



**MINUTES OF THE MEETING OF EXTRA GOVERNANCE & RESOURCES COMMITTEE MEETING HELD IN COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 12<sup>TH</sup> FEBRUARY 2025 AT 19:00**

**Present:**

Cllr S Buck (Chairperson), Cllr J Smith (Vice Chairperson), Cllr M Cooper, Cllr S Hayes, Cllr J Headington and Cllr B Saunders.

**Also Present:**

E Payne - Town Clerk

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**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Dhaliwal, Matthews and Talbot.

**DECISION:** It was **RESOLVED** to accept apologies

**2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS**

Cllrs Headington and Smith declared an interest in item 6.3 as they are members of Stotfold Bowls Club. They have been granted a dispensation and did not take part in the vote.

**3. PUBLIC SECTION**

There were no members of the public present.

**4. MINUTES OF PREVIOUS MEETING**

Members received the Minutes of the Governance & Resources Committee meeting held **22<sup>nd</sup> January 2025**.

**DECISION:** It was **RESOLVED** that the minutes of the previous meeting held on **22<sup>nd</sup> January 2025** are accepted as a true record of the meeting.

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

There were no matters to report.

**6. REPORTS TO COMMITTEE**

**6.1. Review of Standing Orders**

Members reviewed Standing Orders in light of a recommendation from the Internal Auditor. They were asked to confirm whether they wanted to continue with the items highlighted in yellow and remove the items crossed through.

**DECISION:** It was **RESOLVED** to recommend to Full Council that Standing Orders are adopted.



**ACTION:** Town Clerk to add this item to the Full Council agenda.

## 6.2. Cheque Processing Fee

Members received a report proposing a cheque processing fee. Members were asked to consider levying this fee on business operations only and not community organisations.

**DECISION:** It was **RESOLVED** to adopt a cheque processing fee of £1.50 with effect from 1 April 2025.

**ACTION:** Town Clerk to write to all businesses advising them of the charge.

## 6.3. Community Grant Applications

Members received a report outlining community grant applications. Members were advised that some of the grant applications were for running costs and this was contrary to the Town Council's Grant Policy. There was a discussion about whether purchasing new pads for defibrillators was a running cost and Members felt that the benefits of providing these assets in the community should be acknowledged with funding.

**DECISION:** It was **RESOLVED** to award the following grants:

- a) M J Ryalls Building Supplies Ltd - £1,500 for the purchase and installation of a defibrillator
- b) Pix Gymnastics Club - £750 to purchase gym equipment
- c) St Mary's C of E Academy - £1,500 to purchase new IT equipment
- d) Stotfold Bowls Club - £600 towards the cost of CCTV
- e) Stotfold Runners Club - £200 towards costs to gain affiliation with England Athletics.
- f) The Barn - £162 towards the purchase of new defibrillator pads

**DECISION:** It was **RESOLVED** to decline the grant application from Respite at Home Volunteers as the grant was for running costs which is contrary to the Town Council's grant policy.

**DECISION:** It was **RESOLVED** to set aside £150 per publicly accessible defibrillator in the town which organisations could apply to for funding to replace pads.

**ACTION:**

- a) Town Clerk to advise organisations of the grant decisions
- b) Town Clerk to set aside sufficient funding for publicly accessible defibrillators and advise all relevant organisations that the funding is available.

*Cllrs Headington and Smith declared an interest in the grant application from Stotfold Bowls Club and took no part in the vote.*

## 6.4. Calendar of Meetings 2025-26

Members received a proposed calendar of meetings for 2025-26.

**DECISION:** It was **RESOLVED** to recommend to Full Council that the calendar of meetings is adopted.



**ACTION:** Town Clerk to add the calendar of meetings to the Full Council agenda in May 2025.

**6.5. Q3 Income and Expenditure Report**

Members received a report outlining expenditure for Q3 for this committee with reasons for variances.

**DECISION:** It was **RESOLVED** to note the report.

**6.6 Insurance Renewal**

Members were asked to note that the Town Council's insurance policy is due for renewal. There are several areas where the Town Clerk needs to take advice regarding additional valuations other than the buildings, which are currently being re-valued. These include the flood lights and irrigation system for the Football Club.

**DECISION:** It was **RESOLVED** to note the report.

**6.7. Pension Discretions Policy**

Members received a reviewed Pensions Discretions Policy, as the previous policy had not been reviewed since 2014. Members were advised that this needed to be considered by the Bedfordshire Pension Fund, and this would be undertaken before it is adopted by Full Council.

**DECISION:** It was **RESOLVED** to recommend to Full Council that the Pension Discretion Policy is adopted after its approval by Bedfordshire Pensions.

**ACTION:** Town Clerk to send Pension Discretion Policy to Bedfordshire Pensions.

**6.8. Birthday Leave**

Members received a proposal to award an additional day's leave for all permanent members of staff to acknowledge their birthdays. Members queried whether this was included in the Good Councillor Guide and if other parish/town councils had this policy. They were advised that this was a bespoke policy for the Town Council which the HR provider had advised on.

**DECISION:** It was **RESOLVED** to adopt the Birthday Leave Policy.

**6.9. Procurement Policy**

Members received a proposed Procurement Policy which includes the procedures for adopting a preferred suppliers list.

**DECISION:** It was **RESOLVED** to recommend to Full Council that Procurement Policy is adopted.

**ACTION:** Town Clerk to add the Procurement Policy to the Full Council agenda.



**6.10. Lone Working Policy**

Members received a proposed lone working policy to support the operation of the Lone Working Devices which the Public Realm Committee had resolved to implement.

**DECISION:** It was **RESOLVED** to recommend to Full Council that the Lone Working Policy is adopted.

**ACTION:** Town Clerk to add the Lone Working Policy to the Full Council agenda.

**6.11. Bank Reconciliations**

Members were advised that Cllr Cooper had approved the bank reconciliations for December 2025.

**6.12. WORK PROGRAMME**

Members received this Committee's Work Programme.

**DECISION:** It was **RESOLVED** to note the Work Programme.

**7. MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY**

There were no items.

**8. DATE OF NEXT MEETING**

Wednesday 2<sup>nd</sup> April 2025.

The meeting closed at 19:38

**SIGNED BY CHAIR:** .....

**MINUTES APPROVED (date):** .....