

**MINUTES OF A MEETING OF THE STATUTORY MEETING OF STOTFOLD TOWN COUNCIL HELD ON WEDNESDAY 3<sup>RD</sup> MAY 2017 AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

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Members present:

Mrs S Bundock	Mrs A Clarey
B Collier	A Cooper (outgoing Chairman)
Mrs M Cooper	S Dhaliwal
S Hayes	Mrs J Hyde
C Phelps	H Pickering
B Saunders	J Talbot

Also present: one member of the public and the Town Clerk – Mrs K Elliott-Turner

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**59/17 ELECTION OF CHAIRMAN**

Nominations were requested for the position of Chairman of Stotfold Town Council, who will also take the role of Mayor of Stotfold.

Councillor Cooper was proposed and seconded.

**RESOLVED** that the Chairman of Stotfold Town Council is Councillor Alan Cooper.

**60/17 DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Cooper will sign the Declaration of Acceptance of Office for the role of Chairman of Stotfold Town Council after the meeting.

**61/17 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors S Jackson and Ms E Wearmouth.

**62/17 ELECTION OF VICE-CHAIRMAN**

Nominations were requested for the position of Vice-Chairman of Stotfold Town Council, who will also take the role of Deputy Mayor of Stotfold.

Councillor Collier was proposed and seconded.

There being no further nominations, a vote took place and it was:

**RESOLVED** that the Vice-Chairman of Stotfold Town Council is Councillor Brian Collier.

**63/17 ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS**

**RESOLVED** that the Standing Orders (dated 4th November 2014) and Financial Regulations (dated 4th March 2015) of this Council be adopted.

**64/17 COMMITTEES AND SUB-COMMITTEES**

Councillor Mrs Bundock proposed, and it was seconded, that the Town Enhancement Committee is dissolved, as she felt that it was originally set up to enhance the High Street in the area of the parade of shops. This has now been done and although they now don't meet very often, any matters the Town

Enhancement Committee consider, usually relate to Recreation Ground, Public Lands & Lighting Committee. A budget has been set this year of £4,000; £1,500 has been committed for this year towards the Green Wheel project, followed by a further £1,500 for next year.

Councillors discussed whether this matter could be considered at this meeting, as Standing Orders advise that Council can at any time dissolve or alter the membership of a Committee, however Standing Orders also say that a motion to vary or revoke a Standing Order (formation/dissolution of a Committee is part of Standing Orders) shall be put to the next full Council for consideration.

Members expressed views including the need for this Council to undertake future planning for the town, and this could fall under the remit of the Town Enhancement Committee, and that it carries out investigations and completes consultations on matters such as the current Better Care Fund. The Committee's terms of reference would need to be altered if completing consultations on behalf of the Council, in order to meet deadlines.

**RESOLVED** that the proposal to dissolve the Town Enhancement Committee is considered at the June Council meeting, and that the terms of reference for each Committee (including the Town Enhancement Committee) are adopted, and that the maximum number of members on each Committee/Sub-Committee/Working Party are as follows:

- Recreation Grounds, Public Lands & Lighting shall have up to 10 members
- Cemetery Management shall have up to 8 members
- Buildings Management shall have up to 8 members
- Planning shall have up to 10 members
- Town Enhancement shall have up to 8 members
- Establishment shall have between 7 and 9 members
- Green Wheel Working party (sub-committee of RGPLL) shall have 8 or more members, 2 of which must be from RGPLL (substitutes permitted)
- Town Plan Implementation Group (sub-committee of Town Enhancement) shall have up to 12 members, at least 2 of which must be members of Town Enhancement

#### **65/17 FORMATION OF COMMITTEE MEMBERSHIP**

**RESOLVED** that Committee Membership is formed as follows:

Recreation Grounds, Public Lands & Lighting

Councillors Mrs Bundock, Mrs Clarey, Collier, Cooper, Mrs Cooper, Hayes, Mrs Hyde, Jackson, Phelps, Talbot (10)

Cemetery Management

Councillors Collier, Cooper, Mrs Cooper, Dhaliwal, Mrs Hyde, Saunders, Pickering (6)

Buildings Management

Councillors Mrs Bundock, Mrs Clarey, Collier, Cooper, Mrs Cooper, Dhaliwal, Hayes, Matthews (8)

Planning

Councillors Collier, Cooper, Mrs Cooper, Dhaliwal, Hayes, Matthews, Phelps, Talbot, Ms Wearmouth (9)

Town Enhancement

Councillors Mrs Bundock, Mrs Clarey, Collier, Cooper, Mrs Cooper, Dhaliwal, Hayes, Phelps (8)

Establishment

The Chairmen of full Committees, Chairman of Town Council, Vice-Chairman of Town Council, plus two co-opted Town Council Members

Green Wheel Working Party

Councillors Mrs Clarey, Collier, Phelps

Town Plan Implementation Group

Councillors Mrs Bundock, Mrs Clarey, Phelps, Talbot

Christmas Lights Committee

Councillors Cooper, Pickering

**66/17 INTERNAL AUDITOR 2017-2018**

Members were asked to confirm that Mrs Julie Betts continues in the role as the Town Council's Internal Auditor for 2017-2018. The Clerk has undertaken checks to ensure that Mrs Betts is competent and suitable to carry out the role. Mrs Betts' fee is £250.

**RESOLVED** that Mrs Julie Betts is appointed as the Internal Auditor for 2017-2018.

**67/17 APPOINTMENT OF MEMBER OR NOMINATED REPRESENTATIVES ON OUTSIDE BODIES**

**RESOLVED** that Members are nominated or confirmed as representatives (where role continues) on the following outside bodies:

Community Governor for St Mary's Academy

Councillor Mrs Clarey (0 year remaining of 4 year term of office – the school is happy for Councillor Mrs Clarey to continue in the role)

Community Governor for Roecroft Lower School

Councillor Mrs Bundock (2 years remaining of 4 year term of office)

Community Governor for Etonbury Academy

Councillor Phelps

Stotfold Football Club Committee

Councillors Cooper and Dhaliwal

Mossman Management Committee

Councillor Saunders

Stotfold Bowls Club Committee

Councillor Mrs Cooper

Stotfold Scouts Committee

Councillor Talbot – Councillor will be reserve

Stotfold Chamber of Trade

Councillor Collier

Town Council Trustees of Eleemosynary Charity of William Field

Councillors Hayes and Pickering will be the Town Council's representatives on the Eleemosynary Charity of William Field (Councillor Mrs Hyde is the Chairman of the Charity, in her capacity as Church Warden)

**68/17 APPOINTMENT OF MEMBER REPRESENTATIVES TO SERVE THE COUNCIL**

**RESOLVED** that Members are nominated or confirmed as representatives to serve the Town Council as follows:

Tree Warden

Councillor Mrs Cooper

Highways Representative

Councillor Mrs Bundock

Astwick Link Representative

Councillor Collier

**69/17 AUTHORISE REGULAR/ANNUAL PAYMENTS**

Members considered the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation – to include subscriptions and memberships.

**RESOLVED** that all regular/annual payments as detailed on the list below are paid.

<b>Operating costs</b>	<b>£</b>
Landscape Contract	62,284.16
Handyman Contract	26,790.84
Street Lighting Contract	28,539.60
Central Beds Council – Brook Street Car Park Non-Domestic Rates	990.25
Central Beds Council – Brook Street Toilets Non-Domestic Rates	447.36

Central Beds Council – Memorial Hall Non-Domestic Rates	4,473.60
Central Beds Council – Part Simpson Centre Non-Domestic Rates	5,126.00
Central Beds Council – Part Simpson Centre Non-Domestic Rates	2,228.97
Central Beds Council – Cemetery Non-Domestic Rates	3,110.18
Bugs N Things – allotment pest control	594.00
Bugs N Things – cemetery pest control	528.00
Danfo – servicing Brook Street Toilets	1,440.00
PHS Sanitary bin charge – Greenacre Centre & Memorial Hall	3,249.60
PRS – music licence	438,07
River Ivel Drainage Board – riparian costs	8.22
Cawleys – bin/skip hire	699.07
Chubb – fire alarm/extinguisher service Memorial Hall & Simpson Centre	1,436.09
TJ Fire – fire alarm/extinguisher service Greenacre Centre	1,028.23
Amthal – intruder alarm service & monitoring Simpson Centre	557.42
Harrisons – CCTV maintenance Simpson Centre & Memorial Hall	401.29
ACE Security – intruder and CCTV Greenacre Centre	100.08
<b>Administration costs</b>	<b>£</b>
Stotfold News – advertising	2,993.76
Pitney Bowes – franking machine rental	719.59
British Telecom – internet & line rental	1,379.06
RBS – Cemetery package support	280.00
RBS – Booking package support	280.00
RBS - Omega financial package support	739.20
Zurich – insurance policy	6,211.64
TOMMIE – booking system (until RBS system starts)	306.60
ICO – data protection register	35.00
PWLB – loan repayments	10,818.97
Assign IT – computer support	919.00
Copycare – photocopier maintenance	939.58
Staff salaries x11 (gross)	86,062.29
Employers NI contributions	5,896.00
Pensions contributions	16,918.00
<b>Subscriptions</b>	<b>£</b>
CPRE (Campaign to Protect Rural England)	36.00
Woodland Trust	36.00
The Wildlife Trust	36.00
Open Spaces	45.00
National Society of Allotment & Leisure Gardeners	66.00
BABUS (Bedford Area Bus Users Society)	12.00
ICCM (Institute of Cemeteries & Crematorium Management)	90.00
BATPC (Bedfordshire Association of Town & Parish Councils)	1,596.00
SLCC (Society of Local Council Clerks) membership x2	452.00
ILCM (Institute of Local Council Management) & IIMC (Internal Institute of Municipal Clerks) x1 membership	50.00

**70/17 TO CONFIRM THAT ANY DEEDS IN THE CUSTODY OF THE COUNCIL ARE OPEN TO INSPECTION**

**RESOLVED** that the Deeds in the custody of the Council, which are kept in the office, are confirmed as being open to inspection.

**71/17 TO CONFIRM DATES FOR ORDINARY COUNCIL AND COMMITTEE MEETINGS THROUGHOUT THE YEAR.**

**RESOLVED** that the list of dates for ordinary Council and Committee meetings for 2017-2018 are approved.

There being no further business, the meeting was closed at 7.32pm

**CHAIRMAN**

**DATED**