



**MINUTES OF THE MEETING OF COMMUNITY ENGAGEMENT COMMITTEE HELD  
IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON  
WEDNESDAY 21 MAY 2025 AT 19:00**

**Present:**

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

**Also Present:**

Cllr M Cooper  
1 Member of the Public  
E Payne, Town Clerk  
S Hossack, Community Engagement Officer

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**1. APOLOGIES FOR ABSENCE**

All members were present.

**2. ELECTION OF VICE CHAIR**

The Chair called for nominations for the position of Vice Chair of the Community Engagement Committee. Cllr Venneear was nominated by Cllr Dhaliwal, seconded by Cllr Buck.

**Decision:** It was **RESOLVED** that Cllr Venneear is elected as Vice Chair of the Community Engagement Committee.

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

There were no disclosures of interest.

**4. PUBLIC SECTION (MAX. 15 MINUTES)**

There was one member of the public present who addressed the meeting for item 7.1.

**5. MINUTES**

Members received the minutes of the Community Engagement Committee meeting held on 19 March 2025.

**Decision:** It was **RESOLVED** that the minutes of the Committee meeting held on 19 March 2025 were approved as a true record of the meeting.

**6. CLERK'S UPDATE**

The Clerk provided an update on previous actions, including the action tracker. There was an update on the dinosaur trail, noting that around 500 individual phones scanned dinosaurs. Members agreed this indicated a successful engagement



## **7. REPORTS**

### **7.1. Men in Sheds**

Members received a report with a proposal for setting up a Men in Sheds initiative to support men with mental health issues such as anxiety, grief, and depression. The initiative aims to provide a space for men, particularly retirees, to engage in activities and maintain social connections. The member of the public was invited to address the meeting in support of the proposal. The Committee expressed strong support for the proposal and agreed to provide practical assistance, supporting the group to coordinate efforts and consider recommending a one-off start-up fund from the grant budget.

**Decision:** It was **RESOLVED** that the Community Engagement 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 in the report.**
- c) **Requests the Clerk 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.**

**Task:** Town Clerk to liaise with the initiating group to coordinate efforts for the Men in Sheds.

### **7.2. Community Repair Cafe Proposal**

The Committee discussed the proposal from Arlesey Town Council to form a community repair cafe. There was a consensus that the initiative is worth exploring further. The idea of sharing the repair cafe with neighbouring towns like Arlesey and Fairfield was considered feasible.

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

- a) **Work with Arlesey Town Council and Fairfield Parish Councils to support a Community Repair Cafe proposal on the proviso that it is enabled by Arlesey Town Council and is covered by their insurance.**
- b) **Recommend to Buildings Management Committee that a free hire is offered to support the Repair Café.**

**Action:** Agenda item for next Buildings Management Committee for free hire for repair café.

### **7.3. Sponsorship for Town Council Events**

The Committee reviewed a proposal to implement a sponsorship and advertising programme to support town council events. The draft policy was discussed, and there was general agreement on its adoption. The sponsorship package details were considered, with a focus on ensuring it covers costs effectively. The Committee agreed to recommend the policy to the full council.

**Decision:** It was **RESOLVED** to recommend the sponsorship and advertising policy is adopted by Full Council.



**Task:** Add Sponsorship and Advertising Policy to Full Council agenda 25 June 2025.

#### **7.4. Stotfest 2025**

An update was provided on the preparations for Stotfest 2025. The event is shaping up well, with tickets expected to go on sale shortly. The Committee discussed logistical aspects, such as seating arrangements and sponsorships noting that attendees are encouraged to bring their own chairs to the event. The first sponsorship for the event, amounting to £1500 from Satchell's, was announced.

**Decision:** It was **RESOLVED** to note the work undertaken on Stotfest to date.

#### **7.5. October Steam Fair**

Members considered the Town Council's participation in the October Steam Fair. There was a strong consensus on maintaining a presence at the event, albeit in a scaled-back capacity. The idea of using a gazebo instead of a trailer was agreed upon to ensure visibility and engagement with attendees.

**Decision:** It was **RESOLVED** to maintain a presence at the October Steam Fair using a gazebo instead of a trailer.

#### **7.6. Update on Events and Expenditure to date**

The Committee reviewed the updated list of events and noted the expenditure to date.

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

#### **7.7. Policy Adoption**

Members considered the adoption of several policies, including the Safeguarding Protection Policy, Community Engagement Policy, and Social Media Policy. There was a discussion about the need for a designated safeguarding officer. The Committee expressed support for adopting the policies and agreed to look into appointing a safeguarding officer.

**Decision:** It was **RESOLVED** to recommend to Full Council that the following policies are adopted:

- a) **Safeguarding Protection Policy**
- b) **Community Engagement Policy**
- c) **Social Media Policy**

**Task:** Consider appointing a designated safeguarding officer.

**Task:** Add the policy recommendations to Full Council 25 June 2025.

#### **7.8. VJ DAY - 15 August 2025**

Members discussed the commemoration of VJ Day on 15 August 2025. It was noted that the event is less celebrated than VE Day, but the Committee agreed on the importance of having a presence. Suggestions included a commemorative event similar to the VE Day service with a laying of a wreath at the war memorial by the Mayor. The Committee decided to revisit the plans in the July meeting for further updates.



**Decision:** It was **RESOLVED** to commemorate VJ Day with a laying of a wreath at the War Memorial and live stream the event.

**Task:** Reconsider the plans for VJ Day commemoration in the July meeting for further updates.

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

Members asked for updates on the film choice for the open-air cinema. There had been over 60 films suggested to date and a poll to choose the final 3 would be organised.

**9. WORK PROGRAMME**

The Committee reviewed its work programme. There were no comments.

**Decision:** It was **RESOLVED** to note the work programme.

**10. DATE OF NEXT MEETING**

The next meeting was scheduled for Wednesday, 16 July 2025.

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

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