terms of Reference.

15. Member's Items for Information Purposes Only

16. Date of Next Meeting

16.1 Next Full Council - 6 December 2023

16.2 To note the change of date for January's meeting from 3 January to 31 January. The Full Council meeting scheduled for 7th February will be cancelled, with the proceeding meeting being 6th March 2024.

MINUTES OF THE MEETING OF STOTFOLD TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD ON WEDNESDAY 4th OCTOBER 2023 AT 7.00PM

Committee Members present:

S Hayes, Vice Chairman, L Anderson, Mrs M Cooper, S Dhaliwal, S Hayes, D Matthews, B Saunders, J Smith, N. Venneear.

Also present:

E Payne, Town Clerk, Mrs K Woodfine, Central Beds Council Ward Member, 2 members of the public.

159/23 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Bhasin, Buck and Holbrook.

160/23 DISCLOSURE OF MEMBERS INTERESTS AND DISPENSATIONS

There were no declarations of interest on any item on this agenda.

161/23 MAYORS ANNOUNCEMENTS AND CIVIC ATTENDANCE

These were noted by members.

Standing Orders were suspended to allow Members of the Public to speak.

162/23 PUBLIC SECTION

A member of the public addressed the meeting about the use of the MUGA for dedicated netball training and matches. It was explained to them that the Council made the decision in 2016, recently ratified by the Recreation, Grounds, Public Lights and Lighting Committee to keep the MUGA as open access. It was suggested that this goes back to the next meeting of this committee for further consideration, ratification and to confirm the decision to keep the MUGA open access. It was explained that the Council does not have the resources to open/close the MUGA and when it has been locked in the past, it has experienced unacceptable levels of vandalism.

Members welcomed that the MUGA was being used for netball training and games and asked if the resident had experienced any issues with other users of the court, that they monitor the situation and report back to the Council if there were any issues. Members were keen to encourage its use and that it should be advertised on the Town Council's website, social media and on notice boards adjacent to the MUGA. The Clerk advised that the notice board at the MUGA was in need of refurbishment and relocating to a better location. Notice of use for netball practice on specific days would be included on the notice board.

163/23 COUNCIL MINUTES

Members received the minutes of the meeting held on Wednesday 6 September 2023. There was a minor amendment, and it was **RESOLVED** to:

Adopt the amended minutes as a true record of the meeting.

164/23 CLERKS REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

There were no matters to report that had not already been reported to the relevant Committee meeting.

166/23 REPORTS

- 166/23.1 Central Beds Council Ward Member Report - Councillor Kathryn Woodfine presented their report which was circulated to all Members separately. Cllr Woodfine answered questions from Members.

Cllr Woodfine was advised that CBC Officers were not aware that the library application had been deferred to November's committee.

- 166.23.2 Cllr Hyde provided an update on the refurbishment of the Roecroft Centre. A grant application decision from CBC is awaited to ensure the project is financially viable.
- 166.23.3 Cllr Wightwick reported on the Warm Spaces project and asked if the Town Council would be engaged in the process. It was added to the agenda for the next Buildings Committee meeting. Cllr Wightwick asked if a member or Officer could attend a meeting scheduled for 26 October 2023 at 3.30pm.
- 166.23.4 Cllr Anderson reported on a recent meeting of St Mary's School Governor's.
- 166.23.5 Cllr Talbot reported that he and Cllr Venneear had attended the Scouts AGM. Cllr Venneear reported that Cllr Talbot had received an award for his service to the Scouting organisation.
- 166.23.6 Cllr Cooper reported on the end of the bowls season and that the Ladies Team had been particularly successful. The Town Clerk was asked to write to the Bowls Club offering the Town Council's congratulations on their achievements.

167/23 ACCOUNTS

- 167/23.1 Members considered the Expenditure Report for approval for September 2023 payment run, and the income received during September 2023 in the Income Report. The wrong expenditure report had been circulated and would be considered at the next meeting. It was **RESOLVED** to:

Note the Income Report.

- 167/23.2 Members considered the monthly committee budget report, budget variances report as at end September 2023. It was **RESOLVED** to:

Note the monthly committee budget report for September 2023.

167/23.3 External Auditor's Report

Members were advised that the External Auditor has returned their report with no recommendations. It was **RESOLVED** to:

Receive and approve the External Auditor's Report.

Cllr Hayes wanted to thank the Finance Officer for her hard work in preparing her first Annual Governance Statement.

168/23 COMMITTEE MINUTES**168/23.1 RECREATION GROUNDS, PUBLIC LANDS AND LIGHTING COMMITTEE – 13 SEPTEMBER 2023**

Members of the recreation Grounds, Public Lands and Lighting Committee confirmed that the minutes of their meeting held on 13 September 2023 are a correct record. There were no recommendations from the committee. The minutes were noted by council.

168/23.2 PLANNING COMMITTEE – 13 SEPTEMBER 2023

Members of the Planning Committee confirmed that the minutes of their meeting held on 13 September 2023 are a correct record. There were no recommendations from the committee. The minutes were noted by council.

168/23.3 CEMETERY COMMITTEE,

Members of the Cemetery Management Committee confirmed that the minutes of their meeting held on 20 September 2023 are a correct record. There were no recommendations from the committee. The minutes were noted by council.

168/23.4 BUILDINGS COMMITTEE – 20 SEPTEMBER 2023

Members of the Buildings Committee confirmed that the minutes of their meetings held on 20 September are a correct record. There were no recommendations from the committee. The minutes were noted by council.

168/23.5 ESTABLISHMENT COMMITTEE – 27 SEPTEMBER 2023

Members of the Establishment Committee confirmed that the minutes of their meeting held on 27 September 2023 are a correct record. There were no recommendations from the committee. The minutes were noted by council.

169/23 CEMETERY GATES

Members received a report with a quotation for the repainting of the cemetery gates. Concerns were raised about the access to the cemetery for burials and interments. The contractors were aware of this and had assured the Town Clerk that provided they had 24 hours' notice, they could clear up for access purposes. It would have been more expensive and take longer if the gates were removed for painting. It was **RESOLVED** to:

Accept the quotation from Shot and Sandblasting Ltd to strip and paint the cemetery gates in situ at a total cost of £3,450 plus VAT.

170/23 SKATE PARK

Cllr Hayes reported that he has a tender document nearly ready for distribution. Members queried about the thresholds for advertising on Contracts Finder, but the Council's Financial Regulations require tenders to be advertised for any expenditure over £25,000. It was confirmed that the site will require planning permission.

Members considered that the successful contractor would manage the entire project from planning application, through consultation with residents, including any possible grant funding to build the facility. The desired completion date was Autumn 2024. It was **RESOLVED** that:

The Skate Park Tender will be considered at the Recreation Grounds, Public Land and Lighting Committee meeting in November.

171/23 REFURBISHMENT OF PLAY EQUIPMENT AT THE GREEN/RIVERSIDE

Members were advised that the Council's adopted Strategic Plan highlighted the refurbishment/replacement of these play areas. Members considered that as the installation of new play equipment was expensive, they wanted to identify funding before the works were investigated further.

172/23 PITCH POWER UPDATE

Members were advised that when the Pitch Power nominated consultant had inspected the Arlesey Road pitches, the condition of the pitches were poorer than originally thought due to a variety of reasons. It was also likely that when Pitch Power inspected the pitches, they hadn't fully measured the entire plateau. Further town council funding needed to be identified to support the Pitch Power funding. It was **RESOLVED** to:

Authorise the additional works to Arlesey Road pitches.

173/23 VAPING VAN ON A507

Cllr Hyde has asked for this item to be considered by Council. Members were asked how they felt about the location of this van; the effects of vaping were unknown on the human body; as well as the disposal of temporary vapes. Anecdotally children had been seen at the van. Members were advised that the vaping van had been considered at the relevant Planning Committee meeting where it had been considered on planning grounds. Trading Standards had recently visited Stotfold and there had been one incident of underage sales in the town.

Members considered that the sale side of the van should face the road, and not into the pavement as is currently the situation, which makes it harder to see if it's open and who its customers are. It was **RESOLVED** to:

Write to CBC with the Town Council's concerns about this situation.

174/23 QUESTIONS FROM ELECTORS ON ITEMS ARISING FROM THE MEETING

- 174/23.1 Agenda item for Planning Committee – Request a CBC Enforcement Visit to Shawmer Drive following the poor condition of the road after the development has been completed and other issues including a dip in Hitchin Road.

175/23 ITEMS FOR INFORMATION PURPOSES ONLY

175/23.1 Library Update

The DMC are considering the application at their November meeting. The heads of terms are ready to go. Cllr Hayes had a meeting this week with a contractor about air conditioning at the Greenacre Centre, which could form part of the tender process for the project. Cllr Woodfine suggested that the Town Council should write to all Members of the DMC once it was known which committee meeting it was being considered at so that the benefits of the project could be explained.

- 175/23.2 Cllr Saunders reported on the CBC Community Grants stream is open. The closing date is 3 November 2023.

***Post Meeting Note:** The Clerk has attended a virtual meet on this funding stream, but the timescale is too short for the projects currently being considered. It could be contemplated for future projects when the next round of funding in 2024/25 is open.*

176.23 DATE OF NEXT MEETING

1 November 2023

There being no further business, the meeting was closed at 2019.

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN:

Mayor's Civic Attendances October 2023

- 1st October - Shefford Celebration of Harvest Time – Cllr Steve Hayes and Lyn Hayes attended
- 8th October – Flitwick Civic Service – Attended
- 11th October – Police and Crime Commissioner Annual Parish Council Meeting – Attended
- 30th October - Respite at Home AGM 2023 – Attended

MINUTES OF A MEETING OF THE RECREATION GROUNDS, PUBLIC LANDS & LIGHTING COMMITTEE HELD ON WEDNESDAY 11th October 2023, AT 7.00 PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE

Committee Members present:

Mrs M Cooper (Chairman), L Anderson, J Hyde, S Hayes, B Saunders, J Smith, N Vaneer,

Also present:

H Child – Environmental Services Co-ordinator

134/23 APOLOGIES FOR ABSENCE

Apologies were received from Councillors, Buck and Talbot.

Cllr Cooper welcomed Cllr Nigel Vaneer to his first RGPL committee meeting.

135/23 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA AND REQUESTS FOR DISPENSATIONS

There were no disclosures of members interests or requests for dispensation. 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.

136/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

There were none.

137/23 MINUTES OF PREVIOUS MEETING

RESOLVED The Minutes of 13th September 2023 were agreed at last week's Full Town Council meeting.

138/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

The Clerk's summary report, pertaining to items arising from previous meetings was submitted to Councillors prior to the meeting.

RESOLVED Repairs to the slide area, to come out of the GAC 106 funding.

RESOLVED that the siting of the two speed indicator devices would initially be installed by Sparkx on existing streetlights, outside St Marys School, facing west on Rook Tree Lane and on The High Street just to the west of the dentist, facing west. Consideration should also be given to the placing of the illuminated Christmas trees.

RESOLVED CPM quote for the repairs to the play equipment has been approved, except for the Zip Wire at Riverside, which should be replaced with a spring stop, rather than a new tyre stop, as quoted. Office to raise PO for works to be carried out.

RESOLVED Hedge laying at Norton Road Allotments, office to pass on contractors, details, Metson and Metson to Richard Meredith Hardy for them to liaise directly. Work to be booked in, to take place between November and February.

Culvert work would be carried out in the winter.

RESOLVED Office to pay a licence fee of £50.00 to IDB.

Adoption of Jubilee Meadow – office to chase Taylor Wimpey to confirm a suitable meeting date.

139/23 COMMITTEE BUDGET 2024-25

RESOLVED The budgets will be discussed at next month's meeting, as we are awaiting final figures for the last quarter.

140/23 DEVELOPER CONTRIBUTIONS FOR OPEN SPACES

CBC are currently accepting new applications for CIL funding, (Community Infrastructure Levy) which is available to enhance open spaces. Unlike 106 funding, which is tied to a particular community, CIL generally provides greater flexibility, as it is not area specific. Cllr Hyde explained that it can be used to fund planned projects, such as the Skate Park, or to replace existing play equipment.

There was discussion as to whether CBC are planning on replacing 106 funding with CIL, some clarity is needed, as CIL funding was dropped many years ago by CBC.

The original documents, outlining the terms, were released on 14th September, with feedback requested by 27th October. The time scale for the on-line introductory session has elapsed.

RESOLVED: Office team to progress quotes for replacing existing play equipment and to apply for the skatepark, using the approximate figures that have already been submitted.

Community and Village Hall Schedule for the Memorial Hall, also needs filling in. Documents to be left with the office team to work their way through.

141/23 POND AND BUND AT RIVERSIDE

Since we have now got the ponds at the back of Taylors Road, the planned dredging work is considered superfluous.

RESOLVED Agreed to leave everything as is, Town Rangers to litter pick and trim back where appropriate.

142/23 RIVERSIDE MUGA CONDITIONS OF USE

RESOLVED That weather permitting, the tennis nets would be put up by the Town Rangers, two days per week, year-round, between 8am – 3.30pm. Conditions of use and opening times are to be advertised in the Stotfold News and displayed on the notice board adjacent to the MUGA.

143/23 PEDESTRIAN GATE FROM FOOTBALL CLUB CAR PARK

It is necessary to provide safer pedestrian access for children, to keep them away from cars, as there is currently no pathway for pedestrians.

RESOLUTION Defer to next meeting to provide an opportunity for on-site visits to take place, to enable the committee to review various options.

144/23 HIGHWAYS REPORT

A list of current issues was provided prior to the meeting. Repairs to Brook Street pavement, by the Bowls Club, is on their schedule. Repairs outside The One Stop were completed quickly.

Tansy Avenue exit is going to The Traffic Management meeting at the end of November, the majority of residents are in favour.

Nothing has been done about the overhanging trees along Arlesey Road that are blocking lights and signage. Some work has been carried out on the bushes, but as yet not on the trees.

State of footway and weeds on Hyde Avenue (top end) where it joins Highbush Road, area needs weeding.

145/23 PUBLIC REALM WORKS

146/23 WORK PROGRAMME

Submitted for information purposes prior to the meeting. Future Agenda items will be added to the spreadsheet as they arise.

147/23 ITEMS FOR INFORMATION PURPOSES

When the five-bar gate was installed at Millenium Green, there was a gap between the gate and post, meaning that the existing chain didn't fit. As a temporary measure Robert Smith has put his own chains on it, but it still requires a longer chain.

RESOLVED STC to purchase a sufficiently long, heavy weight chain, with one combination lock. Town Rangers to fit.

148/23 DATE OF NEXT MEETING

Wednesday 8th November, 2023 @ 7pm

There being no further business, the meeting was closed at 8.20pm

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN:

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON
WEDNESDAY 18th OCTOBER 2023, AT 7.00PM IN THE COUNCIL CHAMBER,
GREENACRE CENTRE, STOTFOLD.**

Committee Members present

S Buck, S Hayes, D Matthews, B Saunders (Chairman), J Smith, H Wightwick.

Also present:

C Jenkins, Assistant Clerk, Councillor Mrs J Hyde

112/23 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Anderson, Bhasin and Dhaliwal.

**113/23 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE
AGENDA AND REQUESTS FOR DISPENSATIONS**

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.

114/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSE

There was none

115/23 MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Planning Committee meeting held on 13th September 2023 are confirmed as a correct record.

**116/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING
FOR INFORMATION**

Nothing to report

**117/23 TAYLOR WIMPEY – HIGH STREET ARLESEY – ONLINE PUBLIC
CONSULTATION**

Members noted the current online public consultation, comments to be submitted online.

118/23 REQUEST CBC ENFORCEMENT VISIT

Members noted this, Central Bedfordshire Council will be contacted to arrange visit.

119/23 PLANNING APPLICATIONS

RESOLVED that the comments made on the applications as listed and forming part of these minutes be forwarded to the Central Bedfordshire Council Planning department.

120/23 CONSIDERATION OF APPLICATIONS BY CENTRAL BEDS DEVELOPMENT MANAGEMENT COMMITTEE

It is not considered necessary to call in any applications for consideration by the Central Bedfordshire Council Development Management Committee.

121/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

There were none.

With no further business, the meeting closed at 7.23pm.

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN:

Committee Meeting: 18.10.2023
Planning Applications

[CB/23/02415/FULL](#)

comments due: 12/10/23

5 Common Road, Stotfold, Hitchin, SG5 4BX

Single storey front extension in line with integral garage

Town Council comments: No Objections – executive action by Chairman

[CB/23/02235/FULL](#)

comments due: 18/10/23

Stotfold Social Club, 13-15 Arlesey Road, Stotfold, Hitchin, SG5 4HA

Demolition of former Stotfold Social Club. Erection of apartment building comprising 8 units (6 x 2 bedroomed units and 2 x 1 bedroom units) with amenity area, parking, cycle parking and refuse storage.

Town Council comments: Object - Over development of site. Very small and tight site for access and turning of vehicles, very poor access for emergency vehicles. Lack of residents parking spaces, existing parking on the left of entrance site makes access tight. Installation of Fire Hydrant on site, presumably due to poor access for Fire Engine? Residents will also have to move all bins to main road as refuse lorry will have poor access and unable to turn round.

[CB/23/02842/FULL](#)

comments due: 20/10/23

Ground Floor of 7 High Street, Stotfold, Hitchin, SG5 4LL

Conversion of ground floor betting shop to residential use to create 1no 2- bedroom flat. Alterations to fenestration.

Town Council comments: No Objections (work on the property has already been started)

[CB/23/01611/FULL](#)

comments due: 20/10/23

Astwick Service Station, Great North Road, Stotfold, Hitchin, SG5 4BL

Installation of eight electric vehicle charging bays supported by four chargers and a new pedestrian crossing and associated works.

Town Council comments: No Objections



TPO 5 2023.pdf

The Central Bedfordshire Council - Tree Preservation Order 05/2023 Land to the front of 94 and 96 Vaughan Road, Stotfold, SG5 4EW Tree Preservation Order No. 5/2023

Town Council comments: no objections

[CB/23/02878/FULL](#)

comments due: 31/10/23

Bowmans Mill, Mill Lane, Astwick, Hitchin, SG5 4BJ

Installation of solar panels to garage and house extension, erection of a summer house and external alterations.

Town Council comments: no Objections (summer house to be ancillary to main dwelling)

[CB/23/02879/LB](#)

comments due: 07/11/23

Bowmans Mill, Mill Lane, Astwick, Hitchin, SG5 4BJ

Listed Building: Installation of solar panels to garage and house extension, erection of a summer house and external and internal alterations.

Town Council comments: no Objections

[CB/23/02931/FULL](#)

comments due: 25/10/23

Co Operative Food Store, Mulberry Close, Stotfold, Hitchin, SG5 4NL

Installation of three rapid electric vehicle charging stations from six existing parking spaces, with associated equipment. One EV charging bay will be fully accessible.

Town Council comments: no Objections

[CB/23/03179/LB](#)

The Chequers, 33 Queen Street, Stotfold, Hitchin, SG5 4NX

comments due: 01/11/23

Listed Building: Installation of replacement signs to include new panel to existing post pictorial complete with 2 amenity boards fitted below, lantern, door plaque, welcome sign, set of individual house name letters, 4 replacement panels to 2 sets of posts, name board, 40M of cabochon lights, community board and repainting of the exterior.

Town Council comments: no Objections (work has already started)

[CB/23/02903/ADV](#)

comments due: 31/10/23

The Chequers, 33 Queen Street, Stotfold, Hitchin, SG5 4NX

Advertisement. Externally illuminated and non-illuminated advertisement signs, including freestanding and fascia (attached to the building).

Town Council comments: no Objections (work has already started)

MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD ON WEDNESDAY 18th OCTOBER 2023 AT 7.30PM, IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD

Committee Members present:

Councillors S Buck, Mrs M Cooper, S Hayes, J Hyde (Chairman)

Also present:

E. Payne, Town Clerk, Ms C Jenkins, Assistant Clerk.

36/23 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Bhasin and Dhaliwal.

37/23 DISCLOSURE OF MEMBERS INTERESTS & REQUESTS FOR DISPENSATION

There were no disclosures of interest or requests for dispensation. 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.

38/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

39/23 MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Cemetery Management Committee meeting held on 20th September 2023 are confirmed as a correct record.

40/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Members noted that the skip has now been removed from the cemetery and re-sited. There are now bins for recycling and general waste. We are also looking to provide a bin for green waste.

A stone mason has been approached to provide a quotation to amend lettering on the War Memorial. Once this has been received and agreed, the work can proceed.

Box hedges – many of the box bushes are due to be removed early next year, as they have been damaged by box blight. Hedges in the Baby section and Garden of Rest could be saved by spraying. This item will be discussed again at the next committee meeting.

Planting in the Walled Garden of Rest – it was noted that dwarf Lavender plants will be planted later this year in the Garden of Rest.

41/23 CEMETERY FEES

Members were asked to consider charging for exhumations at the cemetery. It was noted that the only chargeable aspects are associated with the Gravediggers labour, Admin fees and staff time at the cemetery.

Further information will be gathered, and this will be discussed again at the next committee meeting.

42/23 CEMETERY VISIT

Following the inspection taken this month at the cemetery, the following items were raised:

- Car Park needs to be swept.
- Noted that roses in the cemetery are looking good.
- Prices to be gathered for a new Rose arch for the Diana Garden.

43/23 FRIENDS OF STOTFOLD CEMETERY

Members received further information on the possibility of forming a “Friends of Stotfold Cemetery” group. This would involve volunteers litter picking, tending plants, raking leaves etc. All work would be voluntary.

There would be further investigations into this, speaking to councils who have already set up a friends group and what would be necessary. Information will be returned to the next committee meeting.

44/23 BIN STORAGE AREA

Members were asked to consider 2 quotations for a hardstand to be created for the new bin area.

Contractor A £6197.04+vat

Contractor B £4750.00+vat

RESOLVED: that the quotation from Driveway Rejuvenation Ltd for £4750.00+vat be agreed.

45/23 STRUCTURAL SURVEYS OF CEMETERY CHAPEL

Members were asked to consider 2 quotations for structural surveys to be carried out on the Cemetery Chapel and toilets.

Contractor A £750.00+vat

Contractor B £1350.00+vat (including use of drone)

RESOLVED: that the quotation from Ashridge Surveyors for £1350.00+vat be agreed.

46/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

It was noted to arrange cemetery visitors reports during the winter months. (November 2023, January 2024, and March 2024). The next meeting held on site would be in May 2024.

It was also noted that the current chapel lease with Austins had now expired. The Town Council will access the chapel for the structural survey to be completed.

47/23 DATE OF NEXT MEETING

Wednesday 15 November 2023

There being no further business, the meeting was closed at 8.04pm.

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN:

**MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE
HELD ON WEDNESDAY 18th SEPTEMBER 2023 AT 8.00PM IN THE COUNCIL
CHAMBER, GREENACRE CENTRE.**

Committee Members present:

Councillors S Hayes (Chairman), S Buck, M Cooper, S Dhaliwal, D Matthews, J Smith, J Talbot

Also present:

E. Payne, Town Clerk

38/23 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Dhaliwal.

**39/23 DISCLOSURE OF MEMBERS INTERESTS AND REQUESTS FOR
DISPENSATION**

There were no declarations made.

40/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

41/23 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Buildings Management Committee meeting held on 20 September 2023 and it was **RESOLVED** that:

The minutes are a true record of the meeting.

**42/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS
ARISING FOR INFORMATION**

42/23.1 CBC have responded to the Clerk regarding the repairs to the Memorial Hall car park road. It would appear that they are struggling with their contractors and need to appoint a new contractor to complete the works.

42/23.2 Line marking of the disabled bays will be deferred until the repairs to the car park entrance have been completed.

43/23 PIX GYMNASTICS CLUB

Members received a request from Pix Gymnastics Club to reduce their hire charge. They had subsequently made a further request to 'rent' the rear hall at the memorial hall free of charge, as it had been agreed that the Town Council would not let this room as the Club needs to bring their equipment through and there was also a child protection issue. Members considered the request in light of other hirers who were charged for set up/tidy up time. It was also noted that the Town Council provides the Club with free storage. They are entitled to a 10% regular hirers discount.

It was RESOLVED that the Pix Gymnastics Club:

- a) Will be charged for set/up tidy up time*
- b) Will get a free hire for the other room at the Memorial Hall for the two week period when they relocated from Pix Brook School.*

44/23 DEVELOPER CONTRIBUTIONS FOR OPEN SPACES/COMMUNITY AND VILLAGE HALLS

Members were informed of an email received by the Town Clerk regarding identifying future projects to update/enhance community facilities through developer contributions. Members noted the request and it was RESOLVED that:

The Clerk will respond to CBC with the relevant information.

45/23 LEGIONELLA TESTING

Members received a verbal report from Cllr Hayes on the legionella testing of the Town Council's built assets. Members noted that the test for Stotfold FC had come back at very high levels, necessitating a disinfection of the water tanks to bring it back to compliant levels. The Chairman of the Buildings Committee with the Town Clerk had taken the executive decision to pay for this work to be undertaken, to be recouped from the football club.

The ongoing testing regime is quite comprehensive and were not within the skillset of existing staff. It was noted that an external contractor would be investigated to undertake these checks which would have a knock-on effect on the budget.

There are also remedial plumbing works which need to be undertaken to bring the buildings up the required standard. These would be met from maintenance budgets. Drinking water tests also needed to be undertaken to meet compliance requirements.

It was **RESOLVED** to:

Note the verbal report.

46/23 BUDGET 2024-25

Members received a proposed budget for this Committee. Members noted that the Clerk needed to speak with the Chairman of the Committee considering the legionella testing regime and increase in utility costs for this budget to be ratified. Costs need to be proportioned across buildings.

It was also noted that the income for the Simpson Centre would be reduced with the relocation of the library/café to the Greenacre Centre. There would also be a reduction in utilities.

Members queried which budget line the Key Holders salaries was used.

Members would like to reinstate all the capital budgets that were withheld in 2023/24. Discussions were held regarding the EMR for the Mossman Centre which could be used for the decoration of the building.

It was **RESOLVED** to:

Consider the budget at the next Committee Meeting

47/23 Q2 INCOME AND EXPENDITURE REPORT

Members received the Q2 income and expenditure report for this committee.

It was **RESOLVED** to:

Note the report.

48/23 STRATEGIC PLAN

Members were asked to defer this item as the Town Clerk had not had an opportunity to review the document.

48/24 WORK PROGRAMME

Members received the work programme for this committee. It was **RESOLVED** to:

Note the report

49/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

Cllr Hayes gave an update on the library project. A meeting had been held on site with Officers from CBC, the café tenant and along with a security consultant. The meeting had been productive with lots of discussion about the feasibility of the project. The planning application is being considered by CBC in November.

50/23 DATE OF NEXT MEETING

Wednesday 15 November 2023

The meeting closed at 2106.

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN:

MINUTES OF AN EXTRA MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON FRIDAY 20 OCTOBER 2023 AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD.

Committee Members present:

S Hayes (Vice Chairman), Mrs M Cooper, Mrs J Hyde, J Smith, D Matthews, B Saunders, J Talbot.

Also present:

E Payne, Town Clerk

82/23 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Buck

83/23 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA

There were no disclosures of interest.

84/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

A member of the public addressed the meeting regarding a possible breach of the Code of Conduct. They were advised that the Town Council has not received any report from the Monitoring Officer regarding a breach.

85/23 CONFIDENTIAL ITEM

Members resolved to exclude the Press and Public for the consideration of the following items under the Public Bodies (Admissions to Meetings) Act 1960.

a) Staff Matters

Members received a confidential report regarding a staffing matter. It was **RESOLVED** to:

Proceed with the negotiations on the basis of recommendations contained within the report from Worknest.

193786/23 DATE OF NEXT MEETING

25 October 2023

The meeting closed at 1937.

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN:

MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 25 OCTOBER 2023 AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD.

Committee Members present:

S Buck (Chairman), Mrs M Cooper, S Hayes (Vice Chairman), Mrs J Hyde, J Smith, D Matthews (arrived at 1911), B Saunders, J Talbot.

Also present:

E Payne, Town Clerk

87/23 APOLOGIES FOR ABSENCE

All Members were present.

88/23 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA

There were no disclosures of interest.

89/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

There were no Members of the Public present.

90/23 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Establishment Committee meeting held on 27 September 2023 and it was **RESOLVED** that:

The minutes are a true record of the meeting.

91/23 CLERK'S REPORT, CORRESPONDANCE RECEIVED AND MATTERS ARISING FOR INFORMATION.

91/23.1 Review of Standing Orders and Financial Regulations

Members reviewed the Standing Orders and Financial Regulations, noting where the Town Council's documents vary from the model documents issued by NALC. Members noted the section regarding Co-Option and felt that the Town Council's procedures would benefit from being supported by a separate policy.

Members agreed that the Financial Regulations should include a Members were advised that the Financial Regulations are in the process of being updated and may need to be reviewed in the future. It was **RESOLVED** to:

a) Devise a Co-Option Policy for adoption by the next Committee meeting.

b) Defer the recommendation to adopt Standing Orders and Financial Regulations until a Co-Option Policy is agreed.

1911 Cllr Matthews arrived.

91/23.2 Town Council Investments

The Clerk explained that due to other matters taking precedence, they had been unable to liaise with Cllr Hayes on this matter. It was **RESOLVED** to:

Defer this item to the next meeting.

92/23.3 Budget 2024-25

Members received a proposed budget for this Committee's responsibilities. It was noted that some additional work needed to be undertaken in light of the library's relocation in the Greenacre Centre and the Clerk will meet with Cllr Hayes to undertake this review. Members were advised that there was an error in the salaries budget which the Clerk had been made aware of.

Clarification was needed on the IT budget and Cllr Smith will provide some information to the Town Clerk on this budget line. Some discussion was held about paying off the Public Works Loan which had been taken out to buy the Simpson Centre. It was **RESOLVED** to:

Defer this item to the next meeting.

92/23.4 Review of Establishment's Committee Q2 Performance

Members received this Committee's Income and Expenditure report for Q2. It was **RESOLVED** to:

Note the report.

92/23.5 Review of VAT Partial Exemption

Members received a letter and report from DCK Accounting Solutions to confirm the Town Council's status relating to VAT. Members were advised that the Town Council should consider engaging sector specific VAT advice in the event of future projects which may mean the Town Council's expenditure exceeds the VAT threshold. Members considered that the cost of engaging the services of a VAT consultant would be worthwhile to avoid any breaches in VAT. It was **RESOLVED** to:

Note the letter and accompanying report.

92/23.6 Town Council Vehicle

Members considered the purchase of another vehicle for the Town Rangers and were advised that it would increase productivity and autonomy of the staff. It was also noted that the truck wasn't necessarily the best vehicle for all the activities of the Town Rangers. Cllr Hayes advised the meeting that the previous vehicle has been purchased, it had been agreed to borrow the capital from EMR S106 and to repay it back over a period of years, precepting for the repayment. The Clerk will investigate how the vehicle had been funded. It was **RESOLVED**:

- a) To purchase a Ford Tipper Vehicle at a cost of £24,094 plus VAT*
- b) That funding to be released from EMR S106 Greenacre Centre*
- c) To repay the funding to EMR at £2,409 over 10 years*

Post meeting note: The purchase of the first vehicle was from EMR Working Capital and not an EMR for S106.

92/23.7 The Haven – Christmas Tree Location

Members received a report regarding enhancing the area by The Haven which would then be the new location for the Town Centre Christmas Tree. Grand Union Housing were prepared to contribute 50% of the cost with the remaining funding from the Town Council. The area could include raised planters which could be used as a community garden. Members considered the options of concrete, block paving and resin. It was **RESOLVED** to:

Release £10,171.45 to be met from EMR Town Strategy for the enhancements to The Haven with the area to be surfaced in resin.

92/23.8 Bank Reconciliation

Members were advised that it is a requirement of internal control, as set out in Financial Regulations, that the RFO and a Councillor signs the bank reconciliations to show that they have been undertaken appropriately and that the balance matches the bank statements. It was **RESOLVED** that:

The Bank Reconciliations for April – September 2023 inclusive were signed by the RFO and Cllr Buck.

92/23.9 Work Programme

Members received the Work Programme for this committee, and it was **RESOLVED** to:

Note the work programme.

93/23 EXCLUSION OF PRESS AND PUBLIC

Members resolved to exclude the Press and Public for the consideration of the following items under the Public Bodies (Admissions to Meetings) Act 1960.

92/23.1 Staff Matters

Members were asked to clarify to the Clerk what period the Assistant Clerk's increase in salary scale had been agreed. It was **RESOLVED** that:

The Assistant Clerk has a salary uplift from 28 June 2023, for a period of 6 months, ending December 2023 when there will be a review of the staff structure.

86/23 DATE OF NEXT MEETING

20 December 2023

The meeting closed at 2020.

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN:

Expenditure To be Approved At Oct 2023 Council meeting

Chq No	Supplier	Bldgs	Rec	Cem	Estab	Other		Net	Vat	Total
BACS	Griggs Electrical Ltd- Electrical work @ the memo hall	1368.14						1368.14	273.63	1641.77
BACS	CPM Playgrounds Ltd - replace climbing frame		95.00					95.00	19.00	114.00
BACS	BATPC - E Training course				102.00			102.00	0.00	102.00
BACS	Chagos Consulting Ltd - Annual sub parish online training				100.00			100.00	0.00	100.00
BACS	Electronic Temperature Instruments Ltd - surface probe	59.00						59.00	11.80	70.80
BACS	SLCC membership fee				325.00			325.00	0.00	325.00
BACS	Reimbursement Buck - repair material for A Rd toilet				211.66			211.66	0.00	211.66
BACS	Reimbursement S.Buck -screen sundries + mayor donation	52.23			10.00			62.23	0.00	62.23
BACS	Window Cleaner - Window Clean	180.00						180.00	0.00	180.00
BACS	Wilstead - Skip Hire 13/09/2023		260.00					260.00	52.00	312.00
BACS	Wilstead - Skip Hire 25/09/2023		300.00					300.00	60.00	360.00
BACS	Window Cleaner - Window Clean	180.00						180.00	0.00	180.00
BACS	ABF the soldiers charity - donation				20.00			20.00	0.00	20.00
BACS	SparkX - Attend reported fault street light		501.50					501.50	100.30	601.80
BACS	SparkX - Repair street light at s5f		751.77					751.77	150.37	902.17
BACS	SparkX -Emergency callout on s11 Hitchin rd.		550.00					550.00	110.00	660.00
BACS	Danfo - Maintenance repair work @ Brook St Toilet		723.47					723.47	144.69	868.16
BACS	Toolstation- Preston Dot brake Fluid		17.56					17.56	3.52	21.08
BACS	Jonny Garside- Window Hinges repair @ Simpson Centre	125.00						125.00	25.00	150.00
BACS	Wadys - Replaced failed emergency lighting @ office	150.49						150.49	30.10	180.59
BACS	Mid - Beds Locksmiths - cut keys for rec		47.80					47.80	9.56	57.36
BACS	Rialtas Business Solutions Ltd -Group Training		500.00					500.00	100.00	600.00
BACS	M J Ryall Building Supplies Ltd- fit bench outside surgery material		74.26					74.26	14.85	89.11
BACS	M J Ryall Building Supplies Ltd- repair material		142.67					142.67	28.53	171.20
BACS	M J Ryall Building Supplies Ltd- repair material for cemetery			2.84				2.84	0.57	3.41
BACS	HCC Herts FullStop - Toilet symbol for the GAC	44.05						44.05	8.81	52.86
BACS	APSE - online seminar			99.00				99.00	19.80	118.80
BACS	Mazars - External audit fee				2100.00			2100.00	420.00	2520.00
BACS	Auckland Manufacturing Ltd - Vinyl for the Rec		35					35.00	7.00	42.00
BACS	Town Ranger Reimbursement- PPE		22.22					22.22	0.00	22.22

BACS	Town Ranger - reimbursement - repair material for REC		37.48					37.48	0.00	37.48
BACS	Assign- It - monthly service fee				1083.65			1083.65	216.73	1300.38
BACS	Minster Cleaning - GAC + Memo Hall	2169.37						2169.37	433.87	2603.24
BACS	Toolstation - rec material		17.56					17.56	3.52	21.08
BACS	Countrywide - Ground Maintenance		4320.41	1562.50				5882.91	1176.58	7059.49
DD	OPUS Energy - MUGA Electricity		28.32					28.32	1.42	29.74
DD	OPUS Energy - Hitchin Rd REC Electricity		91.98					91.98	4.60	96.58
DD	OPUS Energy - The Memo Hall electricity	47.05						47.05	2.35	49.40
DD	OPUS Energy - The Memo Hall gas	10.75						10.75	0.54	11.29
DD	OPUS Energy - The GAC gas	132.47						132.47	6.62	139.09
DD	OPUS Energy - The GAC electricity	453.04						453.04	22.65	475.69
DD	SSE - street light		797.65					797.65	159.53	957.18
DD	SSE - Brook St Toilet		28.71					28.71	1.43	30.14
DD	OPUS Energy - A Rd		-237.98					-237.98	-11.89	-249.87
DD	SSE - (Simpson Centre Electricity) August 23	95.27						95.27	4.76	100.03
DD	EE - WORK MOBILE				198.02			198.02	39.60	237.62
DD	Trade UK - Allotment & REC material		376.10					376.10	75.22	451.32
DD	Worldpay (Card machine transaction fee)				26.98			26.98	2.06	29.04
DD	IBT Ltd (phone, internet & calls)				169.70			169.70	33.94	203.64
DD	Barclaycard (Zoom & Timetastic monthly fee)				24.99			24.99	5.00	29.99
DD	PHS Group - Memo hall annual service fee	417.83						417.83	83.57	501.40
DD	PHS Group - Memo hall extra bin	1047.20						1047.20	209.44	1256.64
DD	PHS Group - The GAC annual duty of care	66.50						66.50	13.30	79.80
DD	Sage (Payroll System)				27.00			27.00	5.40	32.40
DD	Cawleys Skip Hire (Mem Hall) August	92.50						92.50	18.50	111.00
DD	Cawleys Skip Hire (GAC) August	217.02						217.02	43.40	260.42
DD	Central Bed Council (Cemetery Rate)			314.00				314.00	0.00	314.00
DD	Central Bed Council (Mem Hall Rate)	449.00						449.00	0.00	449.00
DD	Central Bed Council (car park @ Brook St Rates)		106.00					106.00	0.00	106.00
DD	Central Bed Council (GAC Rates)	1267.00						1267.00	0.00	1267.00
DD	Central Bed Council (Simpson Centre Rates)	576.00						576.00	0.00	576.00
DD	Central Bed Council (P/T Simpson Centre Rates)	314.00						314.00	0.00	314.00
DD	Wave - Allotment water bill June to August		4.08					4.08	0.00	4.08

DD	Wave - cemetery water bill June - Sept			16.56				16.56	0.00	16.56
DD	Wave - The Simpson centre 1 water bill June -Sept	126.96						126.96	0.00	126.96
DD	Wave - The Simpson centre 2 June -Sept	72.71						72.71	0.00	72.71
DD	Wave - the Memo hall June - Sept -credit note	-79.19						-79.19	0.00	-79.19
DD	Wave -the Green water bill June -Sept		23.68					23.68	0.00	23.68
DD	Wave - Hitchin RD REC water bill June -Sept		87.80					87.80	0.00	87.80
DD	Wave - Brook Street Toilet water bill June -Sept		69.09					69.09	0.00	69.09
DD	NFU Mutual - Vehicle Insurance September 23		178.20					178.20	0.00	178.20
DD	Pitney Bowes - Top up postage				54.00			54.00	0.00	54.00
Payflow	September Staff salary	984.04	3483.37		7494.27			11961.68	0.00	11961.68
	Total	10618.43	13433.70	1994.90	11947.27	0.00		37994.30	4141.68	42135.98

* Please note that, in accordance with the council's financial regulation and to prevent the possibility of errors, omissions and even fraudulent activity, these purchase invoices are only paid and entered into the accounting system after being authorised by this monthly full council meeting. This means that the figures in the monthly committee report do not include the aforementioned invoices.

Income received in Oct 23 - report for Nov 23 council meeting

Date	Receipt No	Amount	Details		Simpson Centre	Memorial Hall	Greenacre Centre	Cemetery	Open space/ Allotments	Xmas Lights/ Other
26/09/2023	15828	35.00	NR16A INV ALT23						35.00	
26/09/2023	15830	390.00	E H Crouch - Memorial Permit					390.00		
27/09/2023	15831	35.00	NR7C Allotment payment						35.00	
27/09/2023	15832	51.00	Hire the memorial hall 15/10/2023			51.00				
27/09/2023	15833	70.00	CR15A +CR16B Allot payment						70.00	
29/09/2023	15834	25.00	Cemetery Key					25.00		
29/09/2023	15835	70.00	NR 6 Allot payment						70.00	
02/10/2023	15836	35.00	CR7A Allot payment						35.00	
03/10/2023	15837	35.00	CR34A Allot payment						35.00	
03/10/2023	15838	35.00	CR24B Allot Payment						35.00	
04/10/2023	15839	51.00	Hire the memorial hall 14/10/2023			51.00				
05/10/2023	15840	375.00	E H Crouch - Interment Fee D H					375.00		
05/10/2023	15841	70.00	CR21B+CR22B Allot						70.00	
05/10/2023	15842	412.90	SGNG INVA6434			412.90				
06/10/2023	15843	200.00	E H Crouch - Interment Fee B S					200.00		
09/10/2023	15844	70.00	Burial Plot Transfer Fee GOR495					70.00		
09/10/2023	15845	25.00	Cemetery Key					25.00		
10/10/2023	15846	25.00	Cemetery Key					25.00		
11/10/2023	15847	70.00	CR14 Allot Payment						70.00	
17/10/2023	15848	46.75	Hire Memo Hall 11/11/23			46.75				
17/10/2023	15849	375.00	E H Crouch - Interment Fee D L					375.00		
19/10/2023	15850	50.00	Squirrel Taverners - Hire REC						50.00	
19/10/2023	15851	122.40	Short Mat Bowls - Inv A6437			122.40				
23/10/2023	15852	600.00	E H Crouch - Interment Fee R.N					600.00		
26/09/2023	BACS	12.75	Hire Memo Hall 10/02/2024			12.75				
26/09/2023	BACS	35.00	INV ALT41 Allot						35.00	
26/09/2023	BACS	70.00	INV ALT27 Allot						70.00	
26/09/2023	BACS	35.00	INV ALT 43 Allot						35.00	
26/09/2023	BACS	1025.00	Austin & Son Funeral Director					1025.00		

Income received in Oct 23 - report for Nov 23 council meeting

26/09/2023	BACS	70.00	CR20A +53A Allot					70.00	
26/09/2023	BACS	301.00	Hiring fee (incl damage deposit) - Memo hall 10/12		301.00				
27/09/2023	BACS	35.00	CR38B Allot Fee					35.00	
27/09/2023	BACS	35.00	CR12B Allot Fee					35.00	
27/09/2023	BACS	35.00	CR48A Allot Fee					35.00	
27/09/2023	BACS	40.00	CR23B Allot Fee					40.00	
28/09/2023	BACS	70.00	Inv ALT51 Allot					70.00	
28/09/2023	BACS	105.00	CR42A, 43A&B Allot					105.00	
29/09/2023	BACS	35.00	CR41A Allot Fee					35.00	
29/09/2023	BACS	35.00	CR 49a Allot Fee					35.00	
29/09/2023	BACS	54.00	Inv a6380 payment					54.00	
29/09/2023	BACS	25.50	Hire Memo Hall 2/12		25.50				
02/10/2023	BACS	35.00	CR41B Allot					35.00	
02/10/2023	BACS	40.00	CR42B Allot					40.00	
02/10/2023	BACS	40.00	CR52A Allot					40.00	
02/10/2023	BACS	286.90	Slimming World Inv		286.90				
02/10/2023	BACS	137.70	Inv a6426 payment		137.70				
02/10/2023	BACS	35.00	CR40A Allot					35.00	
02/10/2023	BACS	49.50	EAT Feast booking Deposit (3/5,5/7,6/9)		49.50				
03/10/2023	BACS	35.00	CR11C Allot					35.00	
03/10/2023	BACS	198.88	Little Ruggers Inv		198.88				
03/10/2023	BACS	35.00	CR12C Allot					35.00	
03/10/2023	BACS	22.00	Hire Memo Hall 23/12		22.00				
03/10/2023	BACS	35.00	CR22A Allot					35.00	
03/10/2023	BACS	35.00	CR46A Allot					35.00	
03/10/2023	BACS	35.00	CR20B Allot					35.00	
04/10/2023	BACS	35.00	CR33A Allot					35.00	
04/10/2023	BACS	35.00	CR08A Allot					35.00	
04/10/2023	BACS	35.00	CR52B Allot					35.00	
04/10/2023	BACS	35.00	CR51B Allot					35.00	
04/10/2023	BACS	203.80	Tanya Vardy Inv Payment		203.80				

Income received in Oct 23 - report for Nov 23 council meeting

Income Received in Oct 23 - Reported Nov 23 Council Meeting										
04/10/2023	BACS	35.00	CR 11A Allot						35.00	
05/10/2023	BACS	70.00	CR13 Allot						70.00	
05/10/2023	BACS	35.00	NR3A Inv Allot						35.00	
06/10/2023	BACS	306.00	Inv a6431 RPATT Club Payment			306.00				
06/10/2023	BACS	840.00	James Pepper Inv					840.00		
09/10/2023	BACS	35.00	CR54A Allot Payment						35.00	
09/10/2023	BACS	70.00	NR15 Inv Payment						70.00	
09/10/2023	BACS	166.66	Austin & Son Funeral Director - Chapel Lease					166.66		
09/10/2023	BACS	74.69	Stotfold Football Club - Inv a6393						74.69	
09/10/2023	BACS	12.75	Pix Gymnastic Club			12.75				
10/10/2023	BACS	118.41	Zanna Newton Inv payment			118.41				
10/10/2023	BACS	42.50	Gifford Dance 2/11 hall booking			42.50				
10/10/2023	BACS	35.00	Inv ALT 52 Allot Fee						35.00	
13/10/2023	BACS	51.00	Hire 12/11 Memo Hall booking			51.00				
16/10/2023	BACS	35.00	CR15B Allot Fee						35.00	
Total		8583.09			0.00	2452.74	0.00	4116.66	2013.69	0.00

Detailed Income & Expenditure by Budget Heading 30/10/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
21 MUGA								
203 Electricity	0	83	1,500	1,417		1,417	5.5%	
206 Maintenance and Repairs	0	1,360	1,200	(160)		(160)	113.4%	
MUGA :- Indirect Expenditure	0	1,443	2,700	1,257	0	1,257	53.5%	0
Net Expenditure	0	(1,443)	(2,700)	(1,257)				
22 Lighting								
203 Electricity	0	2,004	22,000	19,996		19,996	9.1%	
206 Maintenance and Repairs	0	7,002	20,000	12,998		12,998	35.0%	
Lighting :- Indirect Expenditure	0	9,006	42,000	32,994	0	32,994	21.4%	0
Net Expenditure	0	(9,006)	(42,000)	(32,994)				
23 Allotments								
2003 Income - Allotments Norton Rd	0	2,467	2,300	(167)			107.3%	
2009 Income- Allotments Common Rd	0	2,553	0	(2,553)			0.0%	
Allotments :- Income	0	5,020	2,300	(2,720)			218.3%	0
202 Water Rates	0	393	1,000	607		607	39.3%	
206 Maintenance and Repairs	0	716	700	(16)		(16)	102.3%	
226 Pest Control - Allotments	0	512	650	138		138	78.8%	
236 RBS Support Allotment	0	168	600	432		432	27.9%	
Allotments :- Indirect Expenditure	0	1,789	2,950	1,161	0	1,161	60.7%	0
Net Income over Expenditure	0	3,231	(650)	(3,881)				
25 Hitchin Road Rec								
202 Water Rates	0	139	500	361		361	27.9%	
203 Electricity	0	270	1,000	730		730	27.0%	
231 Bowls Club Grant	0	312	3,650	3,338		3,338	8.6%	
Hitchin Road Rec :- Indirect Expenditure	0	722	5,150	4,428	0	4,428	14.0%	0
Net Expenditure	0	(722)	(5,150)	(4,428)				
26 Brook Street Car Park/Toilets								
201 Rates	0	1,060	1,500	440		440	70.7%	
202 Water Rates	0	177	500	323		323	35.5%	
203 Electricity	0	25	0	(25)		(25)	0.0%	
206 Maintenance and Repairs	0	1,966	2,000	34		34	98.3%	
Brook Street Car Park/Toilets :- Indirect Expenditure	0	3,229	4,000	771	0	771	80.7%	0
Net Expenditure	0	(3,229)	(4,000)	(771)				

Detailed Income & Expenditure by Budget Heading 30/10/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>27 Open Spaces</u>								
2005 Income - Open Space Other	0	6,409	6,000	(409)			106.8%	
Open Spaces :- Income	<u>0</u>	<u>6,409</u>	<u>6,000</u>	<u>(409)</u>			<u>106.8%</u>	<u>0</u>
205 Legal Fees / ROSPA	0	440	3,500	3,060		3,060	12.6%	
206 Maintenance and Repairs	0	17,961	15,000	(2,961)		(2,961)	119.7%	
207 Grass Cutting Contract	0	14,998	110,000	95,002		95,002	13.6%	
209 Lease Costs	0	0	300	300		300	0.0%	
211 River Ivel Drainage	0	0	10	10		10	0.0%	
212 Skip Hire	0	3,940	5,000	1,060		1,060	78.8%	
213 Subscriptions/Licences	0	0	250	250		250	0.0%	
223 Teasel /Centenery Wood	0	1,508	1,500	(8)		(8)	100.5%	
225 Water Meter - The Green	0	42	60	18		18	70.0%	
237 Floral Planting	0	0	1,500	1,500		1,500	0.0%	
Open Spaces :- Indirect Expenditure	<u>0</u>	<u>38,888</u>	<u>137,120</u>	<u>98,232</u>	<u>0</u>	<u>98,232</u>	<u>28.4%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(32,479)</u>	<u>(131,120)</u>	<u>(98,641)</u>				
<u>28 Agency</u>								
2006 Income - Agency Grants	0	0	4,015	4,015			0.0%	
Agency :- Income	<u>0</u>	<u>0</u>	<u>4,015</u>	<u>4,015</u>			<u>0.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>0</u>	<u>4,015</u>	<u>4,015</u>				
<u>32 Verges</u>								
207 Grass Cutting Contract	0	6,605	110,000	103,395		103,395	6.0%	
Verges :- Indirect Expenditure	<u>0</u>	<u>6,605</u>	<u>110,000</u>	<u>103,395</u>	<u>0</u>	<u>103,395</u>	<u>6.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(6,605)</u>	<u>(110,000)</u>	<u>(103,395)</u>				
<u>33 Arlesey Rd Playing Field</u>								
201 Rates	0	0	1,000	1,000		1,000	0.0%	
232 Utilities	0	443	3,500	3,057		3,057	12.7%	
Arlesey Rd Playing Field :- Indirect Expenditure	<u>0</u>	<u>443</u>	<u>4,500</u>	<u>4,057</u>	<u>0</u>	<u>4,057</u>	<u>9.8%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(443)</u>	<u>(4,500)</u>	<u>(4,057)</u>				
<u>34 Green Wheel</u>								
233 Green Wheel Expenditure	0	0	1,500	1,500		1,500	0.0%	
Green Wheel :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,500)</u>	<u>(1,500)</u>				

Detailed Income & Expenditure by Budget Heading 30/10/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
41 Cemetery								
4001 Income - Burials	0	9,390	9,000	(390)			104.3%	
4002 Income - Memorials & Plaques	0	4,529	4,000	(529)			113.2%	
4003 Income - Chapel lease	0	1,000	2,000	1,000			50.0%	
4004 Income -Keys	0	25	0	(25)			0.0%	
4005 Income - Plot Purchase	0	2,615	8,000	5,385			32.7%	
Cemetery :- Income	0	17,559	23,000	5,441			76.3%	0
401 Rates	0	3,144	5,800	2,656		2,656	54.2%	
402 Water Rates	0	58	300	242		242	19.3%	
404 Maintenance/Repairs & Ex Cuts	0	415	4,000	3,585		3,585	10.4%	
405 Grounds Maintenance Contract	0	7,812	80,000	72,188		72,188	9.8%	
408 Pest Control	0	50	650	600		600	7.7%	
409 Tree Surgery	0	80	6,000	5,920		5,920	1.3%	
411 RBS Annual Support Cem Package	0	377	600	223		223	62.8%	
Cemetery :- Indirect Expenditure	0	11,935	97,350	85,415	0	85,415	12.3%	0
Net Income over Expenditure	0	5,624	(74,350)	(79,974)				
51 Simpson Centre								
5003 Income - The Simpson Centre	0	4,570	0	(4,570)			0.0%	
Simpson Centre :- Income	0	4,570	0	(4,570)				0
505 Rates - Simpson	0	8,907	8,750	(157)		(157)	101.8%	
507 Water Charges - Simpson	0	396	250	(146)		(146)	158.6%	
510 Electricity - Simpson	0	1,315	2,500	1,185		1,185	52.6%	
Simpson Centre :- Indirect Expenditure	0	10,619	11,500	881	0	881	92.3%	0
Net Income over Expenditure	0	(6,049)	(11,500)	(5,451)				
52 Memorial Hall								
5001 Income - Mem Hall	0	11,786	8,000	(3,786)			147.3%	
Memorial Hall :- Income	0	11,786	8,000	(3,786)			147.3%	0
504 Rate	0	4,491	5,100	609		609	88.1%	
506 Water Charges	0	266	1,500	1,234		1,234	17.7%	
508 Gas	0	550	3,500	2,950		2,950	15.7%	
509 Electricity	0	388	1,800	1,412		1,412	21.5%	
Memorial Hall :- Indirect Expenditure	0	5,694	11,900	6,206	0	6,206	47.9%	0
Net Income over Expenditure	0	6,091	(3,900)	(9,991)				

Detailed Income & Expenditure by Budget Heading 30/10/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
53 Building - General								
512 Maintenance	0	5,332	12,000	6,668		6,668	44.4%	
518 Bin Hire	0	1,364	5,000	3,636		3,636	27.3%	
538 Service Contracts	0	8,243	13,000	4,757		4,757	63.4%	
Building - General :- Indirect Expenditure	0	14,939	30,000	15,061	0	15,061	49.8%	0
Net Expenditure	0	(14,939)	(30,000)	(15,061)				
55 Greenacre Centre								
5008 Income -GAC	0	195	250	56			77.8%	
5009 Income - Solar Panels FIT	0	369	250	(119)			147.5%	
Greenacre Centre :- Income	0	563	500	(63)			112.7%	0
504 Rate	0	15,207	14,300	(907)		(907)	106.3%	
506 Water Charges	0	213	3,000	2,787		2,787	7.1%	
508 Gas	0	1,723	6,000	4,278		4,278	28.7%	
509 Electricity	0	3,533	15,000	11,467		11,467	23.6%	
537 Cleaning Contract	0	7,129	13,000	5,871		5,871	54.8%	
Greenacre Centre :- Indirect Expenditure	0	27,804	51,300	23,496	0	23,496	54.2%	0
Net Income over Expenditure	0	(27,241)	(50,800)	(23,559)				
61 Establishment								
6003 Income - Miscellaneous	0	20	50	30			40.0%	
6004 Income - Interest Received	0	25,126	2,500	(22,626)			1005.0%	
6008 Income - Mayor Event	0	240	0	(240)			0.0%	
Establishment :- Income	0	25,386	2,550	(22,836)			995.5%	0
601 Staff Salaries	0	100,054	230,000	129,946		129,946	43.5%	
602 Employers NI	0	8,465	34,500	26,035		26,035	24.5%	
603 Ers Pension Contrib	0	18,846	3,500	(15,346)		(15,346)	538.5%	
604 Staff Training	0	2,760	5,000	2,240		2,240	55.2%	
605 Clerk's Expenses	0	0	1,500	1,500		1,500	0.0%	
607 Photocopier Costs	0	212	1,000	788		788	21.2%	
608 Telephone/Fax/ISDN	0	2,248	5,000	2,752		2,752	45.0%	
609 Postage	0	232	600	368		368	38.7%	
610 Stationery	0	402	2,500	2,098		2,098	16.1%	
611 Insurances	0	9,002	7,000	(2,002)		(2,002)	128.6%	
612 Audit Fees	0	2,250	3,000	750		750	75.0%	
613 Legal Fees	0	0	5,000	5,000		5,000	0.0%	
614 Advertising	0	1,237	6,000	4,763		4,763	20.6%	

Detailed Income & Expenditure by Budget Heading 30/10/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
615 Maintenance & Repairs/IT	0	6,460	12,000	5,540		5,540	53.8%	
618 Subscription/Licence	0	12,012	12,000	(12)		(12)	100.1%	
619 PWLB Loan Repayments	0	8,366	20,000	11,634		11,634	41.8%	
620 Civic Allowance	0	366	1,500	1,134		1,134	24.4%	
621 Bank Charges	0	279	600	321		321	46.5%	
627 Travel Expenses	0	74	250	176		176	29.8%	
630 Grants	0	7,107	15,000	7,893		7,893	47.4%	
631 Councillor Training/Mileage	0	0	1,000	1,000		1,000	0.0%	
Establishment :- Indirect Expenditure	0	180,372	366,950	186,578	0	186,578	49.2%	0
Net Income over Expenditure	0	(154,987)	(364,400)	(209,414)				
<u>62 Precept</u>								
6005 Precept	0	913,926	913,926	0			100.0%	
Precept :- Income	0	913,926	913,926	0			100.0%	0
Net Income	0	913,926	913,926	0				
<u>71 Town Strategy</u>								
701 Town Strategy	0	0	4,000	4,000		4,000	0.0%	
Town Strategy :- Indirect Expenditure	0	0	4,000	4,000	0	4,000	0.0%	0
Net Expenditure	0	0	(4,000)	(4,000)				
<u>85 Earmarked Reserves</u>								
8002 Income EMR - Cemetery	0	10,068	0	(10,068)			0.0%	10,068
8008 Pitch Power Football Pitch Gra	0	11,784	0	(11,784)			0.0%	11,784
Earmarked Reserves :- Income	0	21,852	0	(21,852)				21,852
802 EMR-Working Capital	0	1,137	0	(1,137)		(1,137)	0.0%	1,137
809 EMR - PCemetery Projects/Paths	0	3,433	0	(3,433)		(3,433)	0.0%	3,433
815 EMR-Rec Ground Rolling Improve	0	37,360	0	(37,360)		(37,360)	0.0%	37,360
818 EMR Rec MUGA	0	26,336	0	(26,336)		(26,336)	0.0%	26,336
821 EMR-Estab election Fund	0	220	0	(220)		(220)	0.0%	220
826 EMR Youth Work	0	3,740	0	(3,740)		(3,740)	0.0%	3,740
836 EMR- Facilities Team Setup	0	1,290	0	(1,290)		(1,290)	0.0%	1,290
Earmarked Reserves :- Indirect Expenditure	0	73,515	0	(73,515)	0	(73,515)		73,515
Net Income over Expenditure	0	(51,663)	0	51,663				
9000 plus Transfer from EMR	0	73,515						
9001 less Transfer to EMR	0	21,852						
Movement to/(from) Gen Reserve	0	0						

Detailed Income & Expenditure by Budget Heading 30/10/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	0	1,007,071	960,291	(46,780)			104.9%	
Expenditure	0	387,004	882,920	495,916	0	495,916	43.8%	
Net Income over Expenditure	<u>0</u>	<u>620,067</u>	<u>77,371</u>	<u>(542,696)</u>				
plus Transfer from EMR	0	73,515						
less Transfer to EMR	0	21,852						
Movement to/(from) Gen Reserve	<u>0</u>	<u>671,730</u>						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
9002 EMR - Working Capital	5,849.97	-1,136.74	4,713.23
9003 EMR - SE Forum	17.00		17.00
9004 EMR - Mossman	4,457.00		4,457.00
9005 EMR - Town Strategy	9,808.93		9,808.93
9006 EMR - Building Fund	130,428.00		130,428.00
9008 Pitch Power Football pitch gra	0.00	11,784.00	11,784.00
9009 EMR - Cemetery Projects	242,912.92	6,635.29	249,548.21
9010 EMR - Teasel	450.00		450.00
9015 EMR - Rec Rolling Imprv.	57,487.06	28,805.02	86,292.08
9017 EMR - Street Lights	34,890.00	10,000.00	44,890.00
9018 EMR - Rec MUGA	27,935.03	-26,335.88	1,599.15
9020 EMR - Estab Office Equip	4,345.55	3,500.00	7,845.55
9021 EMR - Estab Election	15,858.00	-220.05	15,637.95
9022 EMR - Cmty Leisure Centre	5,000.00		5,000.00
9023 EMR - Handyman Role	8,139.52		8,139.52
9024 EMR - Christmas Lights	807.35	10,000.00	10,807.35
9025 EMR - GAC Sinking Fund	122,735.00		122,735.00
9026 EMR - Youth Work	2,438.00	11,260.00	13,698.00
9027 EMR - S106 GAC	199,510.00	4,000.00	203,510.00
9028 EMR - S106 Pix Brook PA	434,385.00		434,385.00
9029 EMR - Clerk of Works A Rd	119.00		119.00
9030 EMR - Riverside Cpk Ext.	40,000.00		40,000.00
9031 EMR - S106 PC Ave	135,000.00		135,000.00
9032 EMR - Tree Work	1,257.00	10,000.00	11,257.00
9033 EMR - S106 Greenacre Park	827,872.30		827,872.30
9036 EMR - Facilities Team Set Up	0.00	13,710.47	13,710.47
	2,311,702.63	82,002.11	2,393,704.74

STOTFOLD TOWN COUNCIL

COMMITTEE: COUNCIL

DATE: 1 NOVEMBER 2023

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: GENERAL POWER OF COMPETENCE

1. SUMMARY

- 1.1 The General Power of Competence was introduced by the Localism Act 2011 (Sections 1 to 8), replacing the General Power of Wellbeing.

2. RECOMMENDATION

- 2.1 Members are asked to resolve to adopt the General Power of Competence.

3. BACKGROUND

- 3.1 Councils who are eligible, no longer have to ask whether they have a specific power as the General Power of Competence gives eligible local councils, the 'power to do anything that individuals generally may do', as long as they don't break other laws. This enables authorities to run a community shop or set up a company to provide a service.
- 3.2 The Council can lend or invest money; it can trade; it can even sell energy to the National Grid. If another authority has a statutory duty, then it remains their duty to provide that service (education, waste, social services), but local councils can also help. For example, a local council can support a school just as an individual might.
- 3.3 The Council is not limited to undertaking activities in its parish. It doesn't have to justify the activity is for the benefit of the council, the area or the community, unless S137. The Council is expected to act in accordance with the general principle of 'reasonableness'.
- 3.4 The Council must meet eligibility criteria, It must decide, at a full meeting of the Council, that it meets the criteria for eligibility at that particular point in time. A resolution to that effect must be written clearly in the minutes of that meeting. The Council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting (May) to confirm that it still meets the criteria.
- 3.5 At the precise moment that the Council resolves that it meets the criteria, the number of councillors elected at the last ordinary election or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.
- 3.6 Elected councillors include all those who stood for election, whether or not the election was contested. Co-opted or appointed councillors do not count as they are not elected. The total number of councillors means the number of seats (15) including those which might be vacant. If two thirds is not a whole number, then it must be rounded up to the next whole number e.g. 5.
- 3.7 The Clerk must hold at least one of the sector-specific qualifications, e.g. CiLCA (Certificate in Local Council Administration) or Certificate in Higher Education in Local

Council Administration; the first level of the Foundation Degree in Community Engagement; the Certificate of Higher Educations in Local Policy and Governance.

4. FINANCIAL

- 4.1 The GPoC does not enable other funding sources to be accessed and can not be used to raise the Precept.

TERMS OF REFERENCE

Town Strategy Committee

MEET – Wednesdays as required

CONSTITUTION – Eight Members, and one half of its Members shall constitute a quorum (four)

All non-Committee Members may attend Committee meetings and speak at the Chairman's discretion, but not vote.

All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

The Town Strategy Committee has delegated authority (Local Government Act 1972 S101) to:

- Resolve actions incurring expenditure within its budget.
- To prepare estimates of expenditure in October for consideration by the Council via the Establishment Committee.
- To conduct a half yearly appraisal of the budgets based on September figures.
- Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
- To draw up proposals for the long-term strategic planning of Stotfold, taking the statements of the Neighbourhood Plan into consideration.
- To liaise with other organisations to work towards bringing projects to fruition.
- To report to the community, BRCC (Bedfordshire Rural Communities Charity) and Neighbourhood Plan committee on progress.
- Review all documents pertaining to this Committee.

This Committee may make recommendations to the Town Council on relevant matters for which it has no delegated authority and may be given delegated powers by full Council to take action on relevant matters.

Reviewed June 2023