

STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
01462 730064 enquiries@stotfoldtowncouncil.gov.uk



02 October 2025

Members of Stotfold Town Council:

Cllr S Buck (Mayor), Cllr J Smith (Deputy Mayor), Cllr L Anderson, Cllr J Bendell, Cllr M 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

You are hereby summoned to attend the **Town Council** meeting to be held in the **Greenacre Centre, Valerian Way, Stotfold SG5 4HG** on **Wednesday 8 October 2025 at 7.00pm** for the purpose of transacting business detailed in the agenda.

Central Bedfordshire Council Ward Members, representative of the press and electorates of Stotfold, for information.



E Payne
Town Clerk

Members of the public:

In addition to attendance in person, you are now able to observe our meetings by joining via MS Teams. Join on your computer or mobile app [Click here to join the meeting](#) Please note, our meetings are be recorded for minute taking purposes, and will be deleted after Minutes are approved.

Members of the public are invited to observe the meeting and may speak in the 'public section' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting (contact in advance enquiries@stotfoldtowncouncil.gov.uk or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

The seven principles of public life
Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

AGENDA

450/25 APOLOGIES FOR ABSENCE

For Decision

To receive and accept apologies for absence from Town Council members.

451/25 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

For Decision

Members are reminded of their obligations to declare interests in accordance with the Code of Conduct. The Town Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a Councillor's interest, the Councillor has the responsibility to declare that interest in accordance with the adopted Code of Conduct.

- a. To receive Member's declarations of interest in items on the agenda.
- b. To consider any requests for dispensations.

452/25 PUBLIC SECTION

For Information

Members of the public to speak are entitled to be at this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1, extended by the Local Government Act 1972, Section 100 unless precluded by the Council by resolution during the whole or part of the proceedings. on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.

453/25 MEMBERS ON OTHER AUTHORITIES

For Information

To receive and note the reports of CBC Ward Councillors.

454/25 COUNCIL MINUTES

For Information

To approve the minutes of the Council meeting held on 3 September 2025 as a true record of the meeting.

455/25 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

For Information

Civic Attendance report attached for information.

456/25 CLERK'S REPORT

For Information

To receive the Clerk's report and note its contents.

457/25 COMMITTEE MINUTES

To receive the minutes of the following Committee meetings:

- 457.1/25 Public Realm Committee - 10 September 2025**
For Information
- To receive the minutes of this Committee for information purposes.
- #publicrealm
- 457.2/25 Community Engagement Committee - 15 September 2025**
For Information
- To receive the minutes of this Committee for information purposes.
- #Community
- 457.3/25 Building Management Committee - 24 September 2025**
For Information
- To receive the minutes of this Committee for information purposes.
- #buildingmanagement
- 458/25 FINANCE & RISK MANAGEMENT**
- 458.1/25 Conclusion of Audit 2024-25**
For Decision
- To receive the conclusion of audit 2025-26 and resolve to implement any comments raised by the External Auditor.
- #agar
- 458.2/25 Expenditure**
For Decision
- To approve the expenditure for August 2025
- 458.3/25 Income Received**
For Information
- To note the income received for August 2025
- 458.4/25 Income and Expenditure and Earmarked Reserves Reports**
For Information
- To review and note the year-to-date income and expenditure report and Earmarked Reserves.
- 459/25 BATPC TOWN COUNCIL REPRESENTATIVES**
For Decision
- To ratify the appointment of Cllr Bendell as the Town Council's representative on BATPC.
- 460/25 REPORTS FROM MEMBERS ON OUTSIDE BODIES**
For Information

461/25 MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY
For Information

462/25 WORK PROGRAMME
For Information

To note the work programme for Full Council.

463/25 DATE OF NEXT MEETING

Wednesday 5 November 2025.

Please note that Mr John Tizzard, the Police Commissioner will be attending this meeting.

[2025-09-03 - Town Council - Minutes.pdf](#)

[2025 - 07 - Mayor's Civic Attendances - September 2025.pdf](#)

[STC Clerk's Report October 2025.pdf](#)

[250924 PRE APP Skatepark, Greenacre Playing Fields, Angelica Ave, Stotfold ~.pdf](#)

[2025-09-10 - Public Realm Committee - Minutes.pdf](#)

[2025-09-17 - Community Engagement Committee - Minutes.pdf](#)

[2024-09-25 - Building Management Committee Meeting - Minutes\(2\).pdf](#)

[Stotfold Town Council - audited AGAR 2024-25 \(ID 2391396\).pdf](#)

[August 25 Expenditure Report.pdf](#)

[August 25 Income Report.pdf](#)

[August 25 Committee Report.pdf](#)

[August 25 EMR Report.pdf](#)



MINUTES OF THE MEETING OF STOTFOLD TOWN COUNCIL HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 ON WEDNESDAY 3 SEPTEMBER 2025 AT 19:00

Present:

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

Apologies:

Cllr M Cooper

Also Present:

Cllr K Woodfine, CBC Ward Councillor
E Payne, Town Clerk
C Rogers, Projects Officer

438/25 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Cooper.

Decision: It was **RESOLVED** to accept apologies from Cllr Cooper.

439/25 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

Cllr Brian Saunders declared an interest as a Director of Stotfold Football Club but had been granted a dispensation and there was no item on the agenda relating to this interest.

440/25 PUBLIC SECTION

Standing Orders was suspended

There were no members of the public raising a question.

441/25 MEMBERS ON OTHER AUTHORITIES

Cllr Woodfine, CBC Ward Councillor Stotfold gave a brief update to the meeting including the impact of the Universal Studios development on traffic and employment opportunities, complaints about dust and dampening from construction sites, and the proximity of work to residential areas. Specific concerns were raised about school drop-offs at Buttercup Drive and construction traffic on Arlesey Road. There was a consultation on restricting large vehicles on Wrayfields. Open consultations on the SEND strategy and local nature recovery strategy were also discussed, with emphasis on the increasing number of EHCPs and the need for funding. It concluded with questions about archaeological surveys on the Arlesey Road development and the naming of streets in new developments.



442/25 COUNCIL MINUTES

Members received the minutes of the Council meeting held on 25 June 2025

Decision: It was **RESOLVED** that the minutes of the council meeting held on 25 June 2025 were approved as a true record.

443/25 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

The Mayor's civic attendance report was appended for information.

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

444/25 REPORTS TO FULL COUNCIL

444.1/25 Skate Park Correspondence

Members received a report following an email received from a resident regarding the skate park. Officers had compiled a comprehensive response with various documents addressing the resident's concerns.

Decision: It was **RESOLVED** to approve the response to the resident regarding their skate park correspondence.

Action: Respond to the resident with the agreed response.

444.2/25 Skate Park - Pre Application Advice

Members reviewed pre-application advice for the skate park. Two options were discussed: a lawful development certificate and a full planning application. The Council considered the pros and cons of each route, with emphasis on the impact of lighting installation on timescales. After detailed discussion, Members voted in favour of the permitted development route, which would allow for quicker implementation.

Decision: It was **RESOLVED** to progress the Skate Park through permitted development route, allowing for quicker implementation.

Action: Proceed with making an application for permitted development for the skate park.

444.3/25 Skate Park Funding

Members received a report outlining the funding options for the skate park project. It was clarified that the Section 106 money for the Greenacre Park is designated for maintenance and could not be used for the project. Other funding sources included interest from the CCLA investment and general reserves. After considering the options, the council voted to use £75,000 from earmarked reserves and £25,000 from general reserves to fund the project. This decision was made to ensure the project could proceed without impacting other budget allocations.

Decision: It was **RESOLVED** to use £75,000 from earmarked reserves and £25,000 from general reserves to fund the skate park project.

Action: Transfer from the Grounds Maintenance EMR £75,000 with a further £25,000 coming from General Reserves.

444.4/25 Simpson Centre Consultation



Members reviewed a detailed report on the Simpson Centre consultation. It was agreed that the redevelopment option of the existing building into a community facility should be set aside in favour of selling the site. This was to avoid further expense in refurbishment when the condition of the building and its longevity was not guaranteed. Members discussed the need for planning permission to ensure the site could be marketed effectively, with emphasis on the potential for over 55 housing.

Members were advised that this may reduce the attractiveness to potential purchasers of the site as it may limit the number of developers interested in this type of development. The decision was made to proceed with the sale under the condition of obtaining planning permission, which would help secure the best possible price for the site.

Decision: It was **RESOLVED** to proceed with the sale of the Simpson Centre site under the condition of obtaining planning permission, to secure the best possible price for the site.

Action: Present to the next meeting a project plan for the sale of the Simpson Centre including appointing architects for the outline planning permission or permission in principle.

444.5/25 Community Governance Review

Members reviewed the response sent to CBC regarding the Community Governance Review (CGR). Members noted the response and discussed the current boundary situation with Fairfield, Arlesey, and Astwick. Questions were raised about the additional land at Fairfield and the reasons behind the boundary proposals. It related to future development in North Herts which would be up to the boundary with Bedfordshire and to create a buffer zone. Members were advised that following these submissions, there would be a second round of consultations, and that the Boundary Commission will be arbiter of any changes. Members acknowledged the positive meeting with Astwick.

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

444.6/25 Jubilee Meadow Transfer

Members were asked to approve the transfer of the site from Taylor Wimpey to the Town Council along with a commuted sum of £12,000 for maintenance. , with Councillor Jon Smith and another councillor signing the paperwork.

Decision: It was **RESOLVED** to approve the transfer of Jubilee Meadow to Stotfold Town Council, including a commuted sum of £12,000 for ongoing maintenance.

444.7/25 Overview and Scrutiny Committee

Members discussed the formation of an Overview and Scrutiny Committee to provide an additional level of transparency. The terms of reference for the committee were appended for review, and members agreed to adopt them. Councillors were nominated to join the committee, and the council proposed recruiting members of the public to participate. The discussion highlighted the importance of offering this opportunity to the public, even if participation might be



limited. This initiative would emphasise the value of transparency and community engagement, noting that the committee could help address criticisms and provide oversight on council decisions.

Decision: It was **RESOLVED** to

- a) **Create an Overview and Scrutiny Committee**
- b) **Adopt the Terms of Reference**
- c) **Appoint Councillors Buck, Smith, Headington and Bendell to the committee**
- d) **Approve the person specification and advertise the vacancies for members of the public to participate.**

Action: Town Clerk to action the recruitment of members of the public to the committee

445/25 COMMITTEE MINUTES

Members reviewed the following minutes and noted resolved to adopt recommendations where applicable.

445.1/25 Planning Committee - 4 June 2025

The minutes of the Planning Committee meeting held on 4 June 2025 were received. There were no recommendations from this meeting.

445.2/25 Planning Committee - 2 July 2025

The minutes of the Planning Committee meeting held on 2 July 2025 were received. There were no recommendations from this meeting.

445.3/25 Public Realm Committee - 9 July 2025

The minutes of the Public Realm Committee meeting held on 9 July 2025 were received. There were no recommendations from this meeting.

445.4/25 Community Engagement - 16 July 2025

The minutes of the Community Engagement Committee meeting held on 16 July 2025 were received. There were no recommendations from this meeting.

445.5/25 Buildings Management - 23 July 2025

The minutes of the Buildings Management Committee meeting held on 23 July 2025 were received. There were no recommendations.

445.6/25 Governance & Resources - 30 July 2025

The minutes of the Governance & Resources Committee meeting held on 30 July 2025 were received. The committee recommended forming an Overview and Scrutiny Committee, which was discussed and approved earlier in the meeting.

446/25 FINANCE & RISK MANAGEMENT

446.1/25 Expenditure

Members approved the expenditure for May, June, and July 2025. No specific questions were raised during the discussion.

Decision: It was **RESOLVED** to approve the expenditure for May, June, and July 2025.

446.2/25 Income Report



The council noted the income received during May, June, and July 2025. The report was appended for members' review.

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

446.3/25 Income and Expenditure Report to date

Members noted the income and expenditure report to date. A question was raised about the grass cutting contract and the apparent overspend, which was clarified as being covered by earmarked reserves.

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

446.4/25 Budget Timetable

Members noted the timetable for setting the Budget and Precept for 2026/27.

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

447/25 REPORTS FROM MEMBERS ON OUTSIDE BODIES

Councillor Talbot reported attending the Scouts AGM on Saturday. The accounts were in good standing, but there was a need for more leaders to reduce the waiting list. The meeting was not well attended by parents, with only four or five present.

448/25 MEMBER’S ITEMS FOR INFORMATION PURPOSES ONLY

A clarification was sought regarding the Macmillan coffee morning, which was noted as being cancelled at the Memorial Hall but moved to the Greenacre Centre. The event was still scheduled to take place on Friday 26 September 2025.

449/25 DATE OF NEXT MEETING

Wednesday 8 October 2025.

450/25 CONFIDENTIAL ITEM

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, were excluded from the meeting because of the confidential nature of the following business to be transacted.

450.1/25 Memorial Hall Feasibility Study Quotes

Members received a confidential report on the Memorial Hall costings for the potential refurbishment designs.

Decision: It was **RESOLVED** to note the report, costings and designs.

SIGNED BY CHAIR:

MINUTES APPROVED (date):



STOTFOLD TOWN COUNCIL

Mayor's Civic Attendances

16 July 2025	25 th Anniversary of Stotfold Bowls Club
12 August 2025	Wicksteed Park with Amplus Youth Work
15 August 2025	VJ Wreath Laying

Deputy-Mayor's Civic Attendances April 2025

16 July 2025	25 th Anniversary of Stotfold Bowls Clubhouse
15 August 2025	VJ Day Service at St Mary's Church

STOTFOLD TOWN COUNCIL

COMMITTEE: TOWN COUNCIL
MEETING DATE: 8 OCTOBER 2025
REPORTING OFFICER: EMMA PAYNE, TOWN CLERK
REPORT TITLE: CLERK'S REPORT OCTOBER 2025

1. JUBILEE MEADOW

An enforcement notice has been issued against the developer of the site for failure to comply with the management plan which was a condition of planning. The Town Council's solicitor agrees with the Town Clerk that the site should not be transferred to the Town Council until the enforcement notice has been resolved. A timescale for this is not known. The developer has been contacted for comment.

2. SKATE PARK

Following the decision of this meeting to progress the skate park under permitted development, with the floodlights/CCTV being subject to a planning application at a later stage, a further meeting has been held with CBC Planning Department about how to deal with this.

The advice is that substantial construction needs to be demonstrated before the planning application can be determined. The proposal is that all the ducting work for the lights is installed when the skate park is constructed and a planning application will follow when substantial construction is underway. The approach selected by Councillors could mean that there is a period where the skate park itself is constructed, but without the lighting or CCTV in place.

Concerns about ASB were raised by the head at Roecroft School which could have been answered as part of a planning application consultation and Members may want to consider approaching the school to discuss their concerns.

Roecroft School's comments were as follows:

"I am a little concerned about the school grounds – I worry about people maybe breaking onto the school site, this has only happened once in the past, but with reason to be here until late using the skate park – I worry it could be somewhat desirable to climb the fence and use the school equipment/damage the school property. I also worry about litter (mainly cans/glass) being thrown onto the site.

This sounds terribly negative and the benefit of the facility being installed out ways my worries -it will be an excellent resource for the area. I just hope that school safety and security is considered."

Officers approached Bedfordshire Police for their comments on the proposal, their comments are attached to this report. Officers await comments from our local police team.

3. SIMPSON CENTRE

Officers have received advice from our solicitors in respect of the disposal of the Simpson Centre and we have had meetings with some potential interested parties in respect of the site. The contents of the legal advice, and an update following those meetings will be provided by a report to Full Council at the next available opportunity.

A meeting has been held with the owners of the adjacent house about the proposed sale to ensure that communication channels are open and they are updated with developments.

4. TEMPORARY TOILET AT CEMETERY

This item is being considered at the Public Realm Committee meeting on 15 October 2025.

5. OVERVIEW AND SCRUTINY COMMITTEE

An article is being planned for the November edition of Stotfold News to recruit residents to this committee alongside social media and posters for notice boards.



Bedfordshire Police

Compassionate | Courageous | Inclusive | Professional | Proud

Submitted By Email

Beds Police DOCO Ref: 03882025-40

Wednesday 24 September 2025

Designing Out Crime Team

Bedfordshire Police HQ, Woburn Road

Kempston, Bedfordshire MK43 9AX

Email: doco@beds.police.uk

FAO: Colin Rogers, Projects Officer, Stotfold Town Council

PRE-APPLICATION: SKATEPARK, GREENACRES PLAY PARK, ANGELICA AVENUE, STOTFOLD

EXECUTIVE SUMMARY:

Thank you for inviting the Bedfordshire Police DOCO team to comment on the above proposed development. Our response will be primarily concerned with the prevention of crime and disorder within the built environment. The documents provided to us are illustrative but do not provide the information we require. As such, this report offers guidance and recommendations that will need to be addressed in any future Planning/Design & Access Statement.

Secured By Design (SBD):

While there isn't a formal "SBD skatepark" certification, the principles of SBD can be applied to skatepark design to create safer environments. A skatepark designed under the SBD framework would integrate crime prevention principles into its physical design, focusing on measures like good visibility, clear sightlines, appropriate lighting, and thoughtful layout to discourage antisocial behaviour while still creating an engaging space for users. The goal is to create a safe and accessible facility that minimizes opportunities for crime and vandalism, a process that involves collaboration with the local community and relevant experts during the planning and design phases.

Crime Prevention Through Environmental Design (CPTED):

The elements of CPTED should also be taken into consideration in the design to reduce crime by altering the physical environment. These principles are applied to urban and architectural design to increase the perception of risk for offenders, deter criminal behaviour, and build a stronger sense of community. The principles are: Natural Surveillance, Natural Access Control, Territorial Reinforcement, Maintenance, and Legitimate Activity.

British Standards:

A facility that opens to the public must meet various industry standards, including the BS EN 14974:2019 standard. In simple terms, this is a safety standard designed with skateparks in mind. Its main aim is to make skateparks safer to use and safer to enjoy. It is a broad-ranging standard for the building and operation of such parks.

It should be noted that no safety standards can ever make skateparks 100% accident-free. The very nature of the activity which takes place in them makes occasional accidents hard to prevent. This safety standard does, though, ensure skateparks are built so that the likelihood of accidents is reduced.

What does it mean in terms of fencing?

An essential part of any skatepark is the fencing which gets installed on-site. BS EN 14974:2019 covers fencing in such facilities and sets out certain conditions to follow, eg, stipulating the size of any gap between the safety channel and handrail. BS EN 14974:2019 must be specified at the time of order to ensure compliance. Compliant rails should be supplied with extended clamp bars at the end and corner posts to meet the relevant guidelines.

Bedfordshire Police's Designing Out Crime Officers are committed to supporting the Force's priority to prevent Male Violence Against Women and Girls (MVAWG) and, as such, this issue will be taken into consideration in all DOCO responses.

CRIME & SAFETY PLANNING CONDITION:

It is recognised that pre-commencement planning conditions should only be imposed where necessary, relevant to planning and reasonable. For this proposal, Bedfordshire Police consider it necessary to impose a crime and safety planning condition requiring the applicant to provide full written details of how the 'designing out crime' advice and recommendations made in this report are to be addressed. These measures should be agreed in writing by the Local Authority in consultation with Bedfordshire Police. This will fulfil paragraphs 96 and 135 of the National Planning Policy Framework and also enable the Authority to discharge its functions in accordance with Section 17 of the Crime & Disorder Act 1998.

Please note, if the information we require is satisfactorily addressed in any future Planning/Design & Access Statement, we will retract this request.

CRIME ISSUES AT LOCATION:

NPPF 2024, Section 8, Paragraph 102: *"Planning policies and decisions should promote public safety and take into account wider security and defence requirements by: (a) anticipating and addressing possible malicious threats and natural hazards, especially in locations where large numbers of people are expected to congregate. Policies for relevant areas (such as town centre and regeneration frameworks), and the layout and design of developments, should be informed by **the most up-to-date information available from the police and other agencies about the nature of potential threats and their implications**. This includes appropriate and proportionate steps that can be taken to reduce vulnerability, increase resilience and ensure public safety and security; and (b) recognising and supporting development required for operational defence and security purposes, and ensuring that operational sites are not affected adversely by the impact of other development proposed in the area."*

SBD Guidance states: *"It is important to note that crime is a material planning consideration and is a determining factor in gaining planning consent"*. This analysis gives an indication of the current crime and disorder levels in the area. Any new development has the potential to increase these levels if the designing out of crime is not considered and implemented.

STOTFOLD : 24 months (Sep23-Aug25)	#
ARSON	3
WEAPONS OFFENCES	3
ROBBERY	8
BURGLARY - RESIDENTIAL	16
DRUGS OFFENCES	18
BURGLARY - BUSINESS AND COMMUNITY	19
MISC CRIMES AGAINST SOCIETY	19
RETAIL CRIME	23
SEXUAL OFFENCES	35
VEHICLE OFFENCES	44
PUBLIC ORDER OFFENCES	65
CRIMINAL DAMAGE	69
ALL THEFT OFFENCES	72
NON-CRIME INVESTIGATIONS*	384
VIOLENT OFFENCES	387
All Recorded Crime	1165
All Recorded Antisocial Behaviour	325
<i>*domestic abuse & missing/vulnerable person investigations</i>	

In the past 12 months, streets in the vicinity of Greenacre Playing Fields have recorded the following:

12 Months (Sep24-Aug25)	Angelica Avenue	Marigold Way	Tansy Way	Valerian Way	TOTAL
Misc Crimes Against Society	1	0	0	0	1
Weapons Offences	0	1	0	0	1
Vehicle Offences	0	1	0	0	1
Burglary - Residential	0	1	0	1	2
Theft Offences	0	0	0	2	2
Sexual Offences	0	1	0	2	3
Criminal Damage	0	0	0	3	3
Drugs Offences	0	1	0	3	4
Violent Offences	0	3	0	12	15
Non-Crime Investigation	6	1	0	12	19
TOTAL	7	9	0	35	51
Antisocial Behaviour	0	9	0	1	10

OBSERVATIONS AND RECOMMENDATIONS:

INFORMAL (NATURAL) SURVEILLANCE:

The ability of persons to see and be seen without the assistance of technology.

Visibility around the development should allow nearby dwellings to see onto the skatepark, albeit it at some distance. Therefore, lighting provision and avoiding obstructions on sightlines is an imperative.

FORMAL SURVEILLANCE - VIDEO SURVEILLANCE SYSTEMS: NON-RESIDENTIAL

If a Video Surveillance System (VSS) is to be installed, the standard BS EN 62676 (Video surveillance systems for use in security applications) applies. The VSS shall be compatible with the existing or planned lighting system and landscaping proposals. Any VSS installation should be protected with vandal-resistant housing.

Video surveillance systems shall be registered with the Information Commissioner's Office (ICO) and be compliant with guidelines in respect to Data Protection and Human Rights legislation. Further information is available at this website: ico.org.uk

Specifiers are reminded that there will be a requirement for a data controller to ensure compliance with the GDPR. The data controller must ensure that all VSS images that can be used to identify individuals are used, stored and disclosed in line with the GDPR principles.

PERMEABILITY:

The extent to which developments permit or restrict movement of people or vehicles in different directions.

The site is naturally permeable. Designers should consider making footpaths a focus of the development and ensure that they are:

- as straight as possible
- wide
- well lit
- devoid of potential hiding places
- overlooked by surrounding buildings and activities
- well maintained to enable natural surveillance along the path and its borders

BOUNDARY TREATMENT:

Boundary treatment is not an element of this development.

DEFENSIBLE SPACE:

Defensible space is not an element of this development.

VEHICLE PARKING:

Vehicle parking is not an element of this development.

CYCLE PARKING:

Although there is no indication that cycle parking is to be included, provision of such should be considered to prevent cycle theft whilst owners are using the skatepark. Cycle parking must have a concrete foundation and must include ground anchors complying with *Sold Secure - SS104 Specification for Mechanical Security System for Bicycles – Security Rating Bronze*.

LIGHTING:

A lighting scheme should be sufficient to cater for lawful after dark activity around the site. It is important to ensure that there is not too great a contrast between lit and unlit areas as this can lead to intruders not being seen. The lighting system should evenly distribute the light creating no dark shadows, provide good colour rendition, not cause glare or light pollution, and should support both formal and informal surveillance of the site.

Lighting requirements for public amenities should comply with BS 5489-1:2020.

GREEN/PUBLIC/OPEN SPACES

The open space must be designed with due regard for natural surveillance. Adequate mechanisms and resources must be put in place to ensure its satisfactory future management. It should be noted that positioning amenity/play space to the rear of dwellings can increase the potential for crime and complaints arising from increased noise and nuisance

CONSTRUCTION SITE SECURITY:

We also encourage the applicants to consider crime prevention during the construction stage.

We signpost your attention to Secured By Design's guidance for construction sites:

https://www.securedbydesign.com/images/CONSTRUCTION_SITE_SECURITY_GUIDE_A4_8pp.pdf

We also direct the applicant's attention to the Considerate Constructors Scheme: www.ccscheme.org.uk

Yours sincerely

2484 Lara Curtayne

Designing Out Crime Officer

BEDFORDSHIRE POLICE



MINUTES OF THE MEETING OF PUBLIC REALM COMMITTEE HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 10 SEPTEMBER 2025 AT 19:00

Present:

Cllr Steve Buck (Chair), Cllr Liz Anderson (Vice Chair), Cllr Mary Cooper, Cllr Steve Hayes, Cllr Brian Saunders, Cllr Jon Smith, Cllr John Talbot, Cllr Bryony Woods

Apologies:

Cllr Hyde
Cllr Headington

Also Present:

S Riley – Public Realm Manager
S Ward – Amenities Team Leader
C Roger – Projects Officer
H Riley - Padel Aura.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hyde and Cllr Headington.

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

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Cllr Talbot declared an interest in agenda item 6.3 as an allotment plot holder.

Decision: It was **RESOLVED** to accept Cllr Talbot's declared interest

3. PUBLIC SECTION

No Members of the Public wished to speak at this time.

4. MINUTES OF THE PREVIOUS MEETING

Members were asked to resolve that the minutes of the Public Realm Committee meeting held on 9 July 2025 were a correct record.

Decision: It was **RESOLVED** to adopt the minutes of the Public Realm Committee meeting held on 16 July 2025 as an accurate record of the meeting

5. CLERK'S REPORT AND ACTION TRACKER

The Clerk's report and action tracker were reviewed. The Chair invited questions arising from the report, but there were none. The contents of the report and action tracker were noted without further discussion.

Decision: It was **RESOLVED** to note the Clerk's report and action tracker.

6. REPORTS



6.1. Padel Court Installation - Arlesey Road

Mr Riley presented a submission, representing Aurora Padel, with a proposal for the installation of paddle courts at Arlesey Road. He explained the growing popularity of padel as a sport and the potential benefits for the local community. The proposal included the construction of two to three courts initially, with the possibility of expansion based on demand. The courts would be covered to ensure year-round play.

Members raised questions regarding costs, responsibilities, and site suitability. It was clarified that Aurora Padel would handle all costs related to construction, maintenance, and staffing, while the Council would provide the land. The proposal was favourably received, and the Clerk was tasked with seeking permission from the landowner to proceed with pre-planning advice.

Decision: It was **RESOLVED** to contact the landowner and explore if there is a possibility of applying for a variation in the lease. The proposal for the installation of padel courts at Arlesey Road was favourably received.

Task: Aurora Padel will seek pre-planning advice, after STC have gained permission from the landowner for the paddle courts installation.

6.2. Budget 2026/27

Members reviewed the first draft of the proposed budgets for 2026/27. There was a discussion regarding the grass cutting contract and the adequacy of the budget allocation for verges. It was noted that the current contract does not break down costs by areas, and further clarification was needed. Members agreed to take the proposed budgets forward in their current format, with the understanding that consultations and further details would be forthcoming.

Decision: It was **RESOLVED** that Members agreed to take the proposed budgets for 2026/27 forward in their current format, with the understanding that consultations and further details would be forthcoming.

Action: Town Clerk to extrapolate further details on the Grounds Maintenance Contract by site.

6.3. Allotments Fees

The Amenities Team Leader recommended an increase in allotment fees to account for rising water rates and increased usage. The proposed increase was from £35 to £37 for half plots and from £70 to £74 for full plots. Members discussed the justification for the increase and the possibility of enforcing rainwater harvesting. After considering the financial implications, members agreed to further increase the fees to £40 for half plots and £80 for full plots, effective from September 2026.

Decision: It was **RESOLVED** by Members to agree an increase in the allotment fees to **£40 for half plots and £80 for full plots, effective from September 2026.**

6.4. Inspection App

This agenda item was deferred to next month's meeting to allow for the collection of additional information regarding the apps being considered.

Decision: It was **RESOLVED** to defer this item to next month's meeting.



6.5. Community BBQ - Riverside

Members discussed the proposal for an outdoor BBQ at Riverside. Cllr Hayes raised the possibility of considering electric BBQs as an alternative to traditional ones, citing the safety and cleanliness benefits. The Public Realm Manager was tasked with investigating this option further and bringing a report back to the committee.

Decision: It was **RESOLVED** to defer this item until the Public Realm Manager could investigate options for electric BBQs further and bringing a report back to the committee.

Task: Investigate the option of electric BBQs and bring a report back to the committee.

6.6. Green Flag Application

Members considered the proposal for applying for Green Flag status for the cemetery. The idea was well received, with members noting the positive feedback about the cemetery's condition and its importance to the community.

Decision: It was **RESOLVED** to accept the proposal to pursue Green Flag status for the cemetery, and all other open spaces were required in the future.

6.7. Letters to Heaven

The Amenities Team Leader presented the Letters to Heaven initiative, which involves providing a dedicated post box for bereaved individuals to send letters to their deceased loved ones. This initiative was seen as enhancing community engagement and supporting the cemetery's Green Flag application. The proposal included sponsorship from a local funeral director and the use of seeded note paper for planting wildflowers. Members discussed the practicalities and benefits of the initiative and agreed to proceed with its implementation.

Decision: It was **RESOLVED** to accept the proposal for the Letters to Heaven initiative.

6.8. Tree Management Plan - Zoning

Members reviewed the information report on the zoning of trees. There was a discussion about the inspection process, with a focus on ensuring that trees are inspected holistically, considering both sides of the tree. The report was noted without further action.

Decision: It was **RESOLVED** to note the zoning of the trees as outlined in the report.

6.9. Play Area Inspection Update

Members reviewed the updates on play area inspections and the various works that had been carried out. There were no further questions or actions arising from the report.

Decision: It was **RESOLVED** to note the play area inspection report.

7. HIGHWAYS REPORT

Councillor Smith provided an update on the highways report, mentioning the response from FixMyStreet regarding a streetlight issue.

8. WORK PROGRAMME



The committee's work programme was received and noted by all members.

9. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

Cllr Cooper requested to avoid planting heathers and cyclamen in planters due to their poor performance in wet conditions.

10. DATE OF NEXT MEETING

Wednesday, 15th October 2025.

11. CONFIDENTIAL

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.

11.1. Prince Charles Avenue and Victoria Drive Boundary

Members received a confidential report on a boundary issue between Prince Charles Avenue and Victoria Drive.

Decision: It was RESOLVED to instruct Officers to investigate further, including obtaining photographs of the area before the construction of Prince Charles Avenue, seeking additional legal advice on liability and potentially approach the developer responsible for the construction.

SIGNED BY CHAIR:

MINUTES APPROVED (date):



MINUTES OF THE MEETING OF COMMUNITY ENGAGEMENT COMMITTEE HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 17 SEPTEMBER 2025 AT 19:00

Present:

Cllr J Headington (Chair), Cllr N Venneear (Vice Chair), Cllr J Bendell, Cllr S Buck, Cllr J Smith, Cllr S Dhaliwal, Cllr Lisa Miller, Cllr Nigel Venneear,

Apologies:

Cllr B Woods

Also Present:

Cllr Mary Cooper
E Payne, Town Clerk
S Hossack, Community Engagement Officer

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Woods.

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

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION (MAX. 15 MINUTES)

There were no members of the public present.

4. MINUTES OF THE PREVIOUS MEETING

Members were advised that the final film for the outdoor cinema had changed from Jurassic Park to the original Top Gun due to licensing issues. The Chair asked if everyone was happy with the amendment and the rest of the minutes, to which all members agreed. The minutes were then approved with the noted amendment.

Decision: It was **RESOLVED** to adopt the minutes of the previous meeting held on 16 July 2025 were approved with the amendment changing the final film for the outdoor cinema from Jurassic Park to the original Top Gun.

5. CLERK'S REPORT

There were no updates to this item. Members commented how well the summer programme of events had been received.

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



6. REPORTS TO COMMITTEE

6.1. Proposed Events Programme 2026-27

The proposed events programme for 2026-27 was discussed. Members had reviewed the distributed budget and were asked for feedback. The Chair sought opinions on the events listed and whether any changes were needed. Members agreed that the events programme was well planned out and approved the proposed events for 2026-27 and associated budget.

Decision: It was **RESOLVED** to adopt the proposed events programme for 2026-27.

6.2. Community Engagement Budget 2026-27

The community engagement budget for 2026-27 was presented, with an amendment noted in the youth engagement budget, which was set at £10,000, and the community engagement budget was adjusted down to £10,000 from the previous £15,000. Members discussed the amendments and agreed to recommend the budget to the Governance and Resources Committee for adoption. The revised budget was approved by the members.

Decision: It was **RESOLVED** to recommend to Governance and Resources Committee that the community engagement budget for 2026-27 is approved.

6.3. Stall Hire Charges 2026-27

The stall hire charges for 2026-27 were considered. Members discussed the proposed charges, including the increase for food traders from £50 to £250, reflecting market rates. Concerns were raised about the steep increase, but it was justified by the need to generate more revenue. The flexibility of charges based on event size and duration was also discussed. A proposal to set craft stall charges at £25 instead of £30 was made and seconded, but the vote resulted in maintaining the recommended charges. The stall hire charges were approved as per the recommendations in the report.

Decision: It was **RESOLVED** that the stall hire charges for 2026-27 were approved as per the recommendations in the report.

6.4. Christmas Lights Switch On Update

Members were updated on the Christmas Lights Switch On event. The stage lineup was confirmed, and additional food vendors were noted. The need for a Santa was discussed, with suggestions for potential candidates. Cllr Cooper volunteered her husband and will confirm if he is able to assist. Members debated whether to continue certain activities, such as selling mulled wine, due to the onerous nature of the task. It was suggested to professionalise the event by letting external vendors handle certain aspects. The Christmas Lights Switch On update was noted, and plans were agreed upon.

There was a further discussion highlighted selling advertising space to sponsors, which could help in reducing the financial burden on taxpayers and potentially help with covering the event's costs. There was a mention of changing the stage supply and enhancing the event with a larger screen, better quality sound, and a more substantial structure for the band. The improvements are expected to make the event more successful and provide a compelling sales pitch for future events. The committee aims to explore various revenue avenues to ensure the event's financial viability.

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



6.5. Stotfest Feedback

Feedback from Stotfest was reviewed. Stall holder feedback indicated general satisfaction with the event, although some suggested improvements like risk assessment templates and clearer pitch markings. The positioning of stalls and noise from generators were noted as areas for improvement. Members discussed the possibility of extending the event to two days to better utilise the security costs and involve local schools in organising activities. Cllr Venneear suggested a car boot sale on the Sunday which was well received. A working group was proposed to further explore these suggestions and improve future events.

Decision: It was **RESOLVED** to

- a) **Note the report.**
- b) **Form a Task and Finish Group to investigate further explore the event’s organisation comprising of Cllrs Headington, Miller, Smith and Venneear.**

Task: **Convene a working group meeting to explore suggestions for improving future Stotfest events.**

7. WORK PROGRAMME

The Committee’s Work Programme was presented.

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

8. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

8.1 Screen on the Green.
 Members sought confirmation on sponsorship for the Screen on the Green event and noted that it was approximately £1500 in sponsorship and advertising revenue. Invoices for advertising had recently been sent out, and more payments were expected. Members discussed strategies to increase sponsorship, including reaching out to local businesses. The information was noted, and members agreed to continue efforts to secure sponsorship.

9. DATE OF NEXT MEETING

Wednesday 19 November 2025

SIGNED BY CHAIR:

MINUTES APPROVED (date):



**MINUTES OF THE MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE
HELD ON WEDNESDAY 25 SEPTEMBER 2024 AT IN THE COUNCIL CHAMBER,
GREENACRE CENTRE, VALERIAN WAY, STOTFOLD AT 19:00**

Committee Members present:

Cllr S Hayes (Chairperson), Cllr D Matthews (Vice Chairperson), Cllr S Buck, Cllr M Cooper, Cllr S Dhaliwal and Cllr N Venneear.

Also Present:

Cllr L Miller
Cllr Headington (virtual)

In attendance:

E. Payne, Town Clerk

1 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hyde, Saunders, and Talbot. It was **RESOLVED** to:

To accept the apologies.

2 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

There were no Declarations of Interests relating to items on the Agenda.

3 PUBLIC SECTION

There were no members of the public present.

4 MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous meeting held on 17 July 2024 were received and it was **RESOLVED** to:

Adopt them as true record of the meeting.

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

The Clerk's report was received. Members were advised that the Clerk had received an item of correspondence about setting up an Emergency Centre for people in distress during emergencies e.g. flooding. Members requested that this was brought to the next meeting.

Cllr Cooper reminded Members that the Greenacre Centre is the emergency centre for Roecroft School. The relocation of the library may affect this status, and the Clerk was asked to raise this with the school.

Members sought clarification installation of the Mossman AED. They were advised that it had been delivered and Officers are waiting on a date for installation. on the EV charging points.



Members asked for an update on the EV charging points at the Memorial Hall. There was an update in the Clerk's report and an installation date was due in the next calendar month. It was **RESOLVED** to:

- a) ***The Town Clerk to liaise with Roecroft School regarding emergency use of the Greenacre Centre.***
- b) ***The Clerk to bring an item to the next meeting about using the Greenacre Centre as an Emergency Hub***
- c) ***Note the report.***

6 REPORTS

6.1 Fees & Charges 2025-26

Members received a report with proposed hall hire charges for 2025-26. It was **RESOLVED** to:

Recommended the updated fees and charges to the Governance & Resources Committee

6.2 Budget 2025-26

Members received the proposed budget for 2025-26 for this Committee. Members noted the zero income for the Simpson Centre after the relocation of the library and the implications on the rates and utilities. Members reviewed the proposed income for the Memorial Hall, and it was agreed to increase this to £25K. The income for the Greenacre Centre was queried with the relocation of the café and the forecast figure for 2024/25. The Clerk will review this figure.

It was **RESOLVED** to:

Recommended the updated fees and charges to the Governance & Resources Committee

6.3 Memorial Hall Feasibility Study

Members received a report on undertaking a feasibility study for the refurbishment of the Memorial Hall. It was **RESOLVED** to:

- a) ***Commission a full structural survey of the Memorial Hall at a cost of £900 to be undertaken by Ashridge Surveyors***
- b) ***Once the structural survey has been undertaken commission a feasibility study for the Memorial Hall after the structural survey has been completed at a cost of £185 to be undertaken by Andrew Allen***

6.4 Citizen's Advice at GAC

Members received a report regarding Citizen's Advice using the Greenacre Centre for outreach. It was **RESOLVED** to:

Approve the free use of a room at the Greenacre Centre for Citizen's Advice to operate an outreach service.



6.5 Simpson Centre Fire Risk Assessment

Members received a report on recommended repairs and upgrades to the Fire Alarm system at the Simpson Centre. It was **RESOLVED** to

- a) ***Approve the repairs as outlined in the report at a cost of £1,548.78***
- b) ***Commission a fire risk assessment at a cost of £900.***

6.6 Political Party Use of Town Council Facilities

Members received a report on the use of Town Council facilities by political organisations. Members considered the importance of residents to have access to Members of Parliament and the security issues that have arisen previously with attacks on MPs. It was **RESOLVED** to:

- a) ***Subject to a suitable risk assessment the Town Council will hire facilities to the sitting Member of Parliament.***
- b) ***The Town Clerk will devise a protocol for the hiring of facilities to be agreed by the next meeting.***

7 WORK PROGRAMME

Members received this Committee's work programme. It was **RESOLVED** to note the report.

8 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

There were no items raised.

9 DATE OF NEXT MEETING

Wednesday 27 November 2024.

10 CONFIDENTIAL ITEMS

10.1 Simpson Centre

This item will be deferred to Full Council meeting on 9 October 2024

10.2 Stotfold Library

This item will be deferred to Full Council meeting on 9 October 2024

The meeting closed at 19:40

SIGNED BY CHAIR:

MINUTES APPROVED (date):

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		✓

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

Stotfold Town Council

<https://www.stotfoldtowncouncil.gov.uk/default.aspx>

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

22/10/2024 06/06/2025

Name of person who carried out the internal audit

Paul Russell

Signature of person who carried out the internal audit



Date

06/06/2025

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

STOTFOLD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

25/06/2025

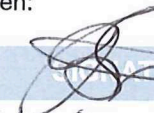
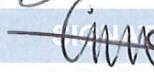
and recorded as minute reference:

MINUTE REFERENCE 431.2/25

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

SIGNATURE REQUIRED

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2024/25 for

STOTFOLD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	2,474,339	2,663,262	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	913,926	913,482	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	168,829	195,741	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	306,087	420,391	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	16,731	16,199	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	571,014	703,170	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2,663,262	2,632,725	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	2,667,697	2,593,513	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	904,368	950,113	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	53,885	40,084	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 SIGNATURE REQUIRED

Date

25/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

25/06/2025

as recorded in minute reference:

MINUT431.3/25 ENCE

Signed by Chair of the meeting where the Accounting Statements were approved

 SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Stoffold Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In undertaking the review of the 2024/25 Annual Governance and Accountability Return, it came to our attention that the Council responded “Yes” to Assertion 5 of the Annual Governance Statement. However, no meeting minutes from the 2024/25 financial year were provided to evidence formal consideration of risk. The Clerk confirmed on 01/09/2025 that no such minutes exist. While a risk register and insurance documentation were subsequently provided, the Practitioners’ Guide requires that a “Yes” response to Assertion 5 be supported by evidence of formal consideration of risk during the year, typically through meeting minutes. In future years, the Council should ensure that risk management is formally considered and documented to support its response to Assertion 5.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature

Forvis Mazars LLP

Date

30 September 2025

List of Payments made between 01/08/2025 and 31/08/2025

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/08/2025	Charles Wilson Engineers Ltd	BACS1	£1,142.58	STOTFEST DISTRIBUTION BOARD HI
01/08/2025	Hertfordshire County Council	BACS2	£347.05	H072502323/25.311/Hertfordshire
01/08/2025	Trade Uk/Screwfix	DD	£32.39	MATERIAL PURCHASE FOR BUILDING
01/08/2025	Driver & Vehicle Licensing Age	DD1	£30.18	WV69ASU RD TAX/Driver & Vehicle
01/08/2025	Trade Uk/Screwfix	DD1	-£0.10	JUNE PURCHASE ADJUST/Trade Uk/
01/08/2025	Ambivent Facilities Management	BACS7	£1,019.80	REPAIR WORK @GAC
01/08/2025	Badgemaster Ltd	BACS10	£11.83	CLLR BADGE
01/08/2025	Betongpark Limited	BACS11	£10,611.66	SKATE PARK SITE SURVEYS AND CO
01/08/2025	Bradders Ltd	BACS13	£5,652.00	SUPPLY +INSTAL WATER CYCLINDER
01/08/2025	Bugs 'n' Things Pest Control L	BACS15	£126.00	GAC VERMIN CONTROL - RAT
01/08/2025	Chubb Fire & Security Ltd	BACS17	£198.65	SIMPSON CENTRE FIRE ALARMA SEV
01/08/2025	Complete Building Services (He	BACS16	£360.00	INSTALL EXTRA CLADDING IN CAFE
01/08/2025	Copycare	BACS18	£476.40	Printer Part for Broken Module
01/08/2025	Countrywide Ground Maintenance	BACS20	£7,059.49	638178/Countrywide Ground Main
01/08/2025	Culligan/ old WaterCoolersDire	BACS25	£3,106.80	OUTDOOR WATER REFILL STATION
01/08/2025	Griggs Electrical Ltd	BACS27	£1,892.32	2274/25.235/Griggs Electrical
01/08/2025	Flame UK Business Services Gro	BACS28	£154.80	BINS FOR THE SCREEN ON THE GRE
01/08/2025	Filmbank Distributors LTD T/A	BACS29	£262.80	06342335/25.357/Filmbank Distr
01/08/2025	Ellenbrook Consulting Limited	BACS30	£7,182.00	Memo hall Cost schedule propos
01/08/2025	Halo Security Solutions Ltd	BACS31	£216.00	RIVERSIDE PARK CCTV ANNUAL FEE
01/08/2025	Clarid Service Ltd t/a Minster	BACS35	£3,921.45	31670/Clarid Service Ltd t/a M
01/08/2025	Wilstead Haulage Ltd	BACS1	£720.00	024098/25.360/Wilstead Haulage
01/08/2025	Ryalls Building Supplies Ltd	BACS2	£92.62	99650/Ryalls Building Supplies
01/08/2025	Stephen Riley	BACS3	£170.00	JULY 25/25.364/ Window Cleaner
01/08/2025	Reactive Doors Ltd	BACS4	£456.00	1 YEAR SERVICE CONTRACT

01/08/2025	Radio Links Communications Ltd	BACS5	£228.00	25149/25.232/Radio Links Commu
01/08/2025	People Safe- Skyguard Limited	BACS7	£964.80	SOS subscription yearly fee
01/08/2025	Pendock/ TP Manufacturing limit	BACS8	£118.07	MELAMINE
01/08/2025	Paul Russell - Parish and Town	BACS10	£350.00	INTERNAL AUDIT FEE
01/08/2025	Ocean Creative Cooperation Ltd	BACS11	£772.80	DOOR BUTTON SURROUND
01/08/2025	Height Barriers Ltd	BACS15	£3,870.00	Double Leaf Height Barriers
01/08/2025	DKMS Charity	BACS	£1,074.14	CHARITY DONATION/DKMS Charity
04/08/2025	NFU Mutual Insurance	DD2	£485.74	759519/25-26/VEHICLE INSURANCE
06/08/2025	ALLSTAR Business Solutions Ltd	DD2	£71.75	E2020715221/ALLSTAR Business S
08/08/2025	SMG Business Solutions Ltd	DD5	£1,735.91	SMG-92434/25.424/SMG Business
08/08/2025	Wadys Maintenance Ltd	BACS1	£270.00	6 monthly fire alarm service
08/08/2025	Volvina Limited	BACS2	£735.12	library main hall roller blind
08/08/2025	The Community Heartbeat	BACS3	£141.60	DEFIBRILLATOR ADULT PADS
08/08/2025	T&J FIRE	BACS5	£280.41	86273/25.388/T&J FIRE
08/08/2025	Town Mayor Reimbursement	BACS05	£184.99	STAFF KITCHENC KETTLE CAFE MAT
08/08/2025	Sing and Sign	BACS6	£70.00	TEDDY BEAR PICNIC
08/08/2025	Ocean Creative Cooperation Ltd	BACS8	£152.40	POSTER AND SIGNS
08/08/2025	Halo Security Solutions Ltd	BACS9	£240.00	REMOVE ACCESS EQU FROM WALL @K
08/08/2025	DANFO	BACS1	£454.03	TOILET SERVICE FEE
08/08/2025	CloudyIT Group	BACS2	£1,506.96	CN7471/25.392/CloudyIT Group
08/08/2025	Charles Wilson Engineers Ltd	BACS3	£867.00	HIRE CONES AND CROWD BARRIERS
08/08/2025	Bradders Ltd	BACS5	£336.00	REPAIR COLD WATER TAP IN HALL
08/08/2025	Bedfordshire Association Of Tow	BACS6	£35.00	TRAINING051/25.386/Bedfordshire
11/08/2025	YORKSHIRE GAS AND POWER	DD10	£1,815.97	1071193/GAC ELECTRICITY/YORKSH
11/08/2025	Central Beds Council	DD10	£314.00	CEMETERY RATE 2025/26
11/08/2025	Central Beds Council	DD1	£993.99	33035024/25-26/SIMPSON CENTRE
11/08/2025	Central Beds Council	DD2	£526.57	33037809/25-26/PT SIMPSON CENT
12/08/2025	EE Limited	DD15	£385.52	V02375094125/EE Limited
13/08/2025	ALLSTAR Business Solutions Ltd	DD3	£17.36	E2020766264/ALLSTAR Business S

16/08/2025	Crown Gas & Power Ltd- Memori	DD7	£73.42	3622126/MEMO HALL/Crown Gas &
16/08/2025	Crown Gas & Power Ltd - GAC Ga	DD8	£144.49	3622048/GAC GAS/Crown Gas & Po
18/08/2025	Sage UK	DD3	£89.98	INV21208412/Sage UK
18/08/2025	BANK BULK PAYMENT FEE	BUILK AUGU	£5.10	BANK BULK PAYMENT
19/08/2025	Central Beds Council	DD11	£106.00	CAR PARK RATE 25/26
19/08/2025	Central Beds Council	DD12	£449.00	MEMORIAL HAL RATE 25/26
19/08/2025	British Gas Lite	DD6	£20.02	11966249/FOOTBALL GOAL/British
19/08/2025	Utilita Energy Ltd - Memorial	DD9	£125.18	2025-07/1/MEMORIAL HALL/Utility
19/08/2025	Worldpay Ltd	DD	£54.71	378165966/Worldpay Ltd
20/08/2025	Bedfordshire Pension Fund AUGU	PENSION LG	£4,117.11	Bedfordshire Pension Fund AUGU
20/08/2025	HMRC PAYE/NI AUGUST PAYMNT	HMRC AUGUS	£10,219.96	HMRC PAYE/NI AUGUST PAYMNT
20/08/2025	AUG 25 STAFF SALARY	AUG 25 STA	£28,484.71	AUG 25 STAFF SALARY
20/08/2025	ALLSTAR Business Solutions Ltd	DD5	£93.47	E2020792740/ALLSTAR Business S
20/08/2025	Utilita Energy Ltd - A Rd	DD10	£323.03	2025-07/1/A RD/Utilita Energy
20/08/2025	Utilita Energy Ltd - MUGA	DD11	£73.35	2025-07/1/MUGA ELEC/Utilita En
20/08/2025	CREDIT CARD AUGUST 25	CREDIT CRD	£2,311.37	CREDIT CARD AUGUST 25
21/08/2025	NEST PENSION AUGUST 25	NEST AUGUS	£1,667.86	NEST PENSION AUGUST 25
23/08/2025	Anglian Water- GAC/0423244701	DD	£190.92	15415170/GAC/Anglian Water- GA
27/08/2025	Integrated Business Telecom Lt	DD2	£62.40	4857292/Integrated Business Te
27/08/2025	ALLSTAR Business Solutions Ltd	DD1	£41.35	E2020810839/ALLSTAR Business S
29/08/2025	Cawleys	DD6	£514.51	EURO CART @ MEMO HALL & GAC
29/08/2025	Utilita - The Simpson centre	DD	£53.63	2025-07/1/SIMPSON CENTRE/Utility
31/08/2025	BNAK SERVICE AUG CHARGE	SERVICE AU	£21.00	BNAK SERVICE AUG CHARGE
	Total		£113,483.42	

Income Received between 01/08/2025 and 31/08/2025

Date	Income Received from	Receipt No	Receipt Description	Receipt Total
07/08/2025	HMRC VAT REFUND	VAT	HMRC VAT REFUND	£26,252.20
20/08/2025	HOLLY E 1/11 MEMO HALL BACS		HOLLY E 1/11 MEMO HALL	£18.50
01/08/2025	MEMORIAL HALL 8/11 HIR 8/11 MEMOR		MEMORIAL HALL 8/11 HIR	£37.00
04/08/2025	CCLA INCOME REINVEST	INCOME REI	CCLA INCOME REINVEST	£3,806.14
15/08/2025	PHOTOCOPY	WP/16308	PHOTOCOPY	£1.00
22/08/2025	1/10 MEMORIAL HALL Bc BACS		1/10 MEMORIAL HALL Bc	£296.00
01/08/2025	Sales Recpts Page 3310		Sales Recpts Page 3310	£288.00
04/08/2025	Sales Recpts Page 3311		Sales Recpts Page 3311	£126.26
04/08/2025	Sales Recpts Page 3312		Sales Recpts Page 3312	£245.00
05/08/2025	Sales Recpts Page 3313		Sales Recpts Page 3313	£50.00
05/08/2025	Sales Recpts Page 3314		Sales Recpts Page 3314	£68.00
06/08/2025	Sales Recpts Page 3315		Sales Recpts Page 3315	£485.00
07/08/2025	Sales Recpts Page 3316		Sales Recpts Page 3316	£166.66
07/08/2025	Sales Recpts Page 3317		Sales Recpts Page 3317	£216.44
07/08/2025	Sales Recpts Page 3318		Sales Recpts Page 3318	£122.40
07/08/2025	Sales Recpts Page 3319		Sales Recpts Page 3319	£189.81
07/08/2025	Sales Recpts Page 3320		Sales Recpts Page 3320	£393.13
08/08/2025	Sales Recpts Page 3321		Sales Recpts Page 3321	£166.50
08/08/2025	Sales Recpts Page 3322		Sales Recpts Page 3322	£374.58
08/08/2025	Sales Recpts Page 3323		Sales Recpts Page 3323	£435.00
11/08/2025	Sales Recpts Page 3324		Sales Recpts Page 3324	£600.00
14/08/2025	Sales Recpts Page 3325		Sales Recpts Page 3325	£314.68
21/08/2025	Sales Recpts Page 3326		Sales Recpts Page 3326	£1,195.00
22/08/2025	Sales Recpts Page 3327		Sales Recpts Page 3327	£194.25
27/08/2025	Sales Recpts Page 3328		Sales Recpts Page 3328	£68.00
27/08/2025	Sales Recpts Page 3329		Sales Recpts Page 3329	£3,057.66
28/08/2025	Sales Recpts Page 3330		Sales Recpts Page 3330	£75.00
29/08/2025	Sales Recpts Page 3331		Sales Recpts Page 3331	£159.84
12/08/2025	Sales Recpts Page 3332		Sales Recpts Page 3332	£50.00
11/08/2025	STOTFOLD GOLD	WP/16307	STOTFOLD GOLD	£30.00
			Total	£39,482.05

Detailed Income & Expenditure by Budget Heading 01/09/2025

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
21 MUGA								
203 Electricity	1,892	307	1,500	1,193		1,193	20.5%	
206 Maintenance and Repairs	1,059	180	7,000	6,820		6,820	2.6%	
MUGA :- Indirect Expenditure	2,950	487	8,500	8,013	0	8,013	5.7%	0
Net Expenditure	(2,950)	(487)	(8,500)	(8,013)				
22 Street Light								
203 Electricity	9,031	3,018	10,000	6,982		6,982	30.2%	
206 Maintenance and Repairs	9,649	1,881	40,000	38,119		38,119	4.7%	
Street Light :- Indirect Expenditure	18,680	4,900	50,000	45,100	0	45,100	9.8%	0
Net Expenditure	(18,680)	(4,900)	(50,000)	(45,100)				
9000 plus Transfer from EMR	(10,351)	0	0	0				
Movement to/(from) Gen Reserve	(29,031)	(4,900)	(50,000)	(45,100)				
23 Allotments								
2002 Income - CR Service Charge	855	0	650	650			0.0%	
2003 Income - Allotments Norton Rd	2,445	70	2,400	2,330			2.9%	
2009 Income- Allotments Common Rd	0	70	0	(70)			0.0%	
Allotments :- Income	3,299	140	3,050	2,910			4.6%	0
202 Water Rates	488	176	1,000	824		824	17.6%	
206 Maintenance and Repairs	481	450	2,000	1,550		1,550	22.5%	
226 Pest Control - Allotments	520	0	1,000	1,000		1,000	0.0%	
236 RBS Support Allotment	359	381	600	219		219	63.5%	
Allotments :- Indirect Expenditure	1,848	1,007	4,600	3,593	0	3,593	21.9%	0
Net Income over Expenditure	1,451	(867)	(1,550)	(683)				
25 Hitchin Road Rec								
202 Water Rates	146	28	300	272		272	9.2%	
203 Electricity	2,085	1,520	1,000	(520)		(520)	152.0%	
231 Bowls Club Grant	1,251	0	3,650	3,650		3,650	0.0%	
239 Hitchin Road Building	0	0	7,500	7,500		7,500	0.0%	
Hitchin Road Rec :- Indirect Expenditure	3,482	1,548	12,450	10,902	0	10,902	12.4%	0
Net Expenditure	(3,482)	(1,548)	(12,450)	(10,902)				

Detailed Income & Expenditure by Budget Heading 01/09/2025

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>26 Brook Street Car Park/Toilets</u>								
201 Rates	1,060	1,060	1,200	140		140	88.4%	
202 Water Rates	186	64	500	436		436	12.9%	
203 Electricity	350	85	600	515		515	14.1%	
206 Maintenance and Repairs	1,964	757	2,000	1,243		1,243	37.8%	
Brook Street Car Park/Toilets :- Indirect Expenditure	3,560	1,966	4,300	2,334	0	2,334	45.7%	0
Net Expenditure	(3,560)	(1,966)	(4,300)	(2,334)				
<u>27 Open Spaces</u>								
2005 Income - Open Space Other	8,924	8,440	8,000	(440)			105.5%	
2012 Income - Football Pitch Grant	11,784	0	7,860	7,860			0.0%	
Open Spaces :- Income	20,708	8,440	15,860	7,420			53.2%	0
205 Legal Fees / Inspections	600	1,439	3,500	2,061		2,061	41.1%	
206 Maintenance and Repairs	31,399	16,682	30,000	13,318		13,318	55.6%	6,933
207 Grass Cutting Contract	0	17,649	7,844	(9,805)		(9,805)	225.0%	17,649
209 Lease Costs	0	0	5,000	5,000		5,000	0.0%	
211 River lvel Drainage	10	10	20	10		10	52.5%	
212 Skip Hire	7,650	2,430	7,500	5,070		5,070	32.4%	
213 Subscriptions/Licences	36	0	200	200		200	0.0%	
216 Skate Park	0	8,843	0	(8,843)		(8,843)	0.0%	
223 Teasel /Centenery Wood	0	298	1,500	1,202		1,202	19.9%	
225 Water Meter - The Green	69	18	70	52		52	26.0%	
237 Floral Planting	2,590	2	3,000	2,998		2,998	0.1%	
238 Pitchpower Expense	36,281	4,480	0	(4,480)		(4,480)	0.0%	
240 PPE	0	67	2,000	1,933		1,933	3.3%	
241 Ranger Welfare	0	0	18,000	18,000		18,000	0.0%	
242 Play Area Maintenance	0	0	15,000	15,000		15,000	0.0%	
409 Tree Surgery	0	0	15,000	15,000		15,000	0.0%	
Open Spaces :- Indirect Expenditure	78,634	51,918	108,634	56,716	0	56,716	47.8%	24,582
Net Income over Expenditure	(57,926)	(43,478)	(92,774)	(49,296)				
9000 plus Transfer from EMR	0	24,582	0	(24,582)				
Movement to/(from) Gen Reserve	(57,926)	(18,897)	(92,774)	(73,877)				
<u>32 Verges</u>								
2006 Income - Agency Grants	4,371	0	4,100	4,100			0.0%	
Verges :- Income	4,371	0	4,100	4,100			0.0%	0
207 Grass Cutting Contract	0	0	5,000	5,000		5,000	0.0%	
Verges :- Indirect Expenditure	0	0	5,000	5,000	0	5,000	0.0%	0
Net Income over Expenditure	4,371	0	(900)	(900)				

Detailed Income & Expenditure by Budget Heading 01/09/2025

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
33 Arlesey Rd Playing Field								
232 Utilities	4,715	1,562	3,500	1,938		1,938	44.6%	
235 Pitch Maintenance	0	0	8,000	8,000		8,000	0.0%	
Arlesey Rd Playing Field :- Indirect Expenditure	4,715	1,562	11,500	9,938	0	9,938	13.6%	0
Net Expenditure	(4,715)	(1,562)	(11,500)	(9,938)				
34 Green Wheel								
233 Green Wheel Expenditure	1,500	0	1,500	1,500		1,500	0.0%	
Green Wheel :- Indirect Expenditure	1,500	0	1,500	1,500	0	1,500	0.0%	0
Net Expenditure	(1,500)	0	(1,500)	(1,500)				
36 MUGA Arlesey Road								
203 Electricity	0	189	3,000	2,811		2,811	6.3%	
206 Maintenance and Repairs	0	0	5,000	5,000		5,000	0.0%	
MUGA Arlesey Road :- Indirect Expenditure	0	189	8,000	7,811	0	7,811	2.4%	0
Net Expenditure	0	(189)	(8,000)	(7,811)				
41 Cemetery								
4001 Income - Burials	19,090	6,660	12,000	5,340			55.5%	
4002 Income - Memorials & Plaques	9,431	3,556	5,000	1,444			71.1%	
4003 Income - Chapel lease	2,000	1,000	2,250	1,250			44.4%	
4005 Income - Plot Purchase	11,274	7,775	7,500	(275)			103.7%	
Cemetery :- Income	41,795	18,991	26,750	7,759			71.0%	0
401 Rates	3,144	3,144	5,600	2,456		2,456	56.1%	
402 Water Rates	98	42	300	258		258	14.0%	
404 Maintenance/Repairs & Ex Cuts	7,082	353	5,000	4,647		4,647	7.1%	
405 Grounds Maintenance Contract	0	5	5,000	4,995		4,995	0.1%	
408 Pest Control	489	0	1,000	1,000		1,000	0.0%	
409 Tree Surgery	2,883	3,500	0	(3,500)		(3,500)	0.0%	
411 RBS Annual Support Cem Package	580	617	600	(17)		(17)	102.8%	
Cemetery :- Indirect Expenditure	14,276	7,660	17,500	9,840	0	9,840	43.8%	0
Net Income over Expenditure	27,519	11,331	9,250	(2,081)				
9000 plus Transfer from EMR	(7,117)	0	0	0				
Movement to/(from) Gen Reserve	20,402	11,331	9,250	(2,081)				

Detailed Income & Expenditure by Budget Heading 01/09/2025

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
51 Simpson Centre								
5003 Income - The Simpson Centre	3,845	0	0	0			0.0%	
5004 Income - Library Utilities	2,210	0	0	0			0.0%	
5005 Income - Library Lease	1,940	0	0	0			0.0%	
Simpson Centre :- Income	7,995	0	0	0				0
505 Rates - Simpson	9,798	9,096	7,875	(1,221)		(1,221)	115.5%	
507 Water Charges - Simpson	906	180	200	20		20	89.8%	
510 Electricity - Simpson	5,269	1,578	1,000	(578)		(578)	157.8%	
Simpson Centre :- Indirect Expenditure	15,973	10,853	9,075	(1,778)	0	(1,778)	119.6%	0
Net Income over Expenditure	(7,978)	(10,853)	(9,075)	1,778				
52 Memorial Hall								
5001 Income - Mem Hall	29,167	12,293	25,000	12,707			49.2%	
Memorial Hall :- Income	29,167	12,293	25,000	12,707			49.2%	0
504 Rate	4,491	4,491	5,300	809		809	84.7%	
506 Water Charges	518	204	1,500	1,296		1,296	13.6%	
508 Gas	3,394	810	3,500	2,690		2,690	23.2%	
509 Electricity	1,964	864	2,300	1,436		1,436	37.6%	
511 Cleaning Contract & Compliance	0	4,671	10,000	5,329		5,329	46.7%	
Memorial Hall :- Indirect Expenditure	10,367	11,040	22,600	11,560	0	11,560	48.9%	0
Net Income over Expenditure	18,800	1,253	2,400	1,147				
53 Building - General								
206 Maintenance and Repairs	0	234	0	(234)		(234)	0.0%	
512 Maintenance	18,349	51,287	14,000	(37,287)		(37,287)	366.3%	20,223
518 Bin Hire	2,929	1,421	3,500	2,079		2,079	40.6%	
538 Service Contracts	19,530	3,077	6,500	3,423		3,423	47.3%	
Building - General :- Indirect Expenditure	40,808	56,018	24,000	(32,018)	0	(32,018)	233.4%	20,223
Net Expenditure	(40,808)	(56,018)	(24,000)	32,018				
9000 plus Transfer from EMR	0	20,223	0	(20,223)				
Movement to/(from) Gen Reserve	(40,808)	(35,794)	(24,000)	11,794				
55 Greenacre Centre								
5008 Income -GAC	1,113	1,445	1,500	55			96.3%	
5009 Income - Solar Panels FIT	0	765	400	(365)			191.4%	
5010 Income - Library Lease	0	0	18,000	18,000			0.0%	

Detailed Income & Expenditure by Budget Heading 01/09/2025

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5011 Income - Cafe Lease	0	0	562	562			0.0%	
5012 Income - Service Charge	0	0	4,000	4,000			0.0%	
Greenacre Centre :- Income	1,113	2,210	24,462	22,252			9.0%	0
504 Rate	15,968	15,968	17,000	1,032		1,032	93.9%	
506 Water Charges	530	314	3,000	2,686		2,686	10.5%	
508 Gas	8,574	2,779	9,000	6,221		6,221	30.9%	
509 Electricity	16,689	6,504	20,000	13,496		13,496	32.5%	
537 Cleaning Contract	15,685	6,393	16,000	9,607		9,607	40.0%	
Greenacre Centre :- Indirect Expenditure	57,445	31,959	65,000	33,041	0	33,041	49.2%	0
Net Income over Expenditure	(56,332)	(29,748)	(40,538)	(10,790)				
9001 less Transfer to EMR	(218)	0	0	0				
Movement to/(from) Gen Reserve	(56,114)	(29,748)	(40,538)	(10,790)				
61 Governance & Resources								
6002 Income - Leases	0	20	0	(20)			0.0%	
6003 Income - Miscellaneous	5,180	1,827	50	(1,777)			3653.1%	740
6004 Income - Interest Received	73,943	25,561	70,000	44,439			36.5%	
6008 Income - Mayor Event	52	0	300	300			0.0%	
6009 Stotfest 50	6,118	0	0	0			0.0%	
6010 Income - Insurance Recharge	0	2,140	1,500	(640)			142.6%	
Governance & Resources :- Income	85,293	29,547	71,850	42,303			41.1%	740
601 Staff Salaries	349,695	169,277	386,000	216,723		216,723	43.9%	
602 Employers NI	29,692	18,195	46,000	27,805		27,805	39.6%	
603 Ers Pension Contrib	41,003	22,695	44,500	21,805		21,805	51.0%	
604 Staff Training	5,928	2,620	7,000	4,380		4,380	37.4%	
605 Clerk's Expenses	345	129	500	371		371	25.8%	
607 Photocopier Costs	2,594	2,138	2,250	112		112	95.0%	
608 Telephone/Fax/ISDN	5,236	2,647	4,000	1,353		1,353	66.2%	
609 Postage	604	203	600	397		397	33.9%	
610 Stationery	4,841	1,693	2,750	1,057		1,057	61.6%	
611 Insurances	10,792	14,930	15,000	70		70	99.5%	
612 Audit Fees	2,640	350	3,200	2,850		2,850	10.9%	
613 Legal Fees	8,814	186	5,000	4,814		4,814	3.7%	
614 Advertising	5,324	847	6,000	5,153		5,153	14.1%	
615 IT Services	28,000	14,602	25,000	10,398		10,398	58.4%	279
618 Subscription/Licence	17,598	16,523	14,000	(2,523)		(2,523)	118.0%	
619 PWLB Loan Repayments	16,199	7,834	20,000	12,166		12,166	39.2%	
620 Civic Allowance	1,664	330	2,000	1,670		1,670	16.5%	

Detailed Income & Expenditure by Budget Heading 01/09/2025

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
621 Bank Charges	543	141	700	559		559	20.2%	
622 Charity Donation	0	1,774	0	(1,774)		(1,774)	0.0%	
627 Travel Expenses	331	0	250	250		250	0.0%	
630 Grants	13,215	0	15,000	15,000		15,000	0.0%	
631 Councillor Training/Mileage	1,271	53	1,000	947		947	5.3%	
632 Professional Support	3,559	0	2,000	2,000		2,000	0.0%	
633 Vehicle Repayments (s106)	0	0	2,410	2,410		2,410	0.0%	
634 Vehicle Insurance	5,250	7,507	5,000	(2,507)		(2,507)	150.1%	
635 Vehicle Fuel	2,498	992	5,000	4,008		4,008	19.8%	
636 Vehicle Maintenance	2,641	1,399	5,000	3,601		3,601	28.0%	
637 Christmas Event	25,777	0	0	0		0	0.0%	
638 Stotfest	52,476	160	0	(160)		(160)	0.0%	
639 Com Engagment	14,752	0	0	0		0	0.0%	
641 Arlesey Rd Repayment (s106)	0	0	4,000	4,000		4,000	0.0%	
Governance & Resources :- Indirect Expenditure	653,282	287,225	624,160	336,935	0	336,935	46.0%	279
Net Income over Expenditure	(567,989)	(257,678)	(552,310)	(294,632)				
9000 plus Transfer from EMR	(6,274)	279	0	(279)				
9001 less Transfer to EMR	0	740	0	(740)				
Movement to/(from) Gen Reserve	(574,263)	(258,139)	(552,310)	(294,171)				
<u>62 Precept</u>								
6005 Precept	913,482	475,741	951,481	475,741			50.0%	
Precept :- Income	913,482	475,741	951,481	475,741			50.0%	0
Net Income	913,482	475,741	951,481	475,741				
<u>63 Community Engagement</u>								
6003 Income - Miscellaneous	0	228	0	(228)			0.0%	
6006 Event Income	0	15,176	6,000	(9,176)			252.9%	
Community Engagement :- Income	0	15,404	6,000	(9,404)			256.7%	0
637 Christmas Event	0	284	15,000	14,716		14,716	1.9%	
638 Stotfest	0	27,336	25,000	(2,336)		(2,336)	109.3%	
639 Com Engagment	0	13,638	14,000	362		362	97.4%	
642 Christmas Lights	0	96	24,000	23,905		23,905	0.4%	
643 General Events	0	6,086	10,000	3,914		3,914	60.9%	
644 Youth Engagement	0	0	10,000	10,000		10,000	0.0%	
Community Engagement :- Indirect Expenditure	0	47,439	98,000	50,561	0	50,561	48.4%	0
Net Income over Expenditure	0	(32,035)	(92,000)	(59,965)				

Detailed Income & Expenditure by Budget Heading 01/09/2025

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>71 Town Strategy</u>								
701 Town Strategy	0	0	4,000	4,000		4,000	0.0%	
Town Strategy :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(4,000)</u>	<u>(4,000)</u>				
<u>85 Earmarked Reserves</u>								
8002 Income EMR - Cemetery	2,000	2,000	0	(2,000)			0.0%	2,000
Earmarked Reserves :- Income	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>(2,000)</u>				<u>2,000</u>
806 EMR -Buildings Fund	113,713	13,119	10,000	(3,119)		(3,119)	131.2%	13,119
809 EMR - PCemetery Projects/Paths	5,930	0	0	0		0	0.0%	
815 EMR-Public Realm Projects	12,758	4,200	0	(4,200)		(4,200)	0.0%	4,200
817 EMR-Rec Street Lighting	0	0	10,000	10,000		10,000	0.0%	
818 EMR Riverside MUGA	0	0	5,000	5,000		5,000	0.0%	
820 EMR-Estab Office Equipment	5,126	0	2,500	2,500		2,500	0.0%	
824 Christmas Lights	10,000	0	0	0		0	0.0%	
825 EMR - Sinking Fund-GAC	0	0	10,000	10,000		10,000	0.0%	
826 EMR Youth Work	4,950	0	0	0		0	0.0%	
828 EMR S106 Pix Brook Play Area	0	3,450	0	(3,450)		(3,450)	0.0%	3,450
833 EMR- S106 Greenacre Park	5,967	10,848	0	(10,848)		(10,848)	0.0%	10,848
835 EMR -S106 A Rd MUGA, Gym outdr	0	0	5,000	5,000		5,000	0.0%	
839 EMR - Ground Main Contract	73,795	0	0	0		0	0.0%	
Earmarked Reserves :- Indirect Expenditure	<u>232,239</u>	<u>31,617</u>	<u>42,500</u>	<u>10,883</u>	<u>0</u>	<u>10,883</u>	<u>74.4%</u>	<u>31,617</u>
Net Income over Expenditure	<u>(230,239)</u>	<u>(29,617)</u>	<u>(42,500)</u>	<u>(12,883)</u>				
9000 plus Transfer from EMR	232,239	31,617	0	(31,617)				
9001 less Transfer to EMR	2,000	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(42,500)</u>	<u>(42,500)</u>				
Grand Totals:- Income	1,109,223	564,766	1,128,553	563,787			50.0%	
Expenditure	1,139,760	547,389	1,121,319	573,930	0	573,930	48.8%	
Net Income over Expenditure	<u>(30,537)</u>	<u>17,377</u>	<u>7,234</u>	<u>(10,143)</u>				
plus Transfer from EMR	208,498	76,701	0	(76,701)				
less Transfer to EMR	1,782	2,740	0	(2,740)				
Movement to/(from) Gen Reserve	<u>176,178</u>	<u>91,338</u>	<u>7,234</u>	<u>(84,104)</u>				

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
9006 EMR - Building Fund	36,714.99	-18,904.48	17,810.51
9009 EMR - Cemetery Projects	231,623.26	2,000.00	233,623.26
9010 EMR - Teasel	450.00		450.00
9015 EMR - Public Realm Projects	51,003.31	-10,698.99	40,304.32
9017 EMR - Street Lights	54,890.00	10,000.00	64,890.00
9018 EMR - Riverside MUGA	11,148.34	5,000.00	16,148.34
9020 EMR - Estab Office Equip	0.00	2,221.00	2,221.00
9021 EMR - Election Fund	20,637.95		20,637.95
9025 EMR - GAC Sinking Fund	142,735.00	10,000.00	152,735.00
9026 EMR - Youth Work	5,410.40		5,410.40
9027 EMR - S106 GAC	203,510.00	-4,438.07	199,071.93
9028 EMR - S106 Pix Brook PA	434,385.00	-3,450.00	430,935.00
9030 EMR - Riverside Cpk Ext.	40,000.00		40,000.00
9031 EMR - S106 PC Ave	135,000.00		135,000.00
9032 EMR - Tree Work	28,374.00		28,374.00
9033 EMR - S106 Greenacre Park	788,779.05	-10,848.20	777,930.85
9036 EMR - Facilities Team Set Up	13,600.21	-433.98	13,166.23
9037 EMR - A Rd MUGA Sinking Fund	10,000.00	5,000.00	15,000.00
9038 EMR - Car Park Reserve	428.74	739.59	1,168.33
9039 EMR - Ground Main Contract	151,205.08	-17,648.73	133,556.35
	<u>2,359,895.33</u>	<u>-31,461.86</u>	<u>2,328,433.47</u>