

STOTFOLD TOWN COUNCIL

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



25 July 2024

Members of Stotfold Town Council: Cllr S Buck (Chair), Cllr S Hayes (Vice Chair), Cllr J Bendell, Cllr M Cooper, Cllr S Dhaliwal, Cllr S Hayes, Cllr J Headington, Cllr M Hyde, Cllr D Matthews, Cllr J Smith, Cllr B Saunders, Cllr J Talbot, Cllr B Woods, Cllr N Venneear

You are hereby summoned to attend an Extra Stotfold Town Council meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 31 July 2024 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 are 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

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 resolve to approve a request for dispensation for Cllr Headington and Cllr Talbot.

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.

5. MEMBERS ON OTHER AUTHORITIES

To receive and note the reports of CBC Ward Councillors.

6. APPOINTMENT OF INTERNAL AUDITOR

To resolve to appoint Parish and Town Auditing Services as the Town Council's Internal Auditor for 2024-25.

7. CONFIDENTIAL ITEMS

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

7.1 Christmas Lights Tender.

7.2 Library Lease

7.3 Café Lease

8. DATE OF NEXT MEETING

4 September 2024

ANNEX 1

REQUEST FOR DISPENSATION

Councillors seeking dispensations under Section 33 of the Localism Act 2011 may do so using this form.

The matter for which dispensation is sought (refer to agenda item number if appropriate)	
Details of your interest in that business: <i>Allocation at NEATON ROAD</i> <i>MEMBER of STOTFOLDS BOWLS CLUB.</i>	
Date of meeting or time period (up to 4 years) for which dispensation is sought.	4 years
Dispensation request to: Participates, or participate further, in any discussion of that business.	Yes / No
Dispensation requested to: Participate in any vote , or further vote, taken on that business.	Yes / No
Reason(s) for Dispensation:	
33(2)(a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.	Yes / No
33(2)(c) the dispensation is in the interests of persons living in the Council's area	Yes / No
33(2)(c) that is it otherwise appropriate to grant a dispensation Reason:	Yes / No

Print Names: *Jas Headington*

Signature: *[Handwritten Signature]*

Date: *21/7/24*

Decision:	
Dispensation given: Yes / No	Length of Dispensation:
Date	Minute reference:
Signed:	Town Clerk:

ANNEX 1

REQUEST FOR DISPENSATION

Councillors seeking dispensations under Section 33 of the Localism Act 2011 may do so using this form.

The matter for which dispensation is sought (refer to agenda item number if appropriate)	
Details of your interest in that business: Buildings re SGA/Memorial Hall Common Rd. Allotments - Tenant	
Date of meeting or time period (up to 4 years) for which dispensation is sought. all above.	4 years
Dispensation request to: Participates, or participate further, in any discussion of that business.	Yes / No
Dispensation requested to: Participate in any vote , or further vote, taken on that business.	Yes / No
Reason(s) for Dispensation:	
33(2)(a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.	Yes / No
33(2)(c) the dispensation is in the interests of persons living in the Council's area	Yes / No
33(2)(c) that is it otherwise appropriate to grant a dispensation Reason:	Yes / No

Print Names: WILLIAM JOHN TALBOT

Signature: William Talbot

Date: 21/7/24

Decision:	
Dispensation given: Yes / No	Length of Dispensation:
Date	Minute reference:
Signed:	Town Clerk:

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL
DATE: 31 JULY 2024
OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK
SUBJECT: APPOINTMENT OF INTERNAL AUDITOR

1. SUMMARY

- 1.1 It was resolved at the meeting of the Governance & Resource Committee held on 24 July 2024, to recommend to Full Council that Parish & Town Auditing Services is appointed as the Council's Internal Auditor.

2. RECOMMENDATION

- 2.1 Members are asked to resolve the confirm the appointment of Parish & Town Auditing Services as Stotfold Town Council's Internal Auditor for 2024-25.

3. BACKGROUND

- 3.1 The report on this item considered at the previous meetings can be found here:

[8.10.1 Appointment of Internal Auditor.pdf](#)

[6.3 Appointment of Internal Auditor.pdf](#)

- 3.2 The initial appointment is for one year, with an extension by a further 2 years with the agreement of both parties.

4. FINANCIAL

- 4.1 There is a budget for the provision of the internal auditor (61/612 £3000). This has been increased in 2024/25 from £2,400 with a view to a different audit regime.

5. IMPLICATIONS

Strategic Plan:	N/A
Risk Management:	Appointment of Internal Auditor is part of Risk Assessment and their appointment needs to be confirmed by Full Council.
Legals:	N/A
Resources/Stakeholders:	RFO and Finance Officer
Contracts/Financials:	Budget in situ
Crime & Disorder:	N/A
Equalities:	N/A
Biodiversity:	N/A