



**MINUTES OF THE STOTFOLD TOWN COUNCIL MEETING HELD AT THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 9 APRIL 2025 AT 19:00**

**Present:**

Cllr Steve Buck (Mayor), Cllr Steve Hayes (Deputy Mayor), Cllr Liz Anderson, Cllr Mary Cooper, Cllr Satinderjit Dhaliwal, Cllr Jane Hyde, Cllr Danny Matthews, Cllr Lisa Miller, Cllr John Smith, Cllr Bryony Woods.

**Apologies:**

Cllr Brian Saunders, Cllr John Talbot, Cllr Jos Headington, Cllr Nigel Venneear and Cllr Janice Bendell

**Also Present:**

E Payne, Town Clerk  
Cllr K Woodfine, CBC Ward Councillor  
Cllr H Wightwick, CBC Ward Councillor

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**392/25 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Venneear, Saunders, Headington, Bendell and Talbot.

**Decision: It was RESOLVED to accept apologies.**

**393/25 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS**

There were no declarations of interest.

***Standing Orders were suspended whilst the Public Section was opened.***

**394/25 PUBLIC SECTION**

There were no Members of the Public present.

**395/25 MEMBERS ON OTHER AUTHORITIES**

Cllr Wightwick provided a brief report on recent activities and updates from CBC. The main points included a highways briefing with slides to be circulated. There are planned pedestrian works to Pendleton Way and resurfacing of High Street. There are also mentioned improvements to 'Fix My Street'. Traffic management updates included the approval of yellow lines in Regent Street. Councillors discussed the implications of these updates, including the potential impact on local infrastructure and the importance of timely communication regarding these works.

***Standing Orders were reinstated***

**396/25 COUNCIL MINUTES**

The Council minutes from the meeting held on 10 March 2025 were presented for approval.



**Decision:** It was **RESOLVED** that the minutes of the meeting held on 10 March 2025 were a true record of the meeting.

**397/25 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE**

The Mayor's attendances were received. There were no announcements.

**Decision:** It was **RESOLVED** to note the Civic Attendance report.

**398/25 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION**

There was no Clerk's Report.

Members sought clarification of when the cemetery toilet consultation would be run. They were advised that the Simpson Centre consultation will run from 30 April until 4 June and the Cemetery Consultation will run after that date. Members wanted to ensure that residents are aware that there are funds available to undertake the works and this will be included in the consultation documentation.

**Action:** Add into consultation document that there are funds available for the cemetery toilet works.

**399/25 COMMITTEE MINUTES**

The minutes from various committee meetings were presented and reviewed.

**399.1/25 Public Realm Committee - 12 March 2025**

There were no recommendations from the Public Realm Committee meeting held on 12 March 2025.

**Decision:** It was **RESOLVED** to note the minutes of the Public Realm Committee held on 12 March 2025.

**399.2/25 Community Engagement - 19 March 2025**

There were no recommendations from the Community Engagement meeting held on 19 March 2025.

**Decision:** It was **RESOLVED** to note the minutes of the Community Engagement Committee held on 19 March 2025.

**399.3/25 Buildings Management - 26 March 2025**

There were no recommendations from the Buildings Management Committee held on 26 March 2025.

**Decision:** It was **RESOLVED** to note the minutes of the Buildings Management Committee held on 26 March 2025.

**399.4/25 Governance & Resources - 2 April 2025**

The Governance & Resources Committee meeting held on 2 April 2025 had the following recommendations:

6.1 Policy Review: The following policies were recommended for adoption:



- Grants Policy
- Credit Control and Bad Debt Policy
- Equality and Diversity Policy.

Councillors discussed the need for specific deadlines for grant applications and usage of awarded funds. It was agreed to bring this matter back to the May Full Council meeting for further clarification.

6.2 Policy Adoption: The following new policies were recommended for adoption:

- Vexatious Policy
- Internal Control Statement

6.3 Financial Regulations are adopted.

**Decision:** It was **RESOLVED** to:

- Note the minutes of the Governance & Resources Committee held on 2 April 2025**
- Adopt the following policies:**
  - **Credit Control and Bad Debt Policy**
  - **Equality and Diversity Policy.**
  - **Vexatious Policy**
  - **Internal Control Statement**
- Adopt Financial Regulations**
- To review the Grants Policy at the next Full Council meeting.**

**Action:** Update all policies on website

**Action:** Update Grants Policy for review at the next Full Council meeting.

#### **400/25 FINANCE & RISK MANAGEMENT**

Members received a variety of reports relating to finance and risk management.

**Decision:** It was **RESOLVED** to:

- Approve the expenditure report for February 2025.**
- Note the income received during February 2025.**
- Review and note the income and expenditure report, and Earmarked Reserves report as of 31/03/2025.**
- Adopt the Risk Management Strategy 2025.**
- Adopt the Risk Register 2024-25**

#### **401/25 STANDING ORDERS**

The updated Standing Orders were presented for adoption following updates from NALC. Councillors were advised of the necessity of incorporating recent changes in procurement procedures into the Standing Orders, which had been reviewed in February 2025 but the advice from NALC had only been received in early April.

**Decision:** It was **RESOLVED** to adopt Standing Orders.



**Action:** Standing Orders to be updated on website.

**402/25 REPORTS FROM MEMBERS ON OUTSIDE BODIES**

Councillor Anderson updated the meeting on the latest Ofsted Report for St Mary’s Academy.

**Decision:** It was RESOLVED to send a letter of congratulations to the head and staff of St Mary’s Academy on their latest Ofsted report.

**Action:** Send a letter of congratulations to St Mary’s Academy on their Ofsted report.

**403/25 MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY**

There were no items raised.

**404/25 WORK PROGRAMME**

Members received the Work Programme for Full Council.

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

**405/25 DATE OF NEXT MEETING**

Wednesday, 7 May 2025, for the Annual Town Council Meeting.

The meeting closed at 19:16

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

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