

STOTFOLD TOWN COUNCIL

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



15 May 2025

Members of Stotfold Town Council:

Cllrs J Headington (Chair), Cllr J Bendell, Cllr S Buck, Cllr S Dhaliwal, Cllr L Miller, Cllr J Smith, Cllr N Venneear, Cllr B Woods,

You are hereby summoned to attend the **Community Engagement Committee** meeting to be held in the **Greenacre Centre, Valerian Way, Stotfold SG5 4HG** on **Wednesday 21 May 2025 at 7.00pm** for the purpose of transacting business detailed in the agenda.

E Payne
Town Clerk

Members of the public:

In addition to attendance in person, 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).



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

The seven principles of public life

Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

AGENDA

1. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence from Committee members.

2. ELECTION OF VICE CHAIR

To receive nominations for the position of Vice Chair for the Community Engagement Committee.

For Decision

3. 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.

4. PUBLIC SECTION (MAX. 15 MINUTES)

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. MINUTES

To approve the minutes of the Committee meeting held 19 March 2025 as a true record of the meeting.

6. CLERK'S UPDATE

To receive an update from the Clerk on previous actions including action tracker.

For Information

7. REPORTS

To receive the following reports:

7.1. Men in Sheds

To consider setting up a Men in Sheds, mental health initiative.

For Decision

7.2 Community Repair Cafe Proposal

To consider a request from Arlesley Town Council to form a community repair cafe.

For Decision

7.3. Sponsorship for Town Council Events

To consider a sponsorship programme and supporting policy.

For Decision

7.4. Stotfest 2025

To receive an update on this event.

For Information



**MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT COMMITTEE
HELD IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, SG5
4HG ON WEDNESDAY 19 MARCH 2025 AT 19:00.**

Present:

Cllr J Headington (Chairperson), Cllr J Smith (Vice-Chairperson), Cllr J Bendell, Cllr S Buck, Cllr L Miller, Cllr B Saunders and Cllr B Woods.

In attendance:

Cllr M Cooper – Non-committee Member

Also Present:

E. Payne – Town Clerk

S. van der Merwe – Democratic Services Manager

S. Hossack – Community Engagement Officer

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Sat Dhaliwal.

DECISION: It was **RESOLVED** to accept the apologies from Cllr Dhaliwal.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

1. Members to declare interests in respect of any item on the Agenda.
2. Proper Officer to consider written requests from members for dispensations.

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.

3. PUBLIC SECTION (MAX. 15 MINUTES)

Members of the public may speak 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. MINUTES OF THE PREVIOUS MEETING

Members were asked to resolve that the Minutes of the Community Engagement Committee meeting held on **15 January 2025** are a correct record.

DECISION: It was **RESOLVED** to adopt the Minutes of the Community Engagement Committee Meeting of 15 January 2025 as a true record of the meeting.

5. CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION

Members were advised on an approach to host a repair café in Stotfold, which will be brought to the next committee meeting for consideration as well as an update from Citizen's Advice Bureau on their Stotfold clinics.



DECISION: It was RESOLVED to note the reports.

6. REPORTS TO COMMITTEE

6.1. Website

Members were asked to consider the quotes for Suppliers A and B in a comparison matrix form with details for additional modules to facilitate payments and ticketing for events.

DECISION: It was RESOLVED to appoint Supplier A for a new website build, hosting and data transfer to the new website at a cost of £1,548.

DECISION: It was RESOLVED that the Community Engagement Chairman and Town Clerk have delegated powers to consider all Copywriter Quotes.

6.2. The Mill Steam Fair and Country Show

Members considered quotes for renting or buying an event display trailer for the Mill Steam Fair & Country Show in May 2025.

DECISION: It was RESOLVED to hire the T56 trailer for the Mill Steam Fair & Country Show in May 2025.

6.3. Fees for Charity Stalls

Members discussed whether fees should be charged for charity stalls.

DECISION: It was RESOLVED that charity stalls for Stotfold-based charities will not be chargeable.

DECISION: It was RESOLVED that charity stalls for non-Stotfold-based charities will be decided on a case-by-case basis by the Chair and Deputy Chair of this Committee.

6.4. Stotfest Silent Disco Proposal

To consider a proposal for a Silent Disco at Stotfest. Members gave consideration to the need to host this in an enclosed space for safety reasons, it would extend the leisure opportunity for residents after the formal entertainment ends.

DECISION: It was RESOLVED to proceed with the Silent Disco Proposal for Option B at a cost of £1,895 from the Community Engagement Budget.

DECISION: It was RESOLVED to provide the Silent Disco at a ticketed cost of £20 per person.

DECISION: It was RESOLVED to host the Silent Disco in a sectioned off area after the main Stotfest entertainment agenda is complete.

6.5. Youth Football

To consider a request for funding for a proposal of "get off the street and use your feet".

Cllr Headington declared an interest in this item as a community football youth coach.



Members felt this was a significant part of the budget to spend on one sport that supports a small demographic of the Community in a time where football clubs are actively recruiting for players. The Town Council is looking to support a scheme that is inclusive and caters to members of the community with disabilities.

DECISION: It was RESOLVED that the Town Council will not support the Youth Football proposal.

DECISION: It was RESOLVED to investigate more inclusive sport options (to include disabled sport) and to bring this to a future Community Engagement Committee meeting later in the year.

6.6. Interim Resident's Survey Results 2025

Members were updated on various slides showing the interim resident's survey results for 2025. The results were more positive and reflected the start of the culture change the Town Council has been working towards through more engagement with the residents. There were 629 responses in this year's survey.

Members feel that, given this year's responses, it highlighted a need to consider doing a second version of this survey for under 18's in the next financial year as well as additional engagement to get better insight into safety concerns raised in the survey.

DECISION: It was RESOLVED to note the Resident's Survey results for 24/25.

DECISION: It was RESOLVED that the Community Engagement Officer undertake a separate survey for under-18's in Stotfold in the next financial year to be circulated via the schools.

DECISION: It was RESOLVED that the Community Engagement Officer carry out another survey/poll to get more in-depth information on the resident's concerns about safety.

DECISION: It was RESOLVED to change the 25-26 Resident's Survey to indicate every person in a household is entitled to fill in their own survey.

7. WORK PROGRAMME

Members were asked to review this Committee's Work Programme.

Members requested investigations to put pop-up food stalls at Brook Street Car Park.

DECISION: It was RESOLVED to note this Committee's Work Programme.

8. DELEGATED DECISIONS

Members were asked to review the Town Clerk's delegated decisions relating to this Committee.

DECISION: It was RESOLVED to note the delegated decisions of the Town Clerk.



9. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

10. DATE OF NEXT MEETING

To be confirmed, subject to calendar of meetings being adopted at the Full Council Meeting of 7 May 2025.

Meeting closed at 19:57.

SIGNED BY CHAIRMAN:

MINUTES APPROVED (date):

DRAFT

STOTFOLD TOWN COUNCIL

COMMITTEE: COMMUNITY ENGAGEMENT

MEETING DATE: 21 MAY 2025

REPORTING OFFICER: SARAH HOSSACK
COMMUNITY ENGAGEMENT OFFICER

REPORT TITLE: CLERK'S REPORT

1. VIRTUAL DINOSAUR SAFARI

This event was held between 27 March and 8th May 2025 to coincide with the April school holiday.

The supplier of the safari wrote to us to say:

"I'd say this is our most successful trail ever when looking at population size to players!"

The supplier has sent the attached statistics for the event.

2. CHILDREN'S BIODIVERSITY EVENT

Held during the Easter holidays, the Children's Biodiversity Day was organised in partnership with Amplius and Shefford & Stotfold Children's Centre. The event offered a fun and educational experience for local families. Approximately 80 children took part in planting sunflower seeds, decorating bug hotels and learning about bees from a local bee keeper.

3. DUCK RACE

The inaugural duck race was a resounding success, attracting a large number of participants and spectators. A total of 341 racing ducks were sold, and 90 individuals took part in the "Hook a Duck" activity. The event raised £410 in support of Respite at Home Volunteers.

4. VE DAY – FISH & CHIP SUPPER and BEACON LIGHTING

We marked the 80th anniversary of VE Day with a series of events. The morning began with a flag-raising and wreath-laying ceremony, conducted in partnership with the Royal British Legion. In the evening, 75 residents attended a fish and chip supper at the Conservative Club, and over 200 people gathered on The Green for a beacon lighting ceremony.

Group Democratic Services
Last Updated 14/05/2025 18:37

Due	Meeting Date	Meeting	Task	Assigned	Status	Agenda item	Comment
18/02/2025		2024.11.20 - Community Eng Committee	CEO to arrange to for STC to work in partnership with Satchells and Stotfold News to organise a combined Citizens Award in 2025 with the winner turning on the Christmas Lights in 2025.	Sarah Hossack			
					In Progress	Meeting	This is ongoing until later in the year when a scheme will be agreed between all parties
14/02/2025		2024.11.20 - Community Eng Committee	Request samples of other surveys that QRS has completed	Sarah Hossack	In Progress	Meeting	This will be considered at a future meeting so that budget can be allocated if necessary
31/01/2025		2024.09.18 - Community Eng Committee Meeting	Add CE Fees List to Website	Sian van der Merwe	Not Started	Meeting	This information will be on new website

STOTFOLD TOWN COUNCIL

COMMITTEE: COMMUNITY ENGAGEMENT

MEETING DATE: 21 MAY 2025

REPORTING OFFICER: EMMA PAYNE, TOWN CLERK

REPORT TITLE: MEN'S SHEDS –
A MEN'S MENTAL HEALTH PROJECT

1. PURPOSE OF THE REPORT

- 1.1 To seek the Committee's support in assisting a community group to establish a Men's Shed project within Stotfold, aimed at improving local men's mental health, wellbeing, and social inclusion.

2. RECOMMENDATION

- 2.1 That the Committee:
- a) Supports in principle the establishment of a Men's Shed in Stotfold;
 - b) Agrees that the Council will provide promotional and practical assistance as outlined above;
 - c) Requests the Clerk to liaise with the initiating group to help coordinate a public meeting;
 - d) Considers recommending a one-off start-up grant (amount to be determined) once a viable project plan has been presented.

3. BACKGROUND

- 3.1 The concept of a Men's Shed originated in Australia and has since become an internationally recognised grassroots initiative promoting social connection and wellbeing—particularly for men who may be experiencing isolation, retirement-related adjustment, or mental ill-health.
- 3.2 Men's Sheds provide informal community spaces where individuals can gather to work on practical projects, share skills, and enjoy companionship in a safe and welcoming environment. While often woodworking based, Shed activities may also include gardening, upcycling, IT, and general repairs, depending on local interest.
- 3.3 The [UK Men's Sheds Association \(UKMSA\)](#) supports new and existing groups and reports widespread health and social benefits from local Shed projects.
- 3.4 The Clerk has been in contact with a small group of local residents who have expressed an interest in starting a Men's Shed in Stotfold. Initial discussions suggest there is a local need, especially for older or socially isolated men, and a desire to develop a safe, welcoming space to support mental wellbeing and intergenerational community engagement. There is already a men's walking

group to support mental health and this proposal would complement this initiative.

3.5. To enable this, it is proposed the Council provides practical support in the following areas:

a. Facilitative Support

- Use of the Town Council's networks, newsletters and platforms to help recruit steering group members and promote community awareness.
- Assistance in organising a **public interest meeting** to gauge wider community support and identify potential volunteers, members and premises offers.

b. Premises and Property Search

- Officers and members to assist the group in identifying potential low-cost or underused community spaces (e.g. vacant garages, portacabins, or unused council buildings) that could be adapted for use as a Shed workspace.

c. Start-up Advice and Governance

- Signposting to voluntary sector support bodies and the UKMSA for help on:
 - Constituting the group
 - Insurance and health and safety requirements
 - Equipment acquisition
 - Safeguarding and volunteer management

d. Funding Guidance

- Provide guidance on grant schemes and local funding streams.
- Consideration by the Committee or Full Council of a modest financial contribution (e.g. seed funding up to £500) toward the initial costs such as venue hire for meetings, promotional material or basic tools, subject to a satisfactory business case.

3.6 Community Benefits

Establishing a Men's Shed in Stotfold would:

- Promote **positive mental health** and reduce loneliness, particularly among older men.
- Support **community skill-sharing**, volunteering and informal peer mentoring.
- Increase local resilience and wellbeing through a grassroots, user-led initiative.
- Strengthen the town's commitment to **inclusive, community-led development**.

3.7 Risk and Safeguards

- As the project will be community-led, Council involvement is advisory and enabling—not managerial.
- Any Council funds granted would be subject to normal grant conditions and reporting requirements.

- The Council would not be liable for operational issues but will promote safeguarding and legal compliance through early guidance.

4. FINANCIAL IMPLICATIONS

- 4.1 Potential grant application which would be met from grant budget.

5. IMPLICATIONS

Strategic Plan	Supports priorities on mental health, community resilience, volunteering and social inclusion
Risk Management:	Risk of low uptake or sustainability. Mitigated through steering group, UKMSA support, and limited council facilitation.
Legals	Council to remain advisory. Group must ensure insurance, governance, and legal compliance (e.g. Charity status if applicable)..
Resources/Stakeholders	Low staff impact. Builds community partnerships and volunteer networks
Contracts/Procurement	No procurement at this stage. Any funding or premises use to follow council policies..
Crime and Disorder	Potential to reduce isolation-linked anti-social behaviour.
Biodiversity and Environment:	May support reuse, repair and small-scale environmental projects (e.g. gardening).
Equalities	Primarily for men but inclusive of diverse backgrounds. Potential to broaden scope.
Residents Impact Assessment:	Positive: mental health, social contact, and skills-sharing. Potential minor concerns over premises use.
Sustainability/Climate Impact:	Encourages repair culture and resource reuse. Prefer energy-efficient venues.
Data Protection/Privacy	Group to manage its own GDPR compliance. Council not handling personal data.

STOTFOLD TOWN COUNCIL

COMMITTEE:

COMMUNITY ENGAGEMENT

MEETING DATE:

21 MAY 2025

REPORTING OFFICER:

**SIAN VAN DER MERWE
DEMOCRATIC SERVICES MANAGER**

REPORT TITLE:

COMMUNITY REPAIR CAFÉ PROPOSAL

1. PURPOSE OF THE REPORT

- 1.1 The Town Council received a request from Arlesey Town to host a quarterly community repair café based on an existing shared Ampthill/Flitwick repair café scheme. The original proposal suggested this could be shared between Arlesey, Stotfold and Fairfield.

2. RECOMMENDATION

- 2.1 Members are asked to review the proposal and to decide if they wish to proceed with a shared repair café.

3. BACKGROUND

- 3.1 The supported vision is that STC will host a quarterly repair café for residents to bring items to be repaired. A PAT Testing machine should be purchased and volunteers trained in safe use. Arlesey Town Council proposed that sharing this venture with Stotfold Town Council would result in a shared asset pool of potential skilled volunteers willing to donate their time for inspection and repair of items.
- 3.2 Fairfield Parish Council agreed they would not support the proposal as a number of residents already support The Big Fix; an existing repair café hosted at The Garden Shed in Letchworth on a regular basis. Their next event is 31st May 2025.
- 3.3 A search of local repair café's online show the following registered repair cafés within a 10-mile radius:
- Hitchin Hack Space
 - Stevenage – Bedwell Community Centre
 - Royston
 - Ampthill / Flitwick
 - Luton – Caddington
- 3.3 Flitwick and Ampthill Repair Café guidance notes are attached for Councillors' review.

4. FINANCIAL IMPLICATIONS

- 4.1 Should Councillors agree to this proposal insurance costs will be sourced.

- 4.2 Staffing costs for compiling information on attendee's and their repair needs, sourcing spares, liaising with volunteers to carry out repairs and attending repair cafés to manage the event.
- 4.3 As the event would essentially be "free" to attend, room hire fees for the chosen space would be forfeited, to include set up and break down time. There is a financial implication in potentially lost revenue depending on the venue.

5. IMPLICATIONS

Strategic Plan	N/A
Risk management	Reputational risk management.
Legal	Public Liability Insurance; Health and Safety Compliance; Risk Assessment requirements.
Resources/Stakeholders	Staff, councillors and volunteers.
Contracts/Procurements	Procurement procedure if funding is from STC. .
Crime and Disorder	Low.
Biodiversity and environment	Reduced landfill waste by encouraging reuse and repair of household items.
Equalities	Accessible to a range of residents, including those on lower incomes who may benefit most from repair services.
Residents Impact Assessment	Promotes social inclusion, intergenerational learning, and local skill-sharing.
Sustainability/Climate Impact	Encourages repair over disposal, directly reducing carbon emissions linked to manufacturing and waste.
Data Protection and Privacy	GDPR Procedures related to collation and use of volunteer and resident's details, use of privacy notices.

NOTES FROM AMPTHILL/FLITWICK SHARED REPAIR CAFÉ

<https://shareflitwickandampthill.org/>

1. Our volunteers are mainly from the local area. We 'pop up' in local village halls mostly - Flitwick and Ampthill being our most often visited ones - and the bulk of our volunteers are from Flitwick, Ampthill, Maulden and Westoning, which are all very close. However, we have a couple of volunteers that travel from Bedford and further away.
2. We initially advertised the fact that we'd like to start a Repair Cafe on social media - mostly Facebook. We found that people that don't use Facebook were often contacted by friends/family that did. However, we also like to put up posters in places such as libraries, supermarkets, village halls etc and get notices in local free magazines/papers to try to catch those that aren't on social media so much.
3. All our volunteers bring their own tools so there isn't usually a cost for that. We initially bought a few things such as extension leads, rcds (to protect our volunteers and the building that we're in), glues, large blue paper rolls (for putting on tables, cleaning hands etc), which probably came to somewhere in the region of around £100-£150. This funding was kindly provided by Urbaser (as they were called - now FCC Environment). Ongoing costs for tools, equipment and materials are relatively negligible. If an item in for repair needs a new part then we advise the owner of the approximate cost and they pay for it (if they wish to proceed). If we need anything such as special glue etc then one of the repairers will usually have it or we can buy it and SHARE always offers to pay. We ask for donations at the repair cafe (we have a QR code and also some tins around the place) if people can afford to and want to donate. We usually find that these donations pretty much cover the cost of the hall hire.
4. Insurance - many insurers now provide repair cafe insurance to cover the volunteers, guests etc. [This document](#) by Cambridge Carbon Footprint is quite useful - outlines the sort of cover that you should be looking for and approximate costs. We don't have separate Repair Cafe insurance, rather it's added on as an extension of our Library of Things insurance as some of the cover required is basically the same.
5. We largely have the same core of volunteers that we had at the start. We've added a few more repairers and a couple of extra helpers but we mostly have the same people every time. Occasionally one or two of the repairers can't make it, of course, but we have a strong pool now and I usually float a few potential dates months in advance to see when most people are available and then choose that date.
6. We try to run our repair cafes roughly every three months or so. Lots of repair cafes run every month but they are usually in the same place every time and tbh I couldn't cope with the organisation every month on top of all the Library of Things work that I have to do. Much of the organisational overhead comes because when we get people to book their items in (they can also just turn up as well though) as that was what Bedford and other repair cafes were doing when we first started. The repairers like this as they get an idea of some of the things that are coming in and potentially do a bit of 'homework' beforehand. I feel that this, however, puts the onus upon us a bit to let people know if it's not a suitable candidate for the repair cafe and I'm also sometimes asked to go back to people and ask for more details. I then have to populate and print off forms for the pre-booked items on the day of the repair cafe. If you didn't have pre-booking then all of this extra organisational overhead goes away. Many repair cafes operate a 'just turn up' model and Bedford have since got rid of their pre-booking. At our repair cafes we usually have in the region of 50 items brought in. It's always a really nice, community affair and it's great if you have a volunteer or two that are free to go around and chat to people as they wait and offer people more drinks etc. People (mostly) seem to really enjoy having a cuppa, cake and a chat (did I mention that we provide the refreshments for free - just asking for a donation if the person can?) and watching what goes on.
7. Regarding legal implications and liability, we try to cover quite a lot of that in our terms and conditions. So, regarding potentially 'breaking' an item at a Repair Café (although in

theory it's already broken) the person having the repair done has to sit with the repairer and, ideally, play a part too, so at any point they can ask to stop. The repairers are generally very good and if they're worried that, for example, trying to open something might break it - some things are not really designed to be opened - then they'll discuss with the owner of the item and get the go-ahead or not. Generally we find that people say to go ahead as it's broken anyway and is often headed for the tip if not fixed.

8. With regard to safety, one of the first things that we bought with a grant was a PAT testing machine and we PAT test all electrical items that pass through the Repair Café and also every item that is returned to the Library of Things. This is one of the requirements of our insurance and it doesn't take long to do. In fact, I should have mentioned that we have a table set aside for PAT testing at the Repair Café which is manned when required by one of the general or refreshments helpers (a few of us have been trained to use it).
9. I mail merge the bookings that we have prior to the Repair Café and print out registration forms to help speed things along at the point of booking in but we also take a stock of blank forms too as we get quite a few walk-ins on the day. Some Repair Cafés insist on pre-booking, some don't have pre-booking at all and then others are somewhere in the middle. Our repairers quite like to have a little look at some of the items that are coming in so that they can have a read up about them, if they want, to prepare a little. I send out a spreadsheet with the item details that we've had booked in to all our repairers so that they can indicate which items they'd be happy to look at. This also allows either myself or the repairers to spot anything that we definitely can't fix and then I can get in contact with the person to save them a wasted journey (eg someone once wanted us to replace an iPad screen - possible but tricky, time consuming and needs expensive parts so not one for the Repair Café). I know that some Repair Cafés have cut out the pre-booking because the admin can be quite time-consuming in the run up to an event. I guess you will need to pick somewhere to start from and then you can tweak the process according to what works best for you.

STOTFOLD TOWN COUNCIL

COMMITTEE: **COMMUNITY ENGAGEMENT**

DATE: **21 MAY 2025**

OFFICER RESPONSIBLE: **EMMA PAYNE, TOWN CLERK**
SIAN VAN DER MERWE
DEMOCRATIC SERVICES MANAGER

SUBJECT: **SPONSORSHIP & ADVERTISING PROPOSAL**

1. SUMMARY

- 1.1 The Town Council has a number of Community Engagement events across the year. This proposal to implement a Sponsorship and Advertising Programme would generate additional income to support the funding of community events, reducing the burden on the precept.

2. RECOMMENDATION

- 2.1 Members are asked to:

- a) Consider the proposal to implement a Sponsorship & Advertising programme.
- b) Review the draft Sponsorship & Advertising Policy, Sponsorship Programme and Sponsorship Agreement.
- c) Make a recommendation to Full Council to adopt the Policy.

3. BACKGROUND

- 3.1 Sponsorship marketing is a strategic partnership wherein a business collaborates with an event, organisation, or individual by providing financial or material support. In return, the business gains brand exposure, and various associated advantages.
- 3.2 An advertising and sponsorship programme would provide businesses with a platform to engage with residents in a meaningful way, improving their reputation and brand visibility.
- 3.3 Sponsorship marketing can help local businesses who partner with the Town Council, give them authenticity and credibility. Equally, if the Town Council partnered with a local business who was not reputable, this would have an adverse effect on the Council's reputation.
- 3.4 An advertising and sponsorship programme would support the Town Council's efforts to position the town as an attractive place to visit, live and do business.

4. FINANCIAL

- 4.1 The proposed sponsorship and advertising fees are outlined in the attached sponsorship programme.
- 4.2 Sponsorship fees for smaller events across the year will be delegated to the Town Clerk and Chair of the committee, reported to this committee.

5. IMPLICATIONS

Strategic Plan:	N/A
Risk Management:	Reputational, financial.
Legals:	Town and Country Planning Act 1990, Supply of Goods and Services Act 1982, Code of Recommended Practice on Local Authority Publicity
Resources/Stakeholders:	Local businesses, Officers
Contracts/Procurements:	Community Engagement budget
Crime & Disorder:	Low
Equalities:	Equality Act, Public Sector Equality Duty.
Residents Impact Assessment:	Increased income and reduced impact on council taxes.
Data Protection and Privacy:	N/A



STOTFOLD TOWN COUNCIL

SPONSORSHIP & ADVERTISING POLICY

1. Purpose

- 1.1 This Policy is designed to outline the Town Council's approach to sponsorship and related advertising. The Council believes that careful guardianship of the Town Council's finances and assets is economically, socially and environmentally important.
- 1.2 Sponsorship can help, for example, by providing more sustainable or disability-friendly products than could normally be afforded. This Policy is designed to help provide a positive framework for actively seeking and accepting sponsorship, while providing the necessary controls to protect the Town Council's reputation and to ensure any related advertising is appropriate.

2. Definition

In the context of this Policy the following definitions apply:

- Sponsorship - This is a contractual arrangement between parties whereby one meets all the costs of an activity or project, usually in exchange for a benefit such as advertising.
- Advertising - This is a contractual arrangement between parties for the promoting of a product (or service) to potential and current customers and is typically displayed on signs, websites and emails etc.

3. General Principles

- 3.1 The Town Council reserves its rights in all circumstances to refuse or apply any conditions but the following is a list of general principles which will be applied to sponsorship and advertising arrangements:
- 3.2 The Town Council welcomes all opportunities to work in partnership with organisations which are aligned with its strategic priorities and core values. However, the Town Council will not put itself in a position where it might be said that such a partnership has, or might, or may be thought to have:
- influenced the Town Council or its Officers in carrying out its statutory functions.
 - been offered unduly favourable terms from the Town Council in any business or other agreement.
 - aligned the Town Council with any organisation which conducted itself in a manner which conflicted with the Council's values.
- 3.3 The Town Council actively welcomes sponsorship and advertising opportunities to obtain appropriate commercial sponsorship for events, campaigns or initiatives to provide added value for services to the public.

Sponsorship is for additions and improvements, not for the Town Council's statutory and core contractual and service obligations.

Transparency of process will apply to protect the Council's reputation and manage expectations.



The Code of Conduct applies to all Councillors in respect of transparency and interests in contracts. Sponsorship and related advertising agreements must also comply with the law and Town Council's policies, including the Equality and Diversity Policy.

Any advertising does not indicate that the Council endorses or accepts any liability connected with the advertising company or products.

Sponsors shall be informed of the following disclaimer in writing:

"Acceptance of advertising or sponsorship does not imply endorsement by the Town Council of products and services."

In order to make this clear - all publications, or other media, with advertising or sponsorship should carry the following disclaimer:

'Whilst every effort has been made to ensure advertising within this publication complies with all relevant legislation, Stotfold Town Council cannot accept any liability for errors or omissions contained in any material provided by an advertiser. The Town Council does not accept any liability for any information or claims made by the advertisement or by the advertisers. Any inclusion of the Town Council's name on a publication should not be taken as an endorsement by the Town Council.'

Where it is not possible to print a disclaimer, for example in the case of an advertising hoarding, the material should identify Stotfold Town Council as being the owner and that this Policy is available on the Town Council's website.

Any logos of sponsors should not be more prominent or compelling than those of the Town Council. Explicit sales messages with trading claims, including those relating to relative superiority, exclusivity of supply, health benefits or other claims that are controversial, judgmental or difficult to substantiate should be avoided e.g. 'no.1 provider of baked beans', 'the only provider of play equipment in the UK', '40% of cats are happier after eating this' and 'eat meat, run faster, live longer'.

It is accepted that most sponsorship will be offered on the basis that it is in return for publicity or an advertising platform. However, the Town Council warmly welcomes any philanthropic sponsorship (donation) that is offered with no expectation of any benefit to the donor.

The Town Council reserves its right to refuse sponsorship and remove any advertising where any declarations or conditions are contravened; a fundamental condition of any sponsorship agreement is that should any reputational risk arise from the sponsorship for the Town Council shall end the agreement without any financial loss to the Town Council.

A list of sponsors and details of what they have sponsored will be published on the Town Council's website except where the donor wishes to remain anonymous (and the Council agrees to the anonymity).

There is no bar on county, district and parish Councils or Councillors, or other statutory bodies offering sponsorship to the Town Council either by sponsoring Town Council events or activities. However, apart from the conditions that apply to all potential sponsors, care must be taken that the sponsorship would not contravene the Councillors' Code of Conduct or the restrictions on Town Council publicity, particularly during the sensitive pre-election period. If necessary, the advice of the Monitoring Officer will be sought should a Councillor put forward a sponsorship proposal.

The Town Council abides by the Town and Country Planning Act 1990. The Control of Advertisement Regulations provides the rules on displaying advertising. The Town Council has a duty to ensure all advertising on its owned platforms falls within this legislation and will ensure planning law relating to the display of advertisements is complied with.

The Council will advertise its own services and offers as appropriate using its own platform. This may include adverts relating to traded services or quasi-trading services, which generate an income. The Town Council permits paid for advertising on some of the platforms it owns, and this may include advertising from for-profit companies. In both circumstances the Town Council will comply with the Supply of Goods and Services Act 1982.

Any advertising material and/or content complies with the relevant Committees of Advertising Practice (CAP) code; where it relates to advertising to children and young people, any advertising shall be lawful, appropriate taking into any related CAP Code, shall not foster 'pester power' and shall not feed stereotypes and prejudice.



Any advertising material and/or content complies with the rules laid out in the UK Code of Non-broadcast Advertising, Sales Promotion and Direct Marketing (CAP Code) enforced by the Advertising Authority.

The advertising material/content complies with relevant legislation and the appropriate Code of Recommended Practice on Local Authority Publicity.

Co-ordination and approval procedure

4.1 Approaches to or by potential sponsors/advertisers must be through the Town Clerk who will determine the route for decision in line with this Policy and the table below:

Packages	Procedure Note	Level of Approval
Annual Floral Display Sponsorship	Clerk to ensure the availability of sponsorship opportunity be made known at least through the Council's website and for a minimum of 7 days and in compliance with the Public Contracts Regulations 2015, on Contracts Finder, where required.	Community Engagement, Town Council meeting
Stotfest Stage and Event Sponsorship	Clerk to ensure the availability of sponsorship opportunity be made known at least through the Council's website and for a minimum of 7 days and in compliance with the Public Contracts Regulations 2015, on Contracts Finder, where required.	Community Engagement, Town Council meeting
Christmas Light Column Sponsorship (Five Year Commitment)	Clerk to ensure the availability of sponsorship opportunity be made known at least through the Council's website and for a minimum of 7 days and in compliance with the Public Contracts Regulations 2015, on Contracts Finder, where required.	Community Engagement, Town Council meeting
Additional Sponsorship Opportunities	Clerk to ensure the availability of sponsorship opportunity be made known at least through the Council's website and for a minimum of 7 days and in compliance with the Public Contracts Regulations 2015, on Contracts Finder, where required.	Community Engagement, Town Council meeting

Revision History:

Date Adopted	[March 2025]	
Date Reviewed		



STOTFOLD TOWN COUNCIL

SPONSORSHIP PROGRAMME

A Unique Opportunity for Local Businesses

Introduction

The Town Council is delighted to present an exciting sponsorship programme for local businesses and community members to support and enhance our town's vibrancy while gaining valuable promotional benefits.

This initiative offers a variety of sponsorship opportunities, from sponsoring our annual floral displays and popular events like Stotfest to long-term commitments such as the five-year Christmas light display. Additionally, we are introducing Christmas light column sponsorships, allowing businesses or families to display a roundel promoting their name for five years.

This programme provides sponsors with excellent visibility, demonstrating their commitment to the local community while benefiting from increased brand recognition. The Town Council aims to collaborate with sponsors to create a thriving and visually appealing environment for residents and visitors alike.

Why Sponsor?

Sponsoring town projects is more than just advertising; it's an investment in the community. Sponsors will:

- Gain increased brand exposure through strategic placement of their business name.
- Demonstrate corporate social responsibility by supporting community-enhancing initiatives.
- Contribute to making the town more attractive and vibrant for residents and visitors.
- Enjoy long-term advertising benefits with affordable sponsorship packages.

Below are the sponsorship opportunities available.

Sponsorship Opportunities

1. Annual Floral Display Sponsorship

The town is looking to develop the town centre with the introduction of floral displays, which enhance the beauty of key public areas throughout the year. Sponsorship of these displays offers an excellent opportunity for businesses to align themselves with a project that improves the town's environment and quality of life.

Sponsorship Benefits

- A sign placed near the sponsored floral display with the company's name and logo.
- Recognition in the Town Council's e-bulletin and website.
- A social media post thanking the sponsor.
- The opportunity to be part of an annual 'Sponsor Recognition Day' event.

Sponsorship Packages

- Hanging Basket Sponsorship: £100 per basket
- Full Town Display Sponsorship: £3,000 per year (exclusive sponsorship)



2. Stotfest Stage and Event Sponsorship

Stotfest is one of the town's biggest annual events, attracting thousands of visitors and showcasing live music, local talent, food vendors, and entertainment. Sponsoring the Stotfest Stage or the overall event provides excellent exposure for businesses looking to connect with the local community.

Sponsorship Benefits

- The sponsor's logo featured prominently on the Stotfest Stage.
- Recognition in all event-related promotions, including posters, leaflets, and online advertising.
- Mentions during stage announcements and performances.
- The opportunity to display banners and marketing materials at the event.

Sponsorship Packages

- Stotfest Main Stage Sponsorship: £3,000 (exclusive branding of the stage)
- Gold Event Sponsor: £2,000 (banners at 3 entrances into the town; 3 entrances into the field, artwork to be provided by sponsor)
- Silver Event Sponsor: £1,000 (branding in select event areas)
- Community Sponsor: £500 (business logo included in promotional materials)

3. Christmas Light Display Sponsorship (5-Year Commitment)

The annual Christmas lights bring festive cheer to the town, attracting visitors and boosting local businesses. The Town Council is offering a unique five-year sponsorship package for businesses looking for long-term community engagement.

Sponsorship Benefits

- The sponsor's name and logo displayed prominently on signage near key Christmas light installations.
- Regular mentions on social media and in press releases about the town's Christmas celebrations.
- Inclusion in the Town Council's 'Thank You' advertising campaign at the end of each festive season
- A sustained promotional presence in the town throughout the festive period for five consecutive years.

Sponsorship Package

- Five-Year Christmas Light Display Sponsorship: £10,000 (£2,000 per year)

4. Christmas Light Column Sponsorship (Five-Year Commitment)

A new initiative allows businesses or families to sponsor a Christmas light column, featuring a roundel displaying their name or logo for five years. This is an affordable way to show support for the community while maintaining a visible presence during the festive season.

Sponsorship Benefits

- A personalised roundel attached to a Christmas light column for five years.
- The roundel will feature the sponsor's name, logo, or family name.



- Visibility during the busiest shopping season, enhancing brand recognition.
- A cost-effective way to support the town while advertising to a broad audience.

Sponsorship Package

- Five-Year Christmas Light Column Sponsorship: £1,000 (£200 per year) per column

5. Open Air Cinema

Free to attend open air cinema on The Green, showing three films to residents.

Sponsorship Benefits

- Have your company logo displayed on the screen between showings.
- Total of three films, with your logo displayed between each film, a minimum of 5 times in a rolling programme of images.

Sponsorship Package

- £60 per logo

5. Additional Sponsorship Opportunities

For businesses looking for more tailored sponsorship opportunities, the Town Council is open to discussing custom packages that align with their brand values and objectives. Some additional sponsorship options include:

- Summer and Winter Town Events: Opportunities to sponsor smaller events such as Pancake Race, Duck Race or Dinosaur Hunt.
- Public Seating and Benches: Sponsoring a public bench with a commemorative plaque.
- Heritage and Arts Programmes: Supporting local art installations, murals, or historical preservation projects.
- Sponsorship package fees for these events will be determined by the Community Engagement Committee on a case-by-case basis and advertised to local businesses in advance.

6. How to Apply for Sponsorship

Businesses and individuals interested in sponsorship opportunities can apply through the Town Council's sponsorship programme by following these steps:

- a) **Select a Sponsorship Package:** Review the options and choose the one that best suits your business objectives.
- b) **Apply:** Complete the sponsorship form available on the Town Council's website or collect one from the Town Council offices.
- c) **Confirm Sponsorship Agreement:** Upon approval, sign a sponsorship agreement outlining the terms and conditions.
- d) **Payment and Implementation:** Once payment is received, sponsorship benefits will be activated.

Conclusion

The Town Council's sponsorship programme is a unique and valuable opportunity for businesses to contribute to the town's growth and vibrancy while gaining significant promotional



benefits. Whether sponsoring a floral display, an event like Stotfest, or making a long-term commitment to the Christmas lights, businesses can make a meaningful impact on the community.

For more information or to discuss sponsorship opportunities, please contact the Town Council's sponsorship team at enquiries@stotfoldtowncouncil.gov.uk.

We look forward to partnering with you to create a brighter, more vibrant town for all!

DRAFT

STOTFOLD TOWN COUNCIL

COMMITTEE: COMMUNITY ENGAGEMENT

MEETING DATE: 21 MAY 2025

REPORTING OFFICER: SARAH HOSSACK,
COMMUNITY ENGAGEMENT OFFICER

REPORT TITLE: UPDATE ON STOTFEST

1. PURPOSE OF THE REPORT

- 1.1 This report is to provide an update to Members on the arrangements undertaken to date for Stotfest.

2. RECOMMENDATION

- 2.1 Members are asked to note the report.

3. BACKGROUND

- 3.1 Current confirmed logistics are:

First Aid – Zulu
Security – WF Security
Toilets – LSK Hire
Radios – awaiting quotes
Marquee - Pryde

3.2 Stage/Arena Schedule

We have one open slot at 12:20 for up to 30 minutes for a local community act that could be on the stage or in the arena.

11:30	St Marys choir
12:00	Roecroft choir
13:00	Moon Talapatra
13:25	Somewhere 2 Sing
14:00	Gifford Dance Academy
14:45	Stotfold Singers
15:05	Stotfold Twirlers
15:15	The Bs
16:10	Immi Davis
16:55	The Souled Organisation
17:55	Shadowplay
18:55	Bubounce
20:00	Queenergy

3.3 Dan Allen will DJ and Compere like last year.

3.4 Food & Drink

The following bars have been engaged: Bars4Events, Buntingford Brewery and Topsy Duck Cocktails (Stotfold-based).

Food has been booked separately this time rather than through EatFeast. We have 8 (possibly 9) savoury vendors, 2 hot drink vendors, 2 ice cream vendors, a patisserie and a crepe vendor.

3.5 For Children

We will be improving the kid's area from last year but charging £5 for a wristband that gives them unlimited access to all of the activities.

- Bouncy castles supplied by Beds & Herts Fun as last year
- Children's rides tbc
- Punch and Judy
- Demonstrations from Stotfold companies Hartbeeps & Mini Athletics

3.6 Other

We have the same large bar as last time (Bars4Events), Buntingford Brewery and Topsy Duck Cocktails (Stotfold Based).

We have approximately 35 stalls from local businesses, charities and crafters.

Luna Animal Rescue will be running a fun dog show

3.7 Silent Disco

We will be running a silent disco from 21:00 – 23:00 as a separate event. Tickets will be available online at £20.

4. FINANCIAL IMPLICATIONS

4.1 See the attached budgt.

Event Name:	Stotfest
Event Date:	28/06/2025
Event Budget:	£25,000
Budget Code:	

Red= Potential cost - not confirmed

What	Company	Estimated Cost	Actual Cost	PO Number	Notes
Stage, lights, sound equipment, engineer (Deposit)	Strawberry Fieldz	£500.00	£500.00	25.080	
Stage, lights, sound equipment, engineer	Strawberry Fieldz	£2,000.00			
First Aid	Zulu	£1,840.00		25.082	
Security	WF Security	£2,176.00		25.081	
Compere	Dan Allen	£250.00		25.085	
Toilets	LSK	£1,810.00			
PRS Licence		533.45			
Posters	Ocean Creative	£72.50			
Table & Chair hire	Rosetone	£500.00			
Generator hire	CW Plant Hire	£80.00			
No parking cones	Street Solutions UK	£78.20			
Distribution box hire	Impact Productions	£28.40			
Crowd Barriers x 20	CW Plant Hire	£100.00			
Radios	Radio Links	£155.00			
Marquee					
Performers					
Queenergy		£500.00			
BuBounce		£600.00			
ShadowPlay		£200.00			
The Souled Organisation		£270.00			
The Bs		£100.00			
Immi Davis		£100.00			
Punch & Judy	Professor James	£200.00			
Silent Disco Hire					
TOTAL		£12,093.55	£500.00		

What	Company	Estimated Income	Actual Income		Notes
Food Vans Craft / Business Stalls					£50 each stall £18 per stall
TOTAL		£0.00	£0.00		
TOTAL		-£12,093.55	-£500.00		

7.5. October Steam Fair

To consider the Town Council's participation at this event (verbal)

For Decision

7.6. Update on Events and Expenditure to date

To consider the updated events list and note expenditure to date.

For Information

7.7. Policy Adoption

To consider the following policies for adoption by Full Council:

- Safeguarding Protection Policy
- Community Engagement Policy
- Social Media Policy

For Decision

7.8. VJ DAY - 15 AUGUST 2025

To consider commemoration of VJ Day on Friday 15 August 2025 (verbal report)

For Decision

8. MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

For Discussion

9. WORK PROGRAMME

To consider this Committee's Work Programme

For Information

10. DATE OF NEXT MEETING

Wednesday 16 July 2025.

For Information



STOTFOLD TOWN COUNCIL

UPCOMING EVENTS

27 MARCH - 8 MAY	Hunt for dinosaur eggs in our augmented reality trail
30 APRIL	Annual Town Meeting
8 MAY	VE Day 80 - Fish & Chip Supper / Lighting the commemorative beacon
11 JUNE	Official Library Opening
14 JUNE	Library & Stotfold Town Council open day
28 JUNE	Stotfest
JULY / AUGUST	Summer holiday children's activities - details to be advised
25 AUGUST	Stotfold Walking Market
27 SEPTEMBER	Outdoor Cinema
31 OCTOBER	Halloween Event
9 NOVEMBER	Remembrance Sunday Parade and Service
29 NOVEMBER	Christmas Light Switch On

PHONE: 01462 730064

EMAIL: ENQUIRIES@STOTFOLDTOWNCOUNCIL.GOV.UK

WEB: WWW.STOTFOLDTOWNCOUNCIL.GOV.UK



STOTFOLD TOWN COUNCIL

MEET YOUR COUNCILLORS



**Liz
Anderson**



**Janice
Bendell**



**Steve
Buck**



**Mary
Cooper**



**Satinderjit
Dhaliwal**



**Steve
Hayes**



**Jos
Headington**



**Jane
Hyde**



**Danny
Matthews**



**Lisa
Miller**



**Brian
Saunders**



**Jonathan
Smith**



**John
Talbot**



**Nigel
Venneear**



**Bryony
Woods**

**COMMUNITY ENGAGEMENT
2025 - 2026 EVENT COST TRACKER**

Budget	Event	Budgeted Amount	Total Expenditure	Total Income	Balance
General Events 63/643	Dinosaur Safari	£600.00	£599.00		£599.00
	Kids Biodiversity Morning	£400.00	£41.94		£41.94
	Duck Race	£300.00	£673.96	£341.50	£332.46
	VE Day	£1,000.00	£1,482.97	£740.00	£742.97
	Steam Fair	£500.00	£2,325.00	£0.00	£2,325.00
	Love Parks Week	£1,000.00			£0.00
	Teddy Bear's Picnic	£500.00			£0.00
	Screen on the Green	£2,315.00	£442.50		£442.50
	Working Steam Weekend				£0.00
	Halloween Event	£500.00			£0.00
	Remembrance Day	£2,000.00			£0.00
	Feb Half Term Event	£1,000.00			£0.00
	Pancake Race	£500.00			£0.00
Stotfest 63/638	Stotfest	£25,000.00	£500.00	£0.00	£500.00
Christmas 63/637	Christmas lights switch on	£15,000.00			
TOTAL		£50,615.00	£6,065.37	£1,081.50	£4,983.87

STOTFOLD TOWN COUNCIL

COMMITTEE: COMMUNITY ENGAGEMENT

DATE: 21 MAY 2025

OFFICER RESPONSIBLE: SIAN VAN DER MERWE
DEMOCRATIC SERVICES MANAGER

SUBJECT: POLICIES REVIEW

1. SUMMARY

- 1.1 The Town Council's aim is to ensure that policies remain current, effective, and aligned with best practices, legal requirements, are easily understood and support the council's strategic priorities.

2. RECOMMENDATION

- 2.1 Members are asked to review and approve the following Policies and recommend their adoption at a Full Council meeting:
- a) Community Engagement Policy
 - b) Social Media Policy
 - c) Safeguarding Policy

3. BACKGROUND

3.1 Community Engagement Policy

- a) In December 2014 this Council approved a "Statement of Intent as to Community Engagement". While a Statement of Intent expresses the Town Council's commitment in broad terms, a Policy establishes formal guidelines, measurable actions, and mechanisms for evaluation. This ensures engagement is proactive, inclusive, and legally compliant, rather than being an aspirational goal without defined implementation.
- b) A Community Engagement Policy ensures a Council provides a structured approach to involving residents, businesses, and stakeholders in decision-making. It makes certain that engagement is meaningful, transparent, and inclusive, strengthening trust between the Town Council and the community.
- c) The Policy will be the Council's commitment to demonstrating open, fair and equitable communication and engagement with its residents and public and aligns with engagement requirements as set out in the Localism Act 2011.

3.2 Social Media Policy

- a) A Social Media Policy ensures all Town Council social media communication guidelines are clear, transparent, fair and adhere to the Town Council's approved methods of communicating with the public.
- b) A number of changes have been made to the Social Media Policy originally adopted in 2019. These updates to the Policy are in line with current digital marketing best practices – they include guidelines related to crisis communications and comment moderations.

3.3 Safeguarding Policy

- a) The Town Council has a responsibility to protect children and vulnerable adults from harm under laws such as the Children Act 1989/2004 and the Care Act 2014.
- b) This Policy sets out the Town Council's responsibility and procedure in the event of any safeguarding incidents, outlining the staff's responsibilities and limits when dealing with safeguarding situations, the communication process and record keeping requirements.

4. FINANCIAL

- 4.1 There are long-term costs associated with funding for engagement efforts, to be agreed annually via this Committee's budget review process.
- 4.2 There would be financial implications related to any fines issued by the Information Commissioner's Office for data breaches as identified in the Social Media Policy.

5. IMPLICATIONS

Strategic Plan	N/A
Risk management	Safety risk for children/vulnerable adults. Reputational risk for the Town Council.
Legal	Localism Act 2011, Children Act 1989/2004; Care Act 2014.
Resources/Stakeholders	Clear outline for staff and Councillors for social media management, community engagement and safeguarding.
Contracts/Procurements	N/A
Crime and Disorder	Reducing risk related to Social Media management, community engagement and safeguarding of vulnerable adults and children.
Biodiversity and environment	N/A
Equalities	Equalities Act.
Residents Impact Assessment	Clear guidelines on how the Town Council will carry out its duties and obligations.
Sustainability/Climate Impact	N/A
Data Protection and Privacy	Safeguarding and data protection implications.



STOTFOLD TOWN COUNCIL

SAFEGUARDING PROTECTION POLICY

1. Policy Overview

- 1.1 Stotfold Town Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Town Council.
- 1.2 The purpose of this policy is to make clear to all members, staff, volunteers, and contractors what is required in relation to the protection of children, young people and vulnerable adults should any child protection issue arise during their work.
- 1.3 Children, young people, and vulnerable adults have the right to participate, have fun and be safe in the services provided for them and the activities they choose, or their parents/carers choose for them. This Policy will help to maintain a safe and positive environment for children and vulnerable adults.
- 1.4 The policy has been created in line with the following legislation:
 - Children Act 1989 and Children Act 2004
 - Safeguarding Vulnerable Groups Act 2006
 - The Crime and Disorder Act 1998
 - The Care Act 2014
 - Equality Act 2010

2. Policy Coverage

- 2.1 This policy applies to all members, employees, volunteers, and contractors working in partnership with Stotfold Town Council. The Town Council has a duty to co-operate with other agencies and authorities to promote the well-being of children and young people. Central Bedfordshire Council is the lead agency for the protection of vulnerable adults.
- 2.2 Stotfold Town Council does not investigate allegations of abuse. However, all members, employees, volunteers and contracted services providers have a responsibility to act when they suspect or recognise that a child or vulnerable adult may be a victim of significant harm or abuse. This Policy is to be used in conjunction with the Council's Risk Management Policy, Health and Safety Policies, Equal Opportunities Policy, Complaints Policy and Procedure, Disciplinary and Grievance Procedures.
- 2.3 The phrase "children, young people and vulnerable adults" refers to:
 - a) Anyone under the age of 18 years,
 - b) Someone who is over the age of 18 who is or may need community care services by reasons of mental health or other disability, age or illness and is, or may be, unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

When the term "parents" is used, it is in the broadest sense to include parents, carers and guardians.



3. Policy Principles

- 3.1 Stotfold Town Council recognises that all children and vulnerable adults have an equal right to protection from abuse. It is committed to safeguarding children and vulnerable adults and protecting them from abuse when they are engaged in services organised and provided by, or on behalf of, the Council.
- 3.2 Referrals of suspicions of abuse cannot be anonymous and should be made in the knowledge that, during enquiries, the agency that made that referral will be made clear.
- 3.3 Stotfold Town Council will not tolerate the harassment of any member, employee, volunteer, contracted service provider or child/vulnerable adult who raises concerns of abuse.

4. Policy Statement

- 4.1 Stotfold Town Council is committed to taking all reasonable precautions to safeguard the welfare of children and vulnerable persons that use its services and will promote a safeguarding culture and environment.
- We will endeavour to keep children and vulnerable adults safe from abuse.
 - Suspicion of abuse will be responded to promptly and appropriately.
 - We will always act in the best interests of the child or vulnerable adult.
 - We will proactively seek to promote the welfare and protection of all children and vulnerable adults living in the local community.
 - We will endeavour to ensure that unsuitable people are prevented from working with children and vulnerable adults through, as appropriate, its recruitment and selection policy and by reminding hirers of their safeguarding responsibilities.
 - We will take any concern made by a member, employee, volunteer or contracted service provider or child / vulnerable adult seriously and treat it with sensitivity.

5. Responsibilities & Procedures

- 5.1 The Town Council will appoint a Safeguarding Officer within the Council and his/her responsibilities will include:
- Ensuring that before any Council organised event with children or vulnerable persons, the Safeguarding Officer will brief participants appropriately.
 - Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.
 - Ensuring that whilst Council members are unlikely to be involved with children during the performance of their duties, they are mindful of the risk they face.
 - Ensuring that before any volunteers or paid members of staff are recruited to work with children and vulnerable persons they are interviewed, and two references taken up.
 - Decisions on whether any person should have a DSB check will be made by the Town Clerk following a risk assessment.
 - All new councillors are to be provided with a copy of this Safeguarding Protection Policy and are required to acknowledge they will abide by it.
 - Councillors will adhere to the 'List of Recommended Behaviour' namely:
 - A minimum of two adults present when supervising children.
 - Not to play physical contact games.
 - Adults to wear appropriate clothing at all times



- Ensure that accidents are recorded in an accident book.
- Never do anything of a personal nature for a young person.

6. Procedure and Systems

6.1 Definitions of Abuse

Abuse covers any form of physical, emotional, mental and sexual abuse including bullying, including lack of care that leads to injury or harm. For vulnerable adults abuse may also be financial.

Neglect is where people fail to meet a child's or vulnerable person's basic physical /psychological needs and is likely to result in the serious impairment of their health or development, e.g. failure to ensure that a child is protected from unnecessary risk of injury or exposing them to undue cold.

Physical Abuse is where physical pain or injury is caused, e.g. hitting, shaking, biting, etc. Sexual Abuse is where children or vulnerable adults knowingly or unknowingly take part in an activity that meets the sexual needs of the other person or persons involved. This includes inappropriate photography or videoing.

Emotional / Mental Abuse is where there is persistent emotional ill treatment that causes severe and persistent adverse effects on the child's or vulnerable person's emotional status e.g. bullying (including cyber and text bullying), constant criticism and unrealistic pressure to perform.

- 6.2 It is important to recognise that disabled children may be particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them. Dependency on others for primary needs, e.g. feeding and clothing may make a person feel powerless to report abusive treatment.

- 6.3 This policy is inclusive of all children, young people and vulnerable adults, irrespective of their age, gender, race or ethnicity, religion, disability or sexual preference.

6.4 Use of Video and Photography

The use of photographs and images of young people will be controlled to prevent possible misuse. In general, agreement will be sought from parents or guardians that images can be used as appropriate.

6.5 Digital Safety and Online Conduct

Where council communications or events involve digital interaction (e.g. via Zoom, Teams, social media), appropriate safeguards will be implemented, including:

- Clear codes of conduct for online interactions.
- Staff and Councillors not initiating private online contact with young people.
- Parental consent for online participation by minors.
- Use of official Council accounts/devices for communication.



7. Responding to Allegations

7.1 If a person discloses abuse by someone else:

- Stay calm, take the allegation seriously.
- Allow the person to speak without interruption, accepting what is said, but DO NOT Investigate.
- Only ask questions for clarification, do not ask leading questions and do not attempt to investigate.
- Alleviate feelings of guilt and isolation, while passing no judgement. Reassure them that they did the right thing by talking to you.
- Advise that you will try to offer support, but that you MUST pass the information on, do not offer to keep secrets.
- Record the facts as you know them.
- Refer the allegation immediately and directly to the Town Council's appointed Safeguarding Officer. If an employee or volunteer is implicated, refer to their Line Manager. If a manager or another young person is implicated, refer directly to the Town Clerk. If the Town Clerk is implicated, refer to the Town Mayor. All allegations must be referred, no matter how insignificant they seem to be, or when they occur. Try to ensure that no-one is placed in a position which could cause further compromise.

7.2 As soon as possible after the incident or disclosure has occurred, the person who received the report should:

- Write down notes, dates, times, facts, observations, and verbatim speech.
- Ensure the correct details are available, the young person's / vulnerable adult's name and address, and the name and address of their parent or guardian.
- Immediately contact the Town Council's Safeguarding Officer and inform them of the report.
- Both the person who received the report as well as the Safeguarding Officer must initiate contact with Central Bedfordshire Council's Children and Young Person's Integrated Front Door service or the Adult Safeguarding Team as soon as possible regarding the report.
- During your call to Central Bedfordshire Council (refer to Item 6.4 below for direct contact details), carry out the following actions:
 - Request the name of the person with whom you are speaking.
 - Repeat all the information shared by the person – do not filter any information
 - Ask if anyone else should be informed
- Prepare a confidential file. Record all notes, conversations, and advice from Central Bedfordshire Council. Every effort should be made to ensure that confidentiality is maintained for all concerned.
- Follow the advice from Social Services; take no other action unless advised to do so by Social Services. Do not attempt to investigate any matters this is not the role of the Town Council.
- The Safeguarding Officer will store all information in a secure place with limited access to designated people, in line with data protection legislation.

If in doubt about the advice you have received at any stage refer to Social Services for guidance.



7.3 Contact Details for Central Bedfordshire Council, the Police and NSPCC:

If you believe the person is in immediate danger, please call the Police on 999.

Central Bedfordshire Council – Child protection – Safeguarding Children and Young People: Integrated Front Door Service
Telephone: 0300 300 8585 (office hours) 0300 300 8123 (out of hours)

Central Bedfordshire Council - Safeguarding of Vulnerable Adults:
0300 300 8122 (Monday to Friday, 8:45am to 5:20pm)
0300 300 8123(outside of these hours)
email at adult.protection@centralbedfordshire.gov.uk

First Responders: Telephone: 101 or in an emergency 999

NSPCC Child Protection Helpline:
Telephone: 0808 800 5000

7.4 Responding to concerns about a child's welfare where there has been no specific disclosure or allegation

All members, employees, volunteers, and organisations contracted to provide services on behalf of the Council are encouraged to share concerns with the Town Clerk. The Town Clerk will, if appropriate, make a referral to Social Services.

Recognising abuse is not always easy. The list below provides some indicators of abuse; however, the list is not exhaustive and contains only indicators, not confirmation, of abuse:

- unexplained bruising, marks or injuries on any part of the body e.g. cigarette burns,
- bite marks.
- bruises which reflect hand marks or fingertips (from slapping or pinching)
- an injury for which the explanation seems inconsistent, or which has not been treated adequately.
- sudden changes in behaviour, including becoming withdrawn or becoming aggressive, severe temper outbursts.
- reluctance to get changed e.g., for swimming.
- neglected in appearance, dirty or "smelly".
- constant hunger, sometimes stealing food from others.
- inappropriate dress for the conditions.
- fear of parents or carers being approached for an explanation.
- flinching when approached or touched.
- neurotic behaviour e.g., hair twisting, rocking.
- being unable to play.
- fear of making mistakes.
- self-harm.
- fear of being left with a specific person or group of people, lack of trust in adults.
- sexual knowledge which is beyond their age or development age.
- sexual drawings or language.
- saying they have secrets they cannot tell anyone about.
- not allowed to have friends.



7.5 Confidentiality

Members, employees, volunteers, and contracted service providers must not discuss allegations of abuse, substantiated or not, with anyone other than in connection with the formal investigation. Where it is necessary to put in procedures to prevent continuing abuse the matter should be shared with the Town Clerk so that appropriate risk assessments may be undertaken.

8. Prevention

8.1 Recruitment

Prospective employees will be interviewed, and previous, relevant experience will be noted. Two appropriate references will be taken up for all employees. All employees will undergo a minimum 6-month probationary period.

All members, employees and volunteers who are required to carry out duties that involve working with children or vulnerable adults or whose roles mean they come directly into contact with children or vulnerable adults will be checked by the Government's Disclosure and Barring Service (DBS) and / or appropriate safeguarding agency. In line with best practice, these checks will be repeated every three years.

8.2 Training

The council will make the Safeguarding Protection policy available to all members, staff and volunteers. Line managers will encourage good practice and identify any training needs required through the Council's Annual Performance Management system.

All members and employees will be expected to read this policy and sign the Declaration at the end of the document.

Councillors will be offered appropriate training on safeguarding children and vulnerable adults.

Mandatory safeguarding refresher training will be provided at least every three years or in line with changes to legislation or guidance.

8.3 Reporting

The council is committed to maintaining an open culture where members, employees, volunteers, children, vulnerable persons, parents, guardians and carers feel able to express concerns both about child protection and issues of poor practice.

In addition to the procedures outlined in this policy, the council's Complaints Policy is available to all members, staff, volunteers and the general public.

8.4 Safeguarding Culture and Risk Assessment

The council will conduct safeguarding risk assessments for events, venues and activities involving children and vulnerable adults, and take steps to mitigate identified risks.



8.5 Whistleblowing Mechanism

Any person who has safeguarding concerns should feel confident in raising these. Where staff or volunteers feel they cannot report their concerns through the usual channels, they are encouraged to use the Town Council's Whistleblowing Policy, ensuring concerns can be raised without fear of reprisal.

9. Codes of Practice and Behaviour

These guidelines have been devised to protect children and vulnerable adults from abuse, as well as to protect members, staff and volunteers from situations where false allegations may occur.

The guidelines apply to those working with children or vulnerable persons involved in activities organised by or on behalf of Stotfold Town Council or at services provided by Stotfold Town Council.

9.1 Members, staff and volunteers must:

- Treat everyone with respect, regardless of their age, ethnicity, social background, ability, sexual orientation, culture, or religious beliefs.
- Provide an example of good conduct they wish others to follow.
- Plan activities which involve more than one other person being present, or at least which are within sight or hearing of others.
- Provide access for young people to talk to others about any concerns they may have.
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviours they do not like.
- Remember that someone else might misinterpret their actions, no matter how well intentioned.
- Recognise that special caution is required when discussing sensitive issues, such as bullying, bereavement, abuse, or personal development.
- Recognise that some children or vulnerable adults will be more vulnerable to abuse than others and may face extra barriers in getting help because of their race, gender, age, religion, disability, sexual orientation, social background, or culture.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.
- Be identifiable and always wear a name badge or branded uniform

9.2 Members, staff and volunteers must not:

- Engage in physical horseplay, such as wrestling or tickling.
- Have any inappropriate verbal or physical contact with children or vulnerable people or make suggestive remarks or gestures.
- Permit abusive youth peer activities (e.g., initiation ceremonies, ridiculing, bullying etc.).
- Play physical contact games with children or vulnerable adults.
- Jump to conclusions about others without checking the facts.
- Ask children or vulnerable adults to do things that are potentially dangerous, illegal or otherwise unreasonable.
- Exaggerate or trivialise abuse issues.
- Show favouritism to any individual.
- Rely on just their good name to protect them.
- Believe it could "never happen to me".



- Take chances when common sense, policy or practice suggest a more prudent approach.
- Allow allegations made to go unchallenged, unrecorded, and not acted upon.

Stotfold Town Council takes its responsibility very seriously. Employees who breach these guidelines will face investigation and may face disciplinary action, which could lead to a dismissal. Volunteers in breach of the above Code of Conduct will have their services terminated with immediate effect and their parent organisation (as appropriate) will be informed. If a member does not adhere to the policy, there may be grounds for reporting their behaviour to the Monitoring Officer, who may require an investigation under the Member Code of Conduct. Where there is evidence of illegal activity, the member, employee, or volunteer will be reported to the relevant authorities and may face a criminal investigation.

10. Procedure in Relation to Specific Services

10.1 Work Experience

Stotfold Town Council may offer work experience placements. The Council will ensure that employees working with children or vulnerable adults are aware of the Safeguarding Protection Policy. Line managers are responsible for the health, safety and welfare of work experience students who under law are regarded as employees.

10.2 Employees and volunteers aged under 18

Stotfold Town Council may employ workers or engage volunteers under the age of 18. The Council will ensure that all employees and volunteers and their parents are aware of this Safeguarding Protection Policy. Line managers are responsible for the health, safety and welfare of all employees.

10.3 Grants

All organisations applying for a grant will be required to supply a copy of their safeguarding policy in order for their application to be progressed.

10.4 Council Assets and Facilities

Independent sports clubs and private individuals who regularly use the assets and facilities operated by Stotfold Town Council should have appropriate child protection and vulnerable adult policies in place, as well as safeguarding training provided to their employees, commensurate with the level of contact they have and activities they provide. Furthermore, their employees or volunteers who have significant and regular unsupervised contact with children and vulnerable adults should have satisfactory DBS checks.

The council will state on its Booking Forms that it is the Council's expectation that groups will follow best practice procedures in relation to Child and Vulnerable Adult Safeguarding.

10.5 Use of Contractors

Stotfold Town Council will take reasonable care that contractors doing work on behalf of the council are monitored appropriately. Any contractor or sub-contractor engaged by the council in areas where workers are likely to come into regular contact with children, young people, or vulnerable adults, should have its own equivalent Child Protection and



vulnerable adult policies, and/or must comply with the terms of this policy. This requirement will be written into the contract. If this is not met, the contractor will be deemed to be in breach of their contract.

Contractors working in close proximity to children or vulnerable adults must provide evidence of safeguarding training and policies or adhere to the Town Council's policy. A signed declaration of compliance will be required as part of any contract agreement.

10.6 Internet and e-mail Policy

Please refer to Stotfold Town Council's Information & Data Protection Policy.

10.7 First Aid

The administration of first aid to children, young people and vulnerable adults can present risks. Under ordinary circumstances, a child or young person can be administered with first aid only if their parent or guardian expressly permits this course of action.

When administering first aid, wherever possible, employees should ensure that another adult is present or is aware of the action being taken. Parents/carers should always be informed when first aid is administered.

Child welfare is of paramount importance. In certain circumstances members, employees, volunteers, and contracted service providers may undertake first aid as a last resort, notifying parents carers as soon as possible, to minimise a child's or vulnerable adult's distress.

10.8 Special Events Photography

It is an unfortunate fact that some people have used children and young people's events as opportunities to take inappropriate photographs or footage of children, every attempt should be made to ensure that this does not happen. Members, employees, volunteers, and contracted service providers should be vigilant at all times. Anyone using cameras or film recorders for or on behalf of the Council should obtain consent from the parents of children being photographed or filmed before the activity commences.

When commissioning professional photographers or inviting the press to cover Council services, events and activities the Council's expectations must be made clear in relation to child protection by checking the credentials of any photographers', ensuring identification is worn and by not allowing unsupervised access to children or one to one photographic session.

10.9 Equality & Diversity Alignment

This policy is implemented in accordance with the Equality Act 2010. Safeguarding actions will be taken without discrimination and with respect to protected characteristics.

10.10 Misuse of Procedure

Malicious complaints about a member or an employee(s) and/or serious and/or persistent abuse of these safeguarding policies and procedures will not be tolerated and will be dealt with through Stotfold Town Council's disciplinary process.



11. Policy Monitoring and Review

This policy will be reviewed every two years by the Town Council or sooner if legislation or best practice guidance changes.

All incidents and allegations of abuse and complaints will be recorded and monitored.

Revision History:

Date Adopted	[May 2025]	
Date reviewed	May 2027	



STOTFOLD TOWN COUNCIL

SAFEGUARDING PROTECTION POLICY

Declaration

Stotfold Town Council is fully committed to safeguarding the wellbeing of children, young people and vulnerable adults and promoting their welfare. Representing Stotfold Town Council as an Elected Member Working or working as an employee, volunteer or contracted service provider of Stotfold Town Council it is important that you have taken the time to thoroughly read the Safeguarding Policy and Procedures document.

By being made aware of the policy it is our intention to ensure that all are proactive in providing a safe and secure environment for the children and vulnerable adults in our community.

I have received, read, and understood the Stotfold Town Council Safeguarding Policy and Procedures document. By signing I agree to adhere to the principles of the policy.

Signed: _____

Name (please print): _____

Date: _____



STOTFOLD TOWN COUNCIL

COMMUNITY ENGAGEMENT POLICY

1. Purpose

Stotfold Town Council is committed to working closely with the public—including residents, community groups, businesses, and voluntary organisations. This policy sets out how we will promote community engagement and create opportunities for residents to participate in local decision-making. Our aim is to develop an active, informed community that contributes to shaping services and initiatives.

This policy supports our statutory responsibilities under the Localism Act 2011 and the Local Government Act 1972.

2. Objectives

- Provide accessible, inclusive opportunities for all to engage in Council activities and decisions.
- Ensure transparency by clearly showing how feedback influences outcomes.
- Promote understanding among Councillors and Officers of their role in public engagement.
- Use insights from the community to improve Council services and projects.
- Address barriers to participation, especially for underrepresented groups.
- Develop a three-year communication strategy using digital and non-digital methods.

3. Engagement Principles

We will:

- Engage residents, groups, and organisations through open and respectful dialogue.
- Communicate clearly using plain language.
- Ensure inclusivity by making engagement accessible to all.
- Use a variety of channels to reach different audiences.
- Be transparent about the purpose of consultations and how input will be used.
- We will allow a minimum 4 week period for consultations.
- We will provide online, paper and in person options for feedback.
- Results of consultations will be published with summaries of how feedback informed decisions.

4. Who We Engage

We aim to engage:

- Individuals and households
- Community and voluntary groups
- Local businesses and organisations
- Young people, older adults, those with disabilities, and non-English speakers
- Faith and education groups

5. Methods of Engagement

We will use:

- Council website and social media (Facebook, Instagram, LinkedIn)
- Public meetings (in-person and hybrid format)
- Online and paper surveys
- Posters, banners, newsletters, and local publications
- Councillor surgeries and informal drop-in sessions
- Community events and themed discussions
- Collaborations with local schools, charities, and interest groups

6. Communication Standards

We will:

- Use accessible formats (large print, easy read) upon request
- Translate key communications into commonly spoken languages on request.
- Ensure digital platforms are accessible and user-friendly
- Hold public meetings will in venues that meet physical and communication accessibility standards.
- Promote clear and fact-based messages across all channels

7. Council Commitments

7.1 Councillors will:

- Attend training and local meetings
- Attend Councillors surgeries and attend community events such as Remembrance Sunday, Stotfest and Christmas Lights Switch On
- Collaborate with churches, schools and local charities to enhance engagement.

7.2 Officers will:

- Support public engagement through communication and event co-ordination
- Provide regular briefings and training
- Represent the Council at public events

7.3 The Council will:

- Publicise the Annual Town Meeting
- Publish community updates via the Stotfold News magazine, social media and our own e-bulletin.
- Support local initiatives, grants, and volunteer programmes
- Promote a strong civic presence through events and media

8. Monitoring and Evaluation

We will measure success through:

- Tracking attendance at events, engagement on social media and the volume of consultation responses.
- Social media analytics and website traffic
- Feedback, complaints, and compliments
- Report back using “You Said, We Did” summaries to demonstrate how public input shaped outcomes.

- An annual report on engagement performance, challenges, and future plans

Revision History:

Date Adopted	[May 2025]	
Date reviewed	May 2027	

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STOTFOLD TOWN COUNCIL

SOCIAL MEDIA POLICY

1. Purpose

This policy sets out how the Council uses social media to inform and engage with residents. It also outlines expected behaviours and how inappropriate content will be handled.

2. What We Use Social Media For

- Sharing Council news, updates, and events.
- Promoting consultations and asking for feedback.
- Posting live updates during events or meetings.
- Sharing partner and community group activities.

Accounts are managed by the Town Clerk, with support from designated Officers. Platforms include (but are not limited to) Facebook, Instagram, WhatsApp, and others.

3. General Rules

- Accounts are monitored during working hours.
- Political content or comments will be removed.
- Offensive or illegal content will be deleted.
- The Council may correct misinformation but won't engage in political debate.
- Service disruptions or downtime are outside our control.

4. Respectful Conduct Online

We welcome feedback, but:

- Abuse, threats, or personal attacks will not be tolerated.
- Persistent trolling (repeated negative or misleading posts) may lead to blocking.
- All users should engage respectfully and avoid hate speech or harassment.

5. Moderation and Enforcement

Content may be hidden or removed if it includes:

- Hate speech, discrimination, or defamation.
- Harassment, threats, or offensive language.
- Political or campaign messages.
- Spam or privacy breaches.

Enforcement:

- First offences may receive a warning.
- Repeated or serious breaches may result in blocking or reports to platform admins or the police if criminal.



6. Appeals Process

Users can appeal deletions by contacting the Town Clerk within 5 working days. Appeals will be reviewed fairly, and decisions will be explained. Content involving hate speech or threats will not be reinstated.

7. Councillor Use

- Councillors must clearly state when their posts are personal views.
- The Council logo may not be used without permission.
- Councillors must not post anonymously or use offensive language.
- Councillors are responsible for their posts and must follow the Code of Conduct.

8. Safety and Escalation

If a Councillor or Officer faces threats or harassment online:

- Report it immediately to the Town Clerk and/or Police.
- Screenshots or URLs should be saved as evidence.
- Serious threats will be escalated to the police, Action Fraud or legal services as appropriate.

9. Data Protection

- Only authorised staff may post on behalf of the Council.
- No personal or confidential information should be shared.
- Suspected data breaches must be reported immediately to the Town Clerk and may be reported to the ICO.

10. Best Practice

- Avoid libellous, discriminatory, or offensive content.
- Do not use Council accounts for personal gain or campaigning.
- Stay within the Equality & Diversity and Civility & Respect policies.

11. Posting Frequency

- Accounts are updated regularly, typically daily, depending on updates and events.
- Key posts (e.g. emergencies, meetings) will be prioritised.
- Posting frequency may change based on resources and need.

12. Crisis Communication

In emergencies:

- Verified updates will be posted by the Town Clerk or delegated staff.
- Rumours will not be addressed.
- Comments may be disabled to prevent the spread of misinformation.

13. Elections

- During election periods, Council social media will remain neutral.
- Candidates must follow **Electoral Commission** rules and may need to pause political accounts.



Revision History:

Date Adopted	May 2025	
Date Reviewed		

COMMUNITY ENGAGEMENT COMMITTEE - WORK PROGRAMME 2025-26

Meeting Date	Agenda Publication Date	Agenda Item	Description	Responsible Officer	Report Deadline
16/07/2025	10/06/2025	Christmas Light Switch On	To consider this event after feedback from the previous event.	Community Engagement Officer	07/07/2025
		Resident's Survey 2024 - 2025	To receive an update regarding resident's survey logistics for 2024 - 2025 and consider a proposal for the 2025-2026 Resident's Survey.	Community Engagement Officer	
		Outdoor Cinema	To note the arrangements for the Outdoor Cinema.	Community Engagement Officer	
		Summer Holiday Events Update	To note arrangements for summer school holidays events.	Community Engagement Officer	
		Mini Food Festival proposal	To consider a proposal for a mini food festival on the Brook Street Car Park.	Community Engagement Officer	
		Q1 Budget Review	To note the nominal ledger for the end of Q1 FOR 2025-2026.	Town Clerk	
		Poicy Adoption	Volunteers Policy		
17/09/2025	11/09/2025	Events List 2026 - 2027	To consider a draft events list to inform the budget 2026 - 2027.	Community Engagement Officer	08/09/2025
		Community Engagement Budget 26 - 27	To consider a draft Community Engagement Budget for 2026 - 2027	Town Clerk / Community Engagement Officer	
		Christmas Light Switch On Update	To note the updated arrangements for the Christmas Light Switch On.	Community Engagement Officer	

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