



**MINUTES OF THE MEETING OF TOWN COUNCIL HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 25 JUNE 2025 AT 19:00**

**Present:**

Cllr J Smith (Vice Mayor), Cllr L Anderson, Cllr J Bendell, Cllr MM Cooper, Cllr S Dhaliwal, Cllr S Hayes, Cllr, J Headington, Cllr J Hyde, Cllr D Matthews, Cllr L Miller, Cllr J Talbot, Cllr B Woods, Cllr N Venneear

**Apologies:**

Cllr Brian Saunders, Cllr Steve Buck

**Also Present:**

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

---

**423/25            APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Buck and Saunders.

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

**424/25            DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS**

There were no disclosures of interest received.

**424.1/25        REQUEST FOR DISPENSATION**

A request for a dispensation was received from Cllr Saunders in his role as Director of Stotfold Football Club. As the form had not been completely accurately, this item would be considered at the next meeting.

**Action:**        Town Clerk to add Cllr Saunders Request for Dispensation to the agenda for the next meeting.

*Standing Orders were suspended.*

**425/25            PUBLIC SECTION**

There were no members of the public present.

**426/25            MEMBERS ON OTHER AUTHORITIES**

Cllr Woodfine gave an update on the local plan, Greenacre developments, highways, school bus service from Arlesey to Stotfold and Ofsted inspection of CBC's children's services.

*Standing Orders were reinstated*

**427/25            COUNCIL MINUTES**



Members received the minutes of the Full Council meeting held 7 May 2025 and the Extra-Ordinary Town Council Meeting of 28 May 2025.

Cllr Hyde sought clarification on item 404/25 Representatives on Outside Bodies. It was agreed that it should have read “that the Council could appoint trustees who are no longer councillors” and the minutes were amended to reflect that point.

**Decision:** It was **RESOLVED** to adopt the minutes of the meetings held on 7 May 2025 and 28 May 2025 as a true record of the meetings.

**428/25 MAYOR’S ANNOUNCEMENTS AND CIVIC ATTENDANCE**

Members noted the civic attendance report.

**429/25 CLERK’S REPORT**

There was no Clerk’s report.

**430/25 COMMITTEE MINUTES**

**430.1/25 Planning Committee – 7 May 2025**

Members received the minutes of the Planning Committee meeting held on 7 May 2025. There were no recommendations.

**Decision:** It was **RESOLVED** to note the minutes

**430.2/25 Planning Committee Meeting - 21 May 2025**

Members received the minutes of the Planning Committee meeting held on 21 May 2025. There were no recommendations.

**Decision:** It was **RESOLVED** to note the minutes

**430.3/25 Community Engagement Committee - 21 May 2025**

Members received the minutes of the Community Engagement Committee meeting held on 21 May 2025.

**Decision:** It was **RESOLVED** to adopt the following policies:

- a) **Sponsorship and Advertising Policy and Town Council Sponsorship Programme**
- b) **Safeguarding Protection Policy**
- c) **Community Engagement Policy**
- d) **Social Media Policy**

**430.4/25 Buildings Management Committee – 28 May 2025**

Members received the minutes of the Building Management Committee meeting held on 28 May 2025. There were no recommendations.

**Decision:** It was **RESOLVED** to note the minutes

**430.5/25 Governance & Resources Committee - 4 June 2025**

Members received the minutes of the Governance and Resources Committee



**Decision:** It was RESOLVED to adopt the following recommendations.

- a) The contract for the internal auditor is extended until the end of year audit for 2026/27.
- b) The Anti-Fraud and Corruption Policy is adopted.
- c) Operation London Bridge is readopted.
- d) The Document Management and Retention Policy is adopted.

**430.6/25 Public Realm Committee - 11 June 2025**

The minutes of the Public Realm Committee meeting held on 11 June 2025 were received. There were no recommendations.

**Decision:** It was RESOLVED to note the minutes

**431/25 FINANCE & RISK MANAGEMENT**

**431.1/25 Internal Auditor's Report for the end of year Audit 2024 - 2025**

Members received the Internal Auditor's Report for end of year audit 2024 -2025. There were no recommendations.

**Decision:** It was RESOLVED to note the Internal Auditor's Report

**431.2/25 Asset Register 2024 - 25**

Members received the asset register. Concerns were raised the accuracy of the register as there were several items listed which Members were aware had been disposed of. The Clerk advised that it was planned to undertake a review of all assets during August and that the updated asset register would be reported to a future meeting.

**Decision:** It was RESOLVED to note the asset register.

**Action:** Town Clerk to update the asset register and take it to a future meeting.

**431.3/25 Annual Governance Statement 2024 - 2025**

Members received the Annual Governance Statement for 2024 - 2025.

**Decision:** It was RESOLVED to approve the Annual Governance Statement for 2024-25.

**431.4/25 Accounting Statements 2024 - 2025**

Members received the accounting statement for 2024-25 including the end of year income and expenditure report, earmarked reserves and balance sheet for the period ending 31 March 2025.

**Decision:** It was RESOLVED to approve the Accounting Statements for 2024-25.

**431.5/25 Exercise of Public Rights**

Members received the dates for the exercise of public rights.

**Decision:** It was RESOLVED to note the dates for the exercise of public rights.



**431.6/25**

**Expenditure Report April 2025**

Members received the expenditure report for April 2025. There were no comments.

**Decision:**

**It was RESOLVED to approve the expenditure report for April 2025.**

**431.7/25**

**Income Report April 2025**

Members received the income report for April 2025. There were no comments.

**Decision:**

**It was RESOLVED to note the Income Report for April 2025.**

**431.8/25**

**Income and Expenditure Year to Date**

Members received the income and expenditure report and the earmarked reserves report. There were no comments.

**Decision:**

**It was RESOLVED to note the income and expenditure report and earmarked reserves report.**

**432/25**

**REPORTS**

**432.1/25**

**Consultation Policy**

Members received a report outlining a potential policy for handling consultations.

**Decision:**

**It was RESOLVED to adopt the Consultation Policy.**

**432.2/25**

**Cemetery Toilet Consultation**

Members received the proposed cemetery toilet consultation. Members felt that not having a toilet at all at the cemetery was not an option and should be removed. It was agreed that the consultation document should make it clear that the town council has the funds to pay for these works in reserves, without it affecting the precept. Concerns were raised about the lack of any facilities and a temporary toilet solution should be investigated.

**Decision:**

**It was RESOLVED to**

- a) Approve Cemetery Consultation document with those amendments.**
- b) Circulate the consultation document for a period of 4 weeks, commencing in September 2025.**
- c) Investigate a temporary toilet solution for the cemetery**

**Action:**

**Town Clerk to commence consultation in September 2025.**

**Action:**

**Town Clerk to investigate temporary toilet solution for cemetery**

**432.3/25**

**Management of Reserves**

Members received a proposal to review how the Town Council uses its reserves including a review of the Reserves Policy and the implementation of a Capital Projects Strategy. Members felt that there was no benefit to be derived from this change of how the reserves are managed.

**Decision:**

**It was RESOLVED to not adopt the recommendations outlined in the report.**



**432.4/25**

**Annual Report**

Members received a draft of the Annual Report for 2024-25.

**Decision:**

**It was RESOLVED to approve the Annual Report 2024-25.**

**433/25**

**MEMBERS ON OUTSIDE BODIES**

Members received a written report from Cllr Talbot regarding Area 5 and a verbal report from Cllr Anderson from St Mary's Academy.

**Decision:**

**It was RESOLVED to note the reports.**

**434/25**

**MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY**

There were no items.

**435/25**

**WORK PROGRAMME**

Members received the work programme. There were no comments.

**436/25**

**DATE OF NEXT MEETING**

Wednesday 3 September 2025.

**437/25**

**CONFIDENTIAL ITEM**

**Decision:**

**It was RESOLVED that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.**

**437.1/25**

**Simpson Centre**

Members received a confidential report on the Simpson Centre. Members noted that the response rate had been very close with a 50/50 split between refurbishing the building for community use and the three options to sell the site for development; with the most popular option being for senior living.

Members felt that there needed to be more information made available to residents about the costs relating to the refurbishment of the Simpson Centre and how that would affect the precept and Town Council budget in the future.

**Decision:**

**It was RESOLVED to**

- a) **Re-consult with residents at a later date to offer the following options:**
  - i) **Sell the Simpson Centre with outline planning permission for senior living development with the funds to be invested in renovating the Memorial Hall.**
  - ii) **An option to retain the Simpson Centre for purposes to be directed by Members together with appropriate costings and the estimated impact on the Town Council budget and any required increase in the precept.**
- b) **To reconsider this once the options for the refurbishment of the memorial hall are received.**
- c) **To consult with neighbouring properties about the future of the site.**



**437.2/25**

**Cafe Lease**

Members were asked to delegate the signing of the café lease to the Mayor, and Vice Mayor, witnessed by the Town Clerk. Members were advised that the terms and conditions were the same as those from the previous tenant.

**Decision:**

**It was RESOLVED to delegate the signing of the café lease to the Mayor and Vice Mayor.**

The meeting closed at 20:15

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

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