

STOTFOLD TOWN COUNCIL

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



30 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 5 November 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 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

Mr John Tizzard, Police and Crime Commissioner for Bedfordshire will address the meeting.

464/25 APOLOGIES FOR ABSENCE

For Decision

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

465/25 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 Members' declarations of interest in items on the agenda.
- b. To consider any requests for dispensations.

466/25 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.

467/25 MEMBERS ON OTHER AUTHORITIES

For Information

To receive and note the reports of CBC Ward Councillors.

468/25 COUNCIL MINUTES

For Decision

To approve the minutes of the Council meeting held on 8 October 2025 as a true record of the meeting.

469/25 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

For Information

Civic Attendance report attached for information.

470/25 CLERK'S REPORT

For Information

To note the Clerk's report.

471/25 COMMITTEE MINUTES

471.1/25 Building Management Committee - 24 September 2025

For Information

To receive the minutes of this committee which were omitted from the previous meeting.

#buildingmanagement

471.2/25 Planning Committee - 1 October 2025

For Information

To receive the minutes of this committee

#planning

471.3/25 Governance and Resources Committee - 1 October 2025

For Decision

To receive the minutes of this committee and resolve to adopt the following policies:

- Information and Data Protection Policy
- Scheme of Delegation
- Customer Care Policy
- Civic Protocol

#governanceandresources

471.4/25 Public Realm Committee - 15 October 2025

For Information

To receive the minutes of this committee.

#publicrealm

471.5/25 Governance and Resources Committee - 29 October 2025

For Decision

To receive the minutes of this committee and resolve to adopt the following:

- Reserves Policy 2025
- Stress Management Policy
- Business Continuity Plan

#governanceandresources

472/25 FINANCE & RISK MANAGEMENT

472.1/25 Interim Internal Auditor's Report

For Decision

To receive the Interim Internal Auditor's report and resolve to adopt any recommendations.

472.2/25 Expenditure September 2025

For Decision

To resolve to approve expenditure for September 2025.

#expenditure

472.3/25 Income September 2025

For Information

To note income received for September 2025.

#income

472.4/25 Income and Expenditure Report

For Information

To note the income and expenditure to date.

#incomeandexpenditure #emr

473/25 STRATEGIC PLAN 2025-30

For Decision

To adopt the proposed Strategic Plan for 2025-30

#strategicplan

474/25 LOCAL COUNCIL AWARD SCHEME

For Decision

To resolve to apply for the Local Council Award Scheme in May 2026.

#icas

475/25 APPOINTMENT TO OUTSIDE BODIES

For Decision

To appoint a representative to the Mossman Committee.

476/25 REPORTS FROM MEMBERS ON OUTSIDE BODIES

For Information

- Cllr N Venneear, Police Priority Setting Forum (verbal report)

477/25 MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

For Information

478/25 DATE OF NEXT MEETING

For Information

Wednesday 3 December 2025

[2025-10-08 - Town Council - Minutes.pdf](#)

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

[25-11-05 FC Clerk's Report.pdf](#)

[2025-09-24 - Buildings Management Committee - Minutes.pdf](#)

[2025-10-01 - Planning Committee - Minutes.pdf](#)

[2025-10-01 - Governance Resources Committee - Minutes.pdf](#)

[Information and Data Protection Policy 2025 Revised.pdf](#)

[Scheme of Delegation - 2025 V4.pdf](#)

[Customer Care Policy 2025.pdf](#)

[Civic Protocol 2025.pdf](#)

[2025-10-15 - Public Realm Committee - Minutes.pdf](#)

[2025-10-29 - Governance Resources Committee - Minutes.pdf](#)

[Reserves Policy 2025.pdf](#)

[Stress Management Policy 2025.pdf](#)

[Business Continuity Plan 2025 - DRAFT.pdf](#)

[StotfoldTC Interim IA Oct 25.pdf](#)



MINUTES OF THE MEETING OF TOWN COUNCIL HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 8 OCTOBER 2025 AT 19:00

Present:

Cllr J Smith (Deputy Mayor), Cllr L Anderson, Cllr M Cooper, Cllr S Dhaliwal, Cllr S Hayes, Cllr L Miller, Cllr D Matthews, Cllr B Saunders, Cllr B Woods

Apologies:

Cllr J Talbot, Cllr J Bendell, Cllr Steve Buck, Cllr J Hyde, Cllr J Headington, Cllr N Venneear

Also Present:

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

450/25 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Bendell, Buck, Headington, Hyde, Talbot, and Venneear.

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

451/25 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

There were no disclosures of interests

452/25 PUBLIC SECTION

There were no members of the public present.

453/25 MEMBERS ON OTHER AUTHORITIES

Councillor Woodfine provided an update on various local authority matters including ongoing issues with the development South of Arlesey Road, including complaints from residents about dust and disruptions caused by delivery lorries. Measures to mitigate these issues were being implemented, including adjusting delivery times to avoid school runs and directing site traffic to avoid town congestion. Updates on the Pendleton Way improvements, traffic advisement at schools, and various road adoptions were also provided.

Cllr Mason reported on the latest fly tipping initiative from CBC with additional support to catch people fly tipping.

454/25 COUNCIL MINUTES

Members received the minutes of the Council meeting held on 3 September 2025.

Decision: It was **RESOLVED** to adopt the minutes of the meeting held on 3 September 2025 as a true record of the meeting.



455/25 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

The Mayor's announcements and civic attendance report were circulated prior to the meeting.

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

456/25 CLERK'S REPORT

The Clerk's report was received and noted. The report included updates on planning enforcement for Jubilee Meadow and concerns from Roecroft School about the proposed skate park. The Clerk advised that the Town Council should not take over the Jubilee Meadow site until the planning enforcement issue is resolved. The developer has been contacted for comment, but no response has been received yet.

Members asked the Town Clerk to keep Roecroft School informed of developments with the skate park and invite them in for a meeting to discuss their concerns.

Task: Town Clerk to keep Roecroft School informed of developments and invite them for a meeting to discuss their concerns.

457/25 COMMITTEE MINUTES

The minutes of the following Committee meetings were received:

457.1/25 Public Realm Committee - 10 September 2025

Cllr Anderson presented the minutes of the Public Realm Committee meeting held on 10 September 2025. Key discussions included a presentation from a company interested in installing a padel court at Arlesey Road and agreement to pursue green flag status for the cemetery

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

457.2/25 Community Engagement Committee - 15 September 2025

The Community Engagement Committee minutes were received for information purposes. Highlights included the adoption of an event schedule for 2026/27 and approval to increase stall charges for events.

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

457.3/25 Building Management Committee - 24 September 2025

The incorrect minutes had been attached to the agenda. Cllr Matthews summarised the meeting, which included review of the Greenacres Centre plant room maintenance contract, and discussions on Memorial Hall refurbishment proposals. The proposal to install in-post lockers was reviewed, and locations at the Memorial Hall and Greenacres Centre were agreed upon.

458/25 FINANCE & RISK MANAGEMENT

458.1/25 Conclusion of Audit 2024-25

The Annual Governance and Accountability Return for 2024-25 was received,

Decision: It was **RESOLVED** to note the comments raised by the External Auditor.



458.2/25 Expenditure August 2025.
Members received the expenditure report for August 2025.

Decision: It was RESOLVED to approve the expenditure report for August 2025.

458.3/25 Income Received
The income received for August 2025 was noted.

Decision: It was RESOLVED to note the income report.

458.4/25 Income and Expenditure and Earmarked Reserves Reports
The year-to-date income and expenditure report and Earmarked Reserves were reviewed and noted.

Decision: It was RESOLVED to note the year-to-date income and expenditure report and Earmarked Reserves.

459/25 BATPC TOWN COUNCIL REPRESENTATIVES

The appointment of Councillor Bendell as the Town Council's representative on BATPC was ratified. Councillor Bendell will attend the AGM next week.

Decision: It was RESOLVED to appoint Councillor Bendell as the Town Council's representative on BATPC.

460/25 REPORTS FROM MEMBERS ON OUTSIDE BODIES

No reports were received from members on outside bodies.

461/25 MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

Cllr Anderson raised concerns about the inaccuracy of the Town Council's coat of arms, which had been reproduced incorrectly. A new graphic has been commissioned to rectify the error, and the correct version will be gradually reintroduced. There were no other items raised for information purposes.

462/25 WORK PROGRAMME

The work programme for Full Council was noted. It was highlighted that Mr John Tizzard, the Police Commissioner, will be attending the next meeting on 5 November 2025.

463/25 DATE OF NEXT MEETING

Wednesday, 5 November 2025.

The meeting closed at 19:32

SIGNED BY CHAIR:

MINUTES APPROVED (date):



STOTFOLD TOWN COUNCIL

Mayor's Civic Attendances – October 2025

It is noted that the Mayor did not attend any civic engagements within the period covered by this report.

Deputy-Mayor's Civic Attendances October 2025

Thursday 2 October – Newport Pagnell Musical Event

Thursday 9 October – Ampthill Town Council Civic Reception

Saturday 11th October – Leighton Linlade Charity Concert



Ampthill Town Council Civic Service October 2025

STOTFOLD TOWN COUNCIL

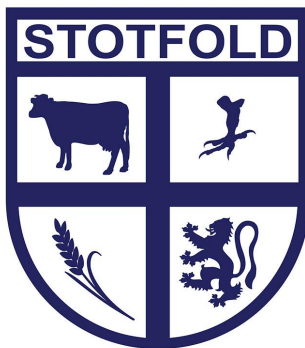
COMMITTEE:	FULL COUNCIL
MEETING DATE:	5 NOVEMBER 2025
REPORTING OFFICER:	EMMA PAYNE, TOWN CLERK & RFO
REPORT TITLE:	CLERK'S REPORT

1. JUBILEE MEADOW ENFORCEMENT

No update has been received from either CBC or the developer on the enforcement of the management plan. Some maintenance works have been undertaken on site.

2. COAT OF ARMS

A new coat of arms has been designed, and is being phased across all printed materials as and when. More permanent assets e.g. gazebo, uniform will be replaced when the need arises.



3. OVERVIEW AND SCRUTINY COMMITTEE

This is being promoted via the Town Council website, Stotfold News, social media and posters on notice boards. There has already been interest from residents.



MINUTES OF THE MEETING OF BUILDINGS MANAGEMENT COMMITTEE HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 24 SEPTEMBER 2025 AT 19:30

Present:

Cllr D Matthews (Chair), Cllr S Hayes (V Chair), Cllr M Cooper, Cllr Brian Saunders, Cllr John Talbot, Cllr Nigel Venneear,

Apologies:

Cllr J Bendell, Cllr J Hyde

Also Present:

Cllr S Buck (Mayor – ex officio)
Cllr J Smith (Deputy Mayor, ex-officio)
E Payne, Town Clerk
S Riley, Public Realm Manager

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Hyde and Bendell.

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

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interests.

3. PUBLIC SECTION (MAX. 15 MINUTES)

There were no public participants present at the meeting.

4. MINUTES OF THE PREVIOUS MEETING

The minutes from the Building Management Committee meeting held on 30 July 2025 were received. Councillor Cooper raised a query regarding a vote related to the football club's agreement with food vendors, clarifying that the agreement would be between the Town Council and the food vendors, with nominations from the football club.

Decision: It was **RESOLVED** to approve the minutes of 30 July 2025 as a true record of the meeting.

5. CLERK'S REPORT AND ACTION TRACKER

Members received the Clerk's report and action tracker. The Clerk highlighted the DKSM charity hire on 19 September, which raised £2,319. The charity expressed gratitude for the free hire of the hall. Additionally, updates on various ongoing actions were noted, with no significant changes reported.

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



6. REPORTS TO COMMITTEE

6.1. BUILDING MANAGEMENT BUDGET 2026/27

The Town Clerk presented the first draft of the Building Management Committee budget for 2026/27. The budget included anticipated rises in utility costs which had been renewed on a 3-year contract through a broker.

The Clerk reported on the need for fire doors and fireproof curtains at the Memorial Hall, as advised by the compliance contractor. The budget for safety compliance had been adjusted to £30,000 to balance the budget. The committee were advised that a detailed compliance report would be considered at the next meeting.

Maintenance costs were separated by site to comply with VAT exemption calculations. Compliance costs had also been separated as these are not general maintenance and are non-negotiable.

Decision: It was **RESOLVED** to recommend the budget to Governance and Resources Committee.

6.2. GREENACRE CENTRE MAINTENANCE CONTRACT

The committee reviewed quotes from contractors for the Greenacre Centre maintenance. Contractor A was recommended due to their comprehensive compliance with the specification, including gas servicing.

Decision: It was **RESOLVED** to award a three-year contract for the maintenance of the plant equipment at the Greenacre Centre to Bradders Ltd at an annual cost of £6,450 plus VAT

Task: Public Realm Manager to liaise with contractor to undertake regular maintenance schedule.

6.3. PROPOSED REFURBISHMENT OF MEMORIAL HALL

Members received a report on the proposed use of S106 funding with a proposed list of refurbishments including the installation of new lighting, Wi-Fi and CCTV.

Decision: It was **RESOLVED** to proceed with obtaining quotes for works outlined in the report for consideration at a future meeting.

Task: Public Realm Manager to obtain quotes for works outlined in the report for presentation to a future meeting.

6.4. INPOST LOCKERS

The committee discussed the installation of InPost lockers at two proposed sites. The surveyor's concerns about the proposed location at the Memorial Hall with gap between the pavement and the lockers were noted. The second suggested location was freestanding with solar power and would have bollards installed to prevent damage from cars.

Members also commented about the location at the Greenacre Centre, suggesting it could be at the side of the building. They were advised that this would affect the residents in the flats overlooking the building. The committee decided to proceed with two sites, pending a review of the surveyor's report on the alternative location at the Greenacre Centre.



Decision: It was **RESOLVED** to install two In-Post lockers at the Memorial Hall and Greenacre Centre, subject to suitable site surveys.

Task: Town Clerk to action installation of In-Post lockers subject to survey results.

6.5. DISPLAYING ART AT THE GREENACRE CENTRE

Options for displaying art were considered, with the committee favouring option 2, which involved a more robust system for hanging artwork. The Town Rangers were capable of installing the system.

Decision: It was **RESOLVED** to install a **STAS** art hanging system in the lobby at the Greenacre Centre at the costs outlined in the report from the Buildings Maintenance budget.

Task: Public Realm Manager to arrange installation of hanging preferred art installation system.

6.6. FREE HIRE INFORMATION FOR 2025

The Public Realm Manager's report on free hires was noted. The Children Centre and Citizens Advice had steady attendance.

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

7. WORK PROGRAMME

The committee's work programme was reviewed, including compliance regime reports, works to ensure the stage lights and curtains and compliant and consideration of a more robust hearing loop. Fees and charges under the committee's purview were also to be reviewed.

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

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

No specific items were discussed under this agenda item.

9. DATE OF NEXT MEETING

Wednesday 26 November 2025.

The meeting closed at 19:25.

SIGNED BY CHAIR:

MINUTES APPROVED (date):



MINUTES OF THE MEETING OF PLANNING COMMITTEE HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG, ON WEDNESDAY 1 OCTOBER 2025 AT 19:00

Present:

Cllr L Anderson (Chair), Cllr J Bendell, Cllr S Buck, Cllr S Hayes, Cllr J Hyde, Cllr B Woods

Apologies:

Cllr M Cooper, Cllr J Headington and Cllr L Miller

Also Present:

Cllr J Talbot
E Payne, Town Clerk
1 Member of the public (virtually)

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Cooper, Headington and Miller.

Cllr Dhaliwal was absent.

Decision: It was RESOLVED to accept apologies

2. DISCLOSURE OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest received.

3. PUBLIC SECTION (MAX. 15 MINUTES)

The Chair invited public participation, noting that no members of the public had requested to speak prior to the meeting.

4. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the Planning Committee meeting held on 2 July 2025.

Decision: It was RESOLVED to accept the minutes of the meeting held on 2 July 2025 as a true record of the meeting.

5. CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION

There were no items to report.

6. PLANNING APPLICATIONS

6.1. CB/25/02740/RM Land South of Arlesey Road, Arlesey Road, Stotfold

The major application for 100 dwellings and an integrated Care Village on the south of Arlesey Road was discussed.



The landscape strategy for the site is centred on retaining the existing flood meadows and making them publicly accessible as a naturalistic landscape by which access will be provided through a combination of hoggin paths in areas less susceptible to flooding, and mown routes where ground is more likely to hold together. Drawing JBA 17/133-BNG02 shows 'post development sealed surfaces' beside the brook this is not conducive to a 'naturalistic landscape'. Mown paths would be sufficient. Planning committee support this proposal.

The NEAP has been carefully located to integrated within the wider landscape and open space network but also ensuring that there is a strong natural surveillance from surrounding dwellings, promoting safety and encouraging everyday use. The committee agreed that the Town Council should explore the potential for a pedestrian link to the site from Waters End which would existing residents easy access to the play area and create a circular route.

The housing on Parcel B will positively front onto the open space that sits south of Pix Brook. A long access from the development from the north will cross the flood plain. This principle was established at the outline stage. The access road will have speed mitigation measures to ensure safety. A shared cycle and pedestrian route will follow the access road.

Members discussed connecting up with the bridleway on Hitchin Rd for a safe cycle route to school. Parcel C makes no connection to this, but it would also serve as access for residents from the site on to Hitchin Rd and its bus stop. Planning committee support this suggestion.

The CBC Rights of Way officer made comments on the application but these were not available on the website. STC would welcome sight of these.

No lighting will be proposed on the northern or western boundaries of the site, and no light spillage is expected on the northern or western areas of the site; therefore, the areas highlighted to be sensitive to lighting will not be significantly impacted by the proposed development. Providing the above recommendations during and after construction are followed, the lighting across the development as a whole would be minimal and sensitive to nocturnal wildlife.

Ecological Enhancement Strategy and open space. There was no indication about who was responsible for this area and the Town Council would not be interested in taking on responsibility for its maintenance.

Bridge / main access construction risks to Pix brook

Biodiversity Net Gain (BNG) is not mandatory on the scheme but the claim that excess units are being delivered is not correct in all aspects because a watercourse unit calculation has not been provided. Given works proposed to install a new bridge over the Pix Brook there will likely be a deficit in watercourse units. Table 1 of BNG calculation states watercourse footprint is retained. Image shows this is not the case with the 'embankments reprofiled to suit culverts'. The riverbed will be completely destroyed and replaced with concrete and heavy shading this is a detrimental impact.

The CEMP submitted for condition 8 of the outline application does not address impacts to the watercourse as a result of new bridge construction. 'The single crossing across Pix Brook should be designed to ensure that Otters and other



small mammals can pass under the crossing when the watercourse levels are high.'. Not shown on 18358-ARLE-5-260

Decision: It was **RESOLVED** to not object to the application and make the Planning Officer aware of the Town Council’s comments as outlined above.

6.2. CB/25/02668/FULL 120 Trinity Road, Stotfold, Hitchin, SG5 4EQ
The proposal for single-storey front porch, side, and rear extensions following the demolition of the existing garage was considered. Members raised concerns about the loss of parking space due to the removal of the garage but acknowledged that garages are often not used for parking.

Decision: It was **RESOLVED** there were no objections to the application.

6.3. CB/25/02752/FULL 20 Coppice Mead, Stotfold SG5 4JX
The proposal for a single-storey rear extension with a roof lantern and front extension was discussed. There were no significant concerns or objections raised, and the application was accepted without further debate.

Decision: It was **RESOLVED** there were no objections to the application.

7. CB/24/0283 - Arlesey Road Development - Street Naming Consultation

The committee reviewed the street naming suggestions for the Arlesey Road development. Previous suggestions had been rejected due to potential confusion with nearby locations. The committee proposed new names, including Egret’s Rise, Lampit Way, and Redhouse Grove, based on historical connections and local wildlife. These suggestions aimed to comply with the street naming policy and provide clear, distinctive names for the new development.

Decision: It was **RESOLVED** to recommend the following names to the Planning Authority:

- a) Egret’s Rise
- b) Lampit Way
- c) Redhouse Grove.

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

There were no items raised.

9. DATE OF NEXT MEETING

To be confirmed.

SIGNED BY CHAIR:

MINUTES APPROVED (date):



**MINUTES OF THE MEETING OF GOVERNANCE & RESOURCES COMMITTEE
HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG
WEDNESDAY 1 OCTOBER 2025 AT 19:30**

Present:

Cllr J Smith (Chair), Cllr L Anderson, Cllr J Bendell, Cllr S Buck, Cllr S Hayes, Cllr J Talbot

Apologies:

Cllrs Headington, Cooper and Matthews.

Also Present:

E Payne, Town Clerk

2 representatives from Arlingclose Investments

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Headington, Cooper and Matthews

Decision: It was RESOLVED to accept apologies

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION

There were no Members of the public present.

4. MINUTES OF PREVIOUS MEETING

Members received the minutes of the meeting held on 30 July 2025.

Decision: It was RESOLVED to adopt the minutes of the meeting held on 30 July 2025 as a true record of the meeting.

5. CLERK'S REPORT AND ACTION TRACKER

Members received the Clerk's report and action tracker. There were no updates.

Decision: It was RESOLVED to note the report.

6. REPORTS TO COMMITTEE

6.1. Town Council Investments

Decision: It was RESOLVED that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and Schedule 12A of the Local Government Act 1972, the public and press were excluded from the meeting due to the confidential nature of the business to be transacted.

A presentation was made by representatives from Arlingclose on potential Town Council investments.



Members then discussed the services offered by Arlingclose, including strategic treasury advice, economic forecasting, investment advice, and performance benchmarking. Members had previously deliberated on whether to proceed with Arlingclose or consider other options such as CCLA and Ingnis. There was a consensus that the Town Council should aim to achieve an investment income of £100,000 per year. It was noted that the Town Council currently has £1,000,000 invested with CCLA and another £1,000,000 in a Unity Trust account yielding 2.1%. The suggestion was made to move the funds from Unity Trust to CCLA temporarily while finalising the contract with Arlingclose.

Decision: It was **RESOLVED** to:

- a) **Transfer £1,000,000 from Unity Trust to CCLA on a short-term basis to maximise the investment returns.**
- b) **Contract Arlingclose to offer financial information to assist with investments for a period of 12 months.**

Task:

- a) **Town Clerk to arrange transfer of funds**
- b) **Town Clerk to arrange contract for services with Arlingclose.**

6.2. Policy Review

Members reviewed several policies for recommendation to Full Council. The Information and Data Protection Policy 2025 has been revised to include Assertion 10, which is included in the Annual Governance and Accountability Return for 2025-26, which pertains to cybersecurity and the use of personal devices for accessing data. The Investment Policy was deferred until the investment strategy is finalised. The Scheme of Delegation was updated following the appointment of the Deputy Clerk.

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

- a) **Information and Data Protection Policy**
- b) **Scheme of Delegation.**

6.3. Policy Adoption

Members considered the adoption of new policies, including the Customer Care Policy and the Civic Protocol. The Customer Care Policy outlines the time scales for responding to letters and email queries, initially set at five days to acknowledge and ten days to respond. After discussion, it was agreed to reduce the acknowledgment time to three days and the response time to five days. The Civic Protocol was also reviewed.

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

- a) **Customer Care Policy**
- b) **Civic Protocol**

6.4. Governance & Resources Budget 2026-27

This item was deferred to the meeting on 29 October 2025.



Decision: It was **RESOLVED** to defer this item to the next meeting scheduled for 29 October 2025.

6.5. Q2 Income and Expenditure Review

The committee reviewed the income and expenditure report for the second quarter. No specific questions or concerns were raised during the discussion.

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

6.6. Wanderbus Funding

Members received an update on the funding request for the Wanderbus. The Wanderbus has developed complications, prompting a request for funding in this financial year and not 2026-27 which had been the intention. The committee discussed the usage of the bus and the criteria for granting funds, which typically cover capital expenditure rather than running costs. Despite concerns about the bus's usage and financial viability, the committee agreed to provide a grant of £4,500 towards the purchase of a second bus.

Decision: It was **RESOLVED** to provide a grant of £4,500 towards the purchase of a bus for the Wanderbus.

Task: Town Clerk to arrange for a grant funding form to be completed by Wanderbus.

6.7. Local Council Award Scheme

Members committee considered applying for the Local Council Award Scheme, which recognises excellence in local council operations. The scheme replaces the Quality Scheme previously held by the Town Council. The committee discussed the benefits of the award, including recognition and showcasing the council's work.

Decision: It was **RESOLVED** to proceed with the application for the Local Council Award Scheme.

6.8. Christmas Hours of Operation

Members reviewed the proposed hours of operation for the Town Council offices during the festive season. The library hours had been advised to the Town Clerk and the café operator will be notified of the changes.

Decision: It was **RESOLVED** to note the hours of operation for the Town Council offices during the festive season.

6.9. Bank Reconciliations

Members were advised that bank reconciliations up to and including August had been verified.

Decision: It was **RESOLVED** to note the bank reconciliations have been agreed.

7. MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

There were no items raised.



8. WORK PROGRAMME

Members reviewed and noted the work programme for the Governance & Resources Committee. No questions or amendments were proposed.

Decision: It was RESOLVED to note the report.

9. DELEGATED DECISIONS

The Town Clerk's delegated decisions relating to the committee were noted.

Decision: It was RESOLVED to note the report.

10. DATE OF NEXT MEETING

Wednesday 29 October 2025.

11. CONFIDENTIAL ITEMS

In accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and Schedule 12A of the Local Government Act 1972, the public and press were excluded from the meeting due to the confidential nature of the business to be transacted.

11.1. Staffing Matters

Members received a verbal update on the recruitment of a 6-month contract for the role of Business Services Officer. This allowed some flexibility as the staffing structure continues to evolve with the additional compliance responsibilities.

The meeting closed at:

SIGNED BY CHAIR:

MINUTES APPROVED (date):



STOTFOLD TOWN COUNCIL

INFORMATION AND DATA PROTECTION POLICY – 2025

VERSION 2

1. Purpose and Scope

This policy sets out how the Council protects and manages its information assets, including personal data, in line with the UK General Data Protection Regulation (GDPR), Data Protection Act 2018, and sector best practice (JPAG, NALC, SLCC).

It applies to all councillors, staff, contractors, and volunteers handling Council information, whether held electronically or on paper.

2. Legal and Regulatory Framework

The Council is committed to complying with:

- UK General Data Protection Regulation (GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- AGAR requirements (including Assertion 10: Digital and Data Compliance)
- Relevant guidance from the Information Commissioner's Office (ICO), JPAG, NALC, and SLCC

3. Roles and Responsibilities

- The Clerk is responsible for day-to-day information security and data protection.
- All users must follow this policy and report any security incidents or data breaches immediately.
- Data Protection Officer (DPO):
As of 2025, parish and town councils are exempt from the legal requirement to appoint a DPO under Section 7 of the Data Protection Act 2018. However, the Council may appoint a DPO as good practice. If appointed, the DPO will advise on data protection obligations, monitor compliance, and act as the contact point for the ICO.

4. Data Protection Principles

The Council will ensure that personal data is:

- Processed lawfully, fairly, and transparently
- Collected for specified, explicit, and legitimate purposes
- Adequate, relevant, and limited to what is necessary
- Accurate and kept up to date
- Kept only as long as necessary
- Processed securely

5. Information Security

The Council will ensure:

- Confidentiality: Information is accessible only to authorised users.
- Integrity: Information is accurate and complete.
- Availability: Information is accessible to authorised users when required.

6. Asset Inventory and Classification

- The Council maintains an up-to-date inventory of all information assets, including:
 - Computers, laptops, and mobile devices

- Software and cloud services
- Paper records
- Backups and portable media
- Each asset is classified by sensitivity and protected accordingly.

7. Access and User Management

- Access to information is restricted to those who need it for Council business.
- All devices and systems are password-protected with strong, unique passwords.
- Access is removed promptly when a user leaves or changes role.
- Use of council-owned email accounts (preferably .gov.uk) is mandatory for Council business.

8. Data Handling, Retention, and Sharing

- Personal data is collected, used, and retained only as necessary for Council purposes, in line with the Council's Privacy Notice and Document Retention Policy.
- Data is not shared with third parties except as required by law or with consent.
- Backups are taken regularly, stored securely (including offsite/cloud), and tested periodically.
- Data is securely deleted or destroyed when no longer required.

9. Digital and Data Compliance (AGAR Assertion 10)

The Council will:

- Comply with all relevant digital and data protection laws, including the UK GDPR and Data Protection Act 2018.
- Maintain an up-to-date inventory of all digital assets and ensure appropriate security controls are in place.
- Restrict access to digital systems to authorised users and require the use of council-owned email accounts for council business.
- Encrypt sensitive data and ensure regular, secure backups.
- Conduct regular risk assessments and provide ongoing training to all users.
- Maintain clear procedures for reporting and responding to data breaches or cyber incidents.
- Review digital and data compliance annually and as part of the AGAR process.

10. Technical and Physical Security

- All computers are protected by up-to-date anti-virus and firewall software.
- Regular software and security updates are applied.
- Data is encrypted where possible, especially on portable devices and backups.
- Paper records are stored in locked cabinets or rooms.
- Devices and media are securely wiped or destroyed before disposal.
- Security Policy implemented and maintained, including Multi-Factor Authentication.

11. Incident Management and Breach Reporting

- All security incidents, including data breaches, must be reported immediately to the Clerk (or DPO, if appointed).
- Serious incidents are reported to the Council and, where required, to the Information Commissioner's Office (ICO) within 72 hours.
- The Council maintains a log of all incidents and reviews lessons learned.

12. Training and Awareness

- All staff, councillors, and volunteers receive regular training on information security and data protection.
- The policy is reviewed and updated at least every two years, or sooner if required by law or following an incident.

13. Review and Audit

- The Council conducts regular data audits and risk assessments.
- Compliance with this policy is monitored, and improvements are made as needed.
- This policy will be reviewed every two years, or more frequently if required by changes in legislation or following a security incident.

14. Related Policies

This policy should be read in conjunction with:

- Privacy Notice
- Document Retention Policy
- Information Security Asset Inventory

Glossary

- AGAR — Annual Governance and Accountability Return
- DPO — Data Protection Officer
- GDPR — General Data Protection Regulation
- ICO — Information Commissioner's Office
- JPAG — Joint Panel on Accountability and Governance
- NALC — National Association of Local Councils
- SLCC — Society of Local Council Clerks

Revision History:

Version	Date	Notes
1	March 2025	Replaced the previous policy - Information and Data Protection Policy – 2018
2	November 2025	Review and merged with information security policy to adhere to new AGAR assertion 10 Digital and Data Compliance



STOTFOLD TOWN COUNCIL

SCHEME OF DELEGATION TO COUNCIL, COMMITTEES AND OFFICERS

VERSION 4

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1. INTRODUCTION

The Town Council's Scheme of Delegation is a policy designed to enable the Town Council to run effectively and efficiently. Without this, every decision would have to be taken by the Full Council. Decision making powers are given to both Committees and Officers to enable the Town Council to react to circumstances and operate effectively.

Power cannot be legally delegated to individual Councillors or Working Parties/Task and Finish Groups.

Working Parties or Task and Finish Groups are ordinarily established to investigate and/or review particular matters then report back to the relevant committee or Full Council with its findings, which may include recommendations.

This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed annually or earlier, for example when there are staffing changes.

One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to Members.

Where consultation with others is a requirement of the ability to act it is clearly set out with whom the consultation should take place.

Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the deviation occurred.

The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its various committees. This element of the scheme incorporates the Terms of Reference of the committees.

2. THE POWER TO DELEGATE

2.1 The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101. Local Government Act 1972 S. 101. Arrangements for discharge of function by local authorities

- a) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: (a) by a Committee, a sub-Committee, or an officer of the authority, or (b) by any other local authority
- b) Whereby virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the subcommittee may arrange for the discharge of any of those functions by an officer of the authority.
- c) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, subcommittee, officer, or local authority shall

not prevent the authority or committee by whom the arrangements are made from exercising those functions.

- d) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.
- e) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

3. FULL COUNCIL FUNCTIONS

3.1 The following matters are to be dealt with by the Full Council:

- a) To do anything calculated to facilitate or conducive or incidental to the discharge of any of their functions (LGA 1972, s111), General Power of Competence (Localism Act 2011).
- b) Appointment of Mayor and Deputy Mayor of the Council.
- c) Approval of Budget and setting the Precept.
- d) Approval of the Annual Return and Audit of Accounts.
- e) Authorisation of borrowing.
- f) Adopting or changing all policies including Standing Orders, Financial Regulations, and the Scheme of Delegation.
- g) Agree or amend the terms of reference for Committees, deciding on their composition and making appointments to them.
- h) Filling any vacancies occurring on any committee of the Council during the municipal year.
- i) Making of Orders under any statutory powers.
- j) Making, amending, or revoking By-laws.
- k) Appointment of Standing Committees.
- l) Appointing Town Council representatives to outside bodies.
- m) Co-option of Members when a casual vacancy arises.
- n) All other matters which must, by law, be reserved to the Full Council.
- o) Appointment of the Clerk/RFO.
- p) To adopt the schedule of meetings for the ensuring year.
- q) Declaring the eligibility of the General Power of Competence.
- r) Approve any commitment in excess of £10,000 providing that it is within that Committee's budget.
- s) Agreement to take on new, including devolved services, subject in all cases to a fully costed business plan to be recommended by the Governance & Resources Committee.
- t) To determine matters involving expenditure for which budget provision is not made or is exceeded.

4. DELEGATION TO COMMITTEES

The following are delegated to the Town Council's Committees to make decisions on behalf of the Town Council. Committees are delegated plenary decision-making powers in respect of matters delegated. They must be exercised in accordance with the law,

Town Council Standing Orders and Financial Regulations and any approved policy framework and budget.

Full Council may, at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to Full Council. Similarly, where a Committee has no delegated power to decide, it makes a recommendation to Full Council.

4.1 All Committees

- a) Creation and appointment of Working Groups or Task and Finish Groups.
- b) Appointment of non-councillors to Working Groups/Task and Finish Groups where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of Councillors.

4.2 Governance & Resources Committee

All matters except for creating Council Policy relating to:

a) Finance & Risk Management

- The setting up and monitoring of internal control systems for the oversight of Council expenditure.
- The periodic review of the Internal Audit arrangements and monitoring reports with reports and any recommendations being adopted by Council.
- The periodic review of the Risk Management arrangements with recommendations for adoption by the Town Council.
- Resolve actions incurring expenditure within its budget.
- Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Town Council.
- To conduct a half yearly appraisal of the budgets based on September figures.
- To receive estimates of expenditure in December for the forthcoming financial year from other committees of the council, to set a recommendation for the Precept for approval by full council.
- Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
- Responsibility for the control of the Legacy Account and associated matters.

b) Human Resources

- To oversee the conditions of service for employees.
- To monitor staff contracts of employment, terms and conditions and policies relating to the employment of staff including but not exclusively:
 - Annual review of absence levels
 - Confirmation that annual performance management has been undertaken
 - Pension arrangements
 - Staffing levels
 - Staffing policies and staff handbook
 - To review staff salaries and contracts when information from NALC is available.
 - To form sub-committees for staff appointments, grievances and appeals as required.

c) Policy

- The development of policy for recommendation to Council.
- The periodic review of the Council's standing orders and financial regulations with recommendations for amendments to be ratified by Council.
- Ensure that the Town Council complies with strategic health and safety regulations.
- The implementation and operation of the Council's Public Sector Equality Duty
- In all considerations and actions, follow the council's adopted corporate strategic plan.
- Review all documents pertaining to this Committee.
- To seek nominations and decide on winner of the Citizens Award scheme – to be kept confidential within committee until the Annual Town Meeting, when award presentations will take place.

4.3 Public Realm Committee

a) Open Spaces

- Management, control, and development of all playing fields, sports grounds, open spaces, play areas, skate parks and other leisure and recreational facilities.
- Prepare and maintain grass cutting schedules for all open spaces and recreational facilities.
- Arrange repairs and maintenance of the following sites:
 - Hitchin Road Recreation Ground
 - Riverside Playing Fields
 - Greenacre Park
 - Arlesey Road Recreation Ground
 - Multi Use Games Areas (Arlesey Road and Riverside)
 - The Green
 - Pix Brook Play Area
 - Prince Charles Avenue Play Area and open space, associated play equipment
 - Jubilee Meadow and open space
 - Public conveniences and car park at Brook Street/High Street
 - Public conveniences at Arlesey Road Recreation Ground.
- Liaise with and support the local environmental group, TEASEL, particularly with their support work on Town Council open space, including Centenary Wood.
- Maintain and improve landscape throughout the town.
- Monitor and protect the footpath and bridleway network within the town.
- Arrange spraying of foreign growth on footpaths as designated by the committee.
- Have overall responsibility for Town Council owned sporting facilities and public open spaces.
- Provision and maintenance of litter bins, bus shelters and seats within the town.
- Maintenance of flowerbeds, tubs, troughs, and any other areas held by the Council on lease or licence.
- Maintain a rolling programme of maintenance and major projects.
- Review contracts for maintenance for MUGAs and all-weather pitches, Pix Brook play area, Arlesey Road, Hitchin Road recreation ground, Greenacre Park, and Riverside Recreation ground.
- To ensure that the Town Council complies with health and safety regulations in relation to open spaces, streetlights, cemetery, and recreational facilities.
- Review all documents pertaining to this Committee.
- In all considerations and actions, follow the council's adopted Corporate Strategic Plan.

- b) Highways**
- Liaise with Central Bedfordshire Council on matters relating to improvements on roadways, footways, footpaths, car parking and drains within the town.
- c) Allotments**
- Management of Town Council owned allotments.
 - Management of Common Road Allotments on behalf of the Eleemosynary Charity of William Field.
- d) Streetlights**
- Responsibility for the maintenance and supply of Stotfold Town Council owned street lighting.
 - To liaise with Central Beds Council for the repair and upkeep of all lighting columns within the town, owned by them.
 - Responsibility for the street lighting maintenance contract and tenders on a six-yearly basis.
 - In all considerations and actions, follow the Council's adopted corporate strategic plan.
- e) Trees**
- To take decisions on landscaping and tree planting in consultation with the Town Council's Tree Warden and following inspections as per council's Tree Management Policy.
 - Maintain and manage trees on Town Council owned land, according to the council's adopted Tree Management Policy.
- f) Cemetery**
- To continue improvements to the site for its use as a burial ground.
 - To monitor, review and determine the Rules and Regulations pertaining to Interments and Memorials.
 - To monitor the capacity of the present site and consider future expansion.
 - To review the leases for the Chapel of Rest and Mast, and renew, reissue, or seek new tenants as required.
 - To undertake visits to the Cemetery for monitoring and assessments of maintenance and repair works needed.
 - To arrange an inspection of the stability of the memorials every five years.
 - Maintain a rolling programme of maintenance and major projects relating to the cemetery.
- g) Finance**
- Resolve actions incurring expenditure within its budget.
 - Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Council, via the Establishment Committee.
 - Conduct a half yearly appraisal of the budgets based on September figures.
 - Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
 - To review and determine the list of charges annually relating to the cemetery fees and open spaces.
 - Responsibility for the leases relating to Town Council owned land and their review, as required.

- Review and set charges and lease rents.

4.5 Building Management Committee

- Be responsible for the overall management and maintenance of:
 - Memorial Hall
 - Greenacre Centre
 - Simpson Centre
 - Site leased to Stotfold (Mossman Centre)
 - Site leased to Stotfold Scouts
 - Site leased to Stotfold Bowls Club
 - Site leased to Stotfold Football Club including clubhouse and surrounding areas (excluding grass and planting) including car park.
 - Cemetery Toilets and Chapel
- To ensure development and maintenance of the council's buildings and premises under this committee's remit, follows existing council and committee policy
- Maintain a rolling programme of maintenance and major projects.
- To ensure that the Town Council complies with health and safety regulations in relation to its built assets.
- To maintain lettings policy for Council owned buildings.
- To review and determine hall hire charges on an annual basis as part of the budget setting process.
- Responsibility for leases relating to Town Council owned buildings within this committee's remit, and their review.
- Resolve actions incurring expenditure within its budget.
- Conduct a half yearly appraisal of the budgets based on September figures.
- Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Council, via the Governance & Resources Committee.
- Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
- In all considerations and actions, follow the Council's adopted Corporate Strategic Plan.
- Review all documents pertaining to this Committee.

4.5 Community Engagement Committee

- The committee has delegated powers to deal with all the implementation and management of events that are promoted by the Town Council and its partners.
- To consider all aspects relating to planning and hosting of Council events, including health and safety requirements, road closures and notifications to Safety Advisory Group.
- To monitor and review each event.
- To include the annual Christmas celebration including the provision of festive lights.
- The Committee will endeavour to ensure that the Town Council and its committees make decisions, take actions, and carry out projects that support the diverse communities within Stotfold.
- The Committee is to deal with day-to-day events related matters; making recommendations to Council when required.
- To formulate a budget request for revenue expenditure/capital for the next financial year, ready to recommend to Governance and Resources Committee's November meeting. This includes any charges for events including vendors, funfairs, catering etc.

- The Committee has delegated powers to spend within budget, other requests will be forwarded to the Governance & Resources Committee.
- The Committee is authorised to establish time expired sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
- Communication and Consultation, including website, social media, and surveys.
- To seek nominations and decide on winner of the Citizens Award scheme – to be kept confidential within committee until the Annual Town Meeting, when award presentations will take place.
- Delegated authority is given to the Town Clerk, Deputy Clerk, and the Community Engagement Officer to take decisions on the arrangements for council events.

4.6 Planning Committee

- To consider any planning application which meets the criteria of the Planning Policy and to make comment and pass resolutions in accordance with national and local planning policy.
- To respond to Central Bedfordshire Council on all planning applications within the set timescales.
- To appoint members to attend Central Bedfordshire Council's Development Management Committee meetings to make representations on behalf of the Council where necessary.
- To request a Central Bedfordshire Council Ward Member to call in applications to be referred to the Central Bedfordshire Council's Development Management Committee for consideration.
- To monitor Central Bedfordshire Council policies and Plans that could affect the town.
- To respond to consultations on local or national planning policy.
- To consider all matters of relevance to planning issues within Stotfold or its immediate environs that are or could be the subject of planning applications, and which have a relevance to the town of Stotfold and its inhabitants and to make recommendations thereon.
- In all considerations and actions, follow the Town Council's adopted Corporate Strategic Plan.
- This Committee may make recommendations to the Town Council on relevant matters for which it has no delegated authority and may be given delegated powers by full Council to act on relevant matters.

5. DELEGATION TO OFFICERS

The following matters are delegated to the Town Council's Officers to make decisions on behalf of the Town Council. These decisions must be exercised in accordance with the law, the Town Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

Full Council may at any time, following resolution, revoke any delegated authority. Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or Full Council. Similarly, where Officers have no delegated power to decide, they report the matter to Committee or Full Council for a decision.

5.1 Town Clerk

- a) The Town Clerk shall be Proper Officer of the Town Council as defined in law and the S151 Officer.
- b) See the table below for delegated responsibilities and the individuals to cover these in the absence of the Town Clerk
- c) The table below, whilst not comprehensive, seeks, to clarify responsibility in respect of at least some of these matters.

Delegated Responsibility	Responsible in Absence
The responsibilities and duties of the role of Proper Officer as set out within the law and Council policies.	Deputy Clerk
Issue all statutory notifications	Deputy Clerk
Receive Declarations of Acceptance of Office	Deputy Clerk
Receive and record notices disclosing pecuniary interests	Deputy Clerk
Receive and retain documents and plans	Deputy Clerk
Sign notices or other documents on behalf of the Council	Deputy Clerk
Receive copies of By-Laws made by Principal Authority	Deputy Clerk
Certify copies of By-Laws made by the Council	Deputy Clerk
Sign Summons to attend meetings	Deputy Clerk
Ensure compliance with Standing Orders	Deputy Clerk
To take proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council	Deputy Clerk
To appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest (in its own right or on behalf of the residents of Stotfold)	Deputy Clerk
To act at the Council's designated officer for the purposes of the Freedom of Information Act 2000.	Deputy Clerk
Manage all Town Council staff, either directly or indirectly, taking advice from HR provider where appropriate including: <ul style="list-style-type: none"> ➤ Appointment to posts where no changes in contractual arrangements are proposed ➤ Staff performance, discipline, and dismissal ➤ Payment of expenses ➤ Approval of increments ➤ Implement national pay awards and conditions of service in line with the National Joint Council Scheme of Conditions of Service as amended by the Local Agreement ➤ The establishment of new posts and changes to posts or terms and conditions, which would have implications for the budget, shall be subject to approval by the Governance & Resources Committee. 	Deputy Clerk
Manage the provision of Council services, land, and resources	Deputy Clerk
Incur expenditure in an emergency up to £3,000 whether budgeted or not	Deputy Clerk
Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical	Deputy Clerk
Deal with dispensation requests from Members under the Code of Conduct	Deputy Clerk

Delegated Responsibility	Responsible in Absence
Deal with matters specifically delegated by Council or Committee	Deputy Clerk
To take decisions relating to the training of Councillors and staff	Deputy Clerk
Appoint casual/temporary members of staff as needed to meet the business needs of the Council and within existing budgets.	Deputy Clerk
Authorise additional hours of work for existing staff on a temporary basis to support the needs of the Council	Deputy Clerk
Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary	Deputy Clerk
Enter into settlement agreements with employees up to a maximum of two months' salary where this is the prudent option for the Council	Deputy Clerk
Responsible for the overall management of all budgets in accordance with Council policies.	Deputy Clerk
Authorised to issue press releases on any Council activity exercised in accordance with Council policy	Deputy Clerk
Overall responsibility for Health and Safety across all Council owned sites	Deputy Clerk
To determine the outcome of employee probationary periods, following a probationary review having taken place	Deputy Clerk
In consultation with the relevant Chairs, amendments may be made to the meeting timetable by the Town Clerk where justified and required, ensuring that this does not reduce the number of Full Council or Committee meetings held during the Municipal Year.	Deputy Clerk
Dealing with and resolving complaints received by the Council (except those regarding the actions of Councillors or Council employees) in accordance with the Complaints Procedure	Deputy Clerk
Proper administration of the Council's Financial Affairs	Finance Officer
Report to External Auditor matters under Local Government Finance Act 1988 s114.	Finance Officer
Ensure compliance with financial regulations	Finance Officer
Ensure compliance with all financial procedures	Finance Officer
Determine accounting policies, records, and control systems	Finance Officer
Manage risk management of the Council	Deputy Clerk
Having consulted with the relevant Chair of Committee at the year end to earmark any underspends in the overall Town Council budget. Any such decisions are to be communicated promptly to the Governance & Resources Committee	Finance Officer
Arrange and manage the Council's insurance arrangements	Finance Officer
Management of Council salaries in accordance with contracts of employment	Finance Officer

5.2 Deputy Clerk

- a) Those responsibilities delegated in the absence of the Town Clerk as the table above.
- b) Day to day management of land, buildings, and other resources.
- c) Project development, with the Projects Officer, for consideration by relevant Committee.
- d) Management of maintenance contracts.
- e) Day to day management of all employees in this section.

- f) Matters specifically delegated by Council or Committee.
- g) Developing income generating activities.
- h) Responsible for the management Public Realm and Building Management budgets in accordance with Council Policy.
- i) Authorising purchase orders for matters agreed by Committee or Council up to £1,000. Any purchase orders above this to be authorised by the Town Clerk.
- j) Authorised to issue press releases on any Town Council activity exercised in accordance with the Town Council Policy, save for press releases which are felt to be controversial, or regarding a specific campaign, which will be signed off by the Town Clerk or in their absence, the Town Mayor.
- k) Day to day management of civic functions for the Council.
- l) Day to day management of the Council’s website and social media.
- m) Day to day management of employees within section.
- n) Authorising expenditure within budgeted levels in areas of responsibility and those delegated by Town Clerk.
- o) Authorising purchase orders for matters agreed by Committee or Council up to £500. Any purchase orders above this to be authorised by the Town Clerk.
- p) Matters specifically delegated by Council or Committee.

6. REPORTING DELEGATED DECISIONS

*All delegated decisions must be reported to the next available meeting of the relevant Committee or Full Council for transparency and audit purposes.
(Best practice: NALC LTN 1, JPAG 2024)*

6.1 Legal Basis for Reporting Delegated Decisions

The requirement for reporting decisions made under delegated authority is outlined in the **Local Government Act 1972, Section 101**, which permits delegation but retains overall accountability with the council. It is important that decisions made by officers under delegated powers are **reported back to the council in a clear and timely manner** to maintain transparency.

6.2 When and How Often Should Reports Be Made?

The Town Clerk should provide regular reports on delegated decisions at each ordinary meeting of the council or relevant committee. These reports should include:

- Decisions made under financial delegation (e.g., payments approved within delegated limits).
- Personnel decisions (e.g., appointments, staff performance reviews).
- Urgent decisions made in consultation with the Mayor or Chair of relevant committee (if applicable).

6.3 Format of Delegated Decision Reports

a) Standard Delegated Decisions Report Template

Examples in italics below

Decision Date	Decision Taken	Reason/Authority	Financial Implication	Consultation (if any)	Outcome/Action
10/01/2025	<i>Approval of emergency</i>	<i>Health and safety (Delegation Scheme)</i>	<i>£500</i>	<i>Chair of Public Realm Committee</i>	<i>Contractor instructed</i>

Decision Date	Decision Taken	Reason/Authority	Financial Implication	Consultation (if any)	Outcome/Action
	<i>tree removal</i>				

b) Key Elements to Include in the Report

- **Summary of Decision:** Brief description of the decision made.
- **Reason for Decision:** State the authority under which the decision was made (e.g., scheme of delegation, financial regulations).
- **Consultation:** If relevant, indicate any consultation with the Chair or committee members.
- **Financial Implication:** Any associated costs or budget impact.
- **Outcome:** Action taken as a result of the decision.

6.4 Reporting Personnel Decisions

If the Town Clerk makes decisions relating to staff (e.g., recruitment, appraisals, or disciplinary actions), a confidential staffing report should be provided to the Governance & Resources Committee, ensuring GDPR compliance and protecting employee confidentiality.

The report should only be shared with members on a **need-to-know basis** to protect employee confidentiality.

Employee	Decision Taken	Reason	Outcome/Next Steps
<i>Staff Member A</i>	<i>Completed appraisal</i>	<i>Routine annual appraisal</i>	<i>No further action required</i>
<i>Staff Member B</i>	<i>Verbal Warning</i>	<i>Performance management</i>	<i>Monitor performance</i>

6.5 Where to Record Delegated Decisions

- **Full Council Minutes:** A summary of key delegated decisions should be included in the minutes to ensure transparency.
- **Minutes:** Sensitive staffing decisions are reported in a confidential report and minuted without providing any personal or confidential information in the minutes.
- **Delegated Decision Log:** The Town Clerk should maintain a **Delegated Decision Log** for audit purposes, which can be reviewed during the **Annual Governance and Accountability Return (AGAR)** process.

Example Minute Entry for a Delegated Decisions Report:

Minute 23/01/05: Town Clerk’s Delegated Decisions Report The Town Clerk presented a report on decisions taken under delegated authority since the last meeting. The report was noted.

Revision History:

Version	Date	Notes
1	November 2020	Adopted
2	November 2024	Reviewed and adopted
3	January 2025	Reviewed and additional reporting of delegated decisions added

4	November 2025	Reviewed and amended to reflect staff changes
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STOTFOLD TOWN COUNCIL
CUSTOMER CARE POLICY 2025
VERSION 1

1. Purpose

Stotfold Town Council is committed to providing high-quality services to all residents, visitors, and stakeholders. This policy sets out the standards of customer care that the Council will uphold in all interactions and provides a framework for how we engage with the community.

Our aim is to ensure that every individual receives a professional, respectful, and timely service, whether in person, over the telephone, in writing, or online.

This policy applies to:

- All Town Council staff, councillors, volunteers, and contractors when acting on behalf of the Council.
- All forms of contact with the Council, including face-to-face, telephone, email, written correspondence, and social media.

2. Our Commitment

The Council is committed to:

- Treating everyone with respect, fairness, dignity and courtesy, dealing with residents with empathy and understand, especially when residents are distressed or dissatisfied.
- Responding to all enquiries promptly and professionally.
- Providing clear, accurate, and accessible information.
- Listening to feedback and using it to improve our services.
- Ensuring all staff and councillors are trained in customer care.

3. Service Standards

We will:

- Acknowledge written correspondence (letters, emails) within 3 working days and provide a full response within 5 working days.
- Answer telephone calls promptly and courteously, aiming to resolve queries at first contact where possible.
- Welcome visitors to the Council office in a friendly and helpful manner.
- Make reasonable adjustments to meet the needs of people with disabilities or additional requirements.
- Be transparent, providing clear, accurate and consistent information.
- Explain decisions, processes and reasons for actions taken.
- Admit when mistakes have been made and work to resolve them.

4. Customer Expectations

In return, we ask customers to:

- Treat Council staff and representatives with respect.
- Provide accurate information to help us respond effectively.

- Understand that some matters may take time to resolve or may be outside the Council's legal powers.

The Council has a duty of care to its staff and councillors. We will not tolerate:

- Abusive, threatening, or discriminatory behaviour.
- Persistent or vexatious complaints.

Where such behaviour occurs, the Council reserves the right to restrict or refuse contact, in line with its [Vexatious Complaints Policy](#).

4. Feedback and Complaints

- We welcome feedback, both positive and negative, to help us improve.
- Complaints will be handled in line with the Council's Complaints Policy, ensuring a fair and timely resolution
- Anonymous feedback may be considered, but we may be limited in our ability to investigate fully.

5. Confidentiality

All personal information will be handled in accordance with the GDPR and the Council's Privacy Notice.

6. Review

This policy will be reviewed annually or in response to significant changes in legislation or council practice.

Revision History:

Version	Date	Notes
1	November 2025	Adopted



STOTFOLD TOWN COUNCIL

CIVIC PROTOCOL 2025

VERSION 1

1. Introduction

This protocol provides guidance for the Town Mayor, Deputy Mayor, and Councillors of Stotfold Town Council during their term of office. It sets out expectations for civic conduct, precedence, and participation at official events, ensuring the dignity of the Council is upheld at all times. The protocol is supplementary to advice from the Town Clerk and should be reviewed regularly.

2. The Mayor and Deputy Mayor

2.1. Titles

- The Chair of Stotfold Town Council is entitled to the style 'Town Mayor' (or 'Mayor'), regardless of gender.
- The Deputy Mayor is elected annually and deputises in the Mayor's absence.

2.2. The Mayor

- Acts as Chairman of the Council and presides over meetings, with a casting vote if required.
- Ex officio with voting rights on all committees.
- Represents the Council at civic and ceremonial functions, both within and outside the parish.
- Is elected at the Annual Statutory Meeting and remains in office until a successor is appointed.

2.3. The Deputy Mayor

- Discharges all functions of the Mayor if the Mayor is unable to act or the office is vacant.
- Has full legal status as Vice-Chairman and should be given precedence immediately after the Mayor.
- Does not wear the Mayor's chain or adopt the title of 'Mayor' when deputising.
- Has their own Deputy Mayor chain.

2.4. Partners and Consorts

- The Mayor's partner is referred to as 'consort'. The term 'Mayoress' is not used.
- The consort has no official standing but may accompany the Mayor at events.
- If unavailable, the Mayor may invite another person (e.g. Deputy Mayor, family member, Councillor, or friend) to accompany them.
- Consorts must be over the age of entitlement to vote in Parliamentary Elections.

2.5. Former Mayors

- Former Mayors have no formal role but may be invited to civic occasions at the Council's discretion.

3. Roles and Responsibilities

3.1. Council Meetings

- The Mayor chairs meetings, ensuring legal and effective decision-making.
- The Mayor should be familiar with Standing Orders and seek advice from the Town Clerk as needed.

3.2. Civic and Community Functions

- The Mayor leads civic events and represents the Council at functions, including those organised by neighbouring councils.
- Attendance at events should not bring the Council into disrepute or show political/commercial bias.
- The Mayor should attend as many events as possible, with the Deputy Mayor deputising if necessary.

3.3. Remembrance and Civic Events

- The Mayor hosts the annual Remembrance Sunday Parade and Civic Service, working with local organisations and faith leaders.
- The order of precedence for parades and services is set out in Appendix 1.

3.4. Charity Events

- The Mayor may choose to support local charities, with Council facilities available for fundraising events (subject to booking).

4. Facilities and Support

- The Mayor is supported by a designated officer (e.g. Mayor's Secretary) for administration, invitations, and event organisation.
- Council meeting rooms are available for official business, subject to prior booking.

5. Precedence at Civic Occasions

- The Mayor takes precedence at Council-organised events, except when the Lord Lieutenant (representing the King) or the Chairman of the Principal Authority is present.
- The Deputy Mayor takes precedence immediately after the Mayor.
- The Town Clerk accompanies the Mayor at civic events, providing support and advice.
- The order of precedence for processions and seating is detailed in Appendix 1.

6. Civic Insignia

- The Mayor may wear the chain of office at official functions within the town and, with permission, at events outside the town.
- The Deputy Mayor may wear a badge or chain of office when deputising.
- Civic insignia must only be worn on official Council business and should be stored securely in the Town Clerk's office when not in use.

7. Dress Code

- There is no formal dress code, but the Mayor and Consort are expected to dress appropriately for the occasion.
- Formal attire is recommended for church services and major civic events.
- The Mayor should seek advice from event organisers regarding dress expectations.

8. Attendance at Funerals

- The Mayor and Town Clerk may attend funerals of former Mayors, Councillors, or prominent local figures, with a wreath sent as appropriate.
- A letter of condolence should be sent on behalf of the Council.
- The Mayor should not wear the chain or badge at funerals unless requested by the family.

9. Mayoral Allowance

- There is a Mayoral Allowance provided to the Mayor (or Deputy Mayor in their absence) to support them in the discharge of their civic duty.

Appendix 1 – Order of Precedence (for Civic Events)

1. Members of the Royal Family
2. Lord Lieutenant and Consort
3. High Sheriff and Consort
4. Mayor and Consort
5. Chairman of the District Council and Consort
6. Member of Parliament
7. Town Clerk
8. Deputy Mayor and Consort
9. Town Councillors (by length of service)
10. Honorary Citizens
11. Ward Councillors
12. Visiting dignitaries
13. Police or Fire Officers
14. Representatives of local organisations (as appropriate)

Revision History:

Version	Date	Notes
1	November 2025	Adopted



MINUTES OF THE MEETING OF THE PUBLIC REALM COMMITTEE HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG ON WEDNESDAY 15 OCTOBER 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, Cllr Hyde

Apologies:

Cllr Headington

Also Present:

E Payne – Town Clerk (Remotely)
S Riley – Deputy Clerk
S Ward – Amenities Team Leader
C Roger – Projects Officer

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Headington.

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

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION

There were no Members of the Public present.

4. MINUTES OF THE PREVIOUS MEETING

Members were asked to resolve that the minutes of the Public Realm Committee meeting held on 10 September 2025 were a correct record.

Decision: It was **RESOLVED** to adopt the minutes of the Public Realm Committee held on 10 September 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 TO COMMITTEE

6.1 Cemetery Management Plan

The Amenities Team Leader outlined the Cemetery Management Plan, explaining the links to the Green Flag Application and aligning it with other local cemeteries.



Members discussed the cemetery gates being open 24/7, which had brought forward the suggestion for lighting within the cemetery during the winter months. The Amenities Team Leader advised Members that this is an aspirational 5-year working plan, which is fluid and can be changed. She would be looking for guidance from Members regarding future developments of the management plan.

Decision: It was **RESOLVED** to adopt the Cemetery Management Plan, with future updates being presented to the committee.

Task: Amenities Team Leader to implement cemetery management plan.

6.2 Cemetery Portaloo

Members discussed the closure of the Cemetery Toilets, noting that the duration could last from 6 to 18 months. Concerns were raised about the lack of toilet facilities during events, such as the Remembrance Service. The Town Council has received two complaints about the lack of a toilet at the cemetery. It is believed that the number of concerned individuals could be higher, but they might be too embarrassed to call the Council to complain.

A discussion about the location of the Portaloo took place, with Members noting their preferred spot. They also highlighted that the toilet should be green instead of blue and be fully accessible.

Decision: It was **RESOLVED** to hire an accessible, green Portaloo on a 6-month contract, at a cost of up to £1,430 from budget code 41/404 to be placed at the side of the toilet building block.

Task: Projects Officer to hire a portable toilet as agreed in the resolution.

6.2 Cemetery Notice Board

The Amenities Team Leader explained that the notice board would be used to display information about the cemetery, map locations within the cemetery, and provide general information. The notice board would be used to communicate with residents as part of the Green Flag Application. Members were advised that the small notice board on the chapel would remain for the cemetery handbook and would not be replaced. Some discussion around where to locate the notice board took place with Members agreeing to the right-hand side of the gate, as you enter the cemetery from the car park.

Decision: It was **RESOLVED** to purchase a black and gold notice board at the cost of £2,421.70 from budget code 41/404, supplied by Greenbarnes Ltd, to be placed under the trees to the right-hand side of the access gate, from the car park.

Task: Amenities Team Leader to arrange for installation of notice board agreed location

6.3 Greenacre Centre Notice Board

Members received a report on a proposal for a new notice board at the Greenacre Centre, in keeping with the other boards around the town. The Projects Officer made Members aware that two of the proposed locations came with additional complications. Placing the notice board in location A, may cause an obstruction when pulling out of the junction to the right of the Greenacre Centre. Location B was within a few meters of a column, indicating that there were cables



underground, so the notice board would need to be placed slightly back or forward of the column. Members agreed that location C would be the better position when considering these factors.

Decision: It was **RESOLVED** to purchase the noticeboard outlined in the report to be placed in location C, at a cost of £2,995.24 to be met from budget EMR Public Realm Projects.

Task: Projects Officer to arrange the installation of the notice board.

6.3 Inspection App

Members received a report outlining various options for an inspection app. Cllr Smith explained the difference between the three apps, explaining that they were more than an inspection app; they are more of an operations app. They would be able to support staff with building compliance, play area inspections, health and safety reporting, resident engagement, and daily tasks for the Public Realm Team. One app in particular is able to support the council with other systems, such as bookings, cemeteries, and allotments. This means that the current packages being used would no longer be needed.

Decision: It was **RESOLVED** to allocate £10,000 for the purchase of an app in the 2026/27 budget, with the decision on the final package to be deferred to Officers.

Task:

- a) Town Clerk to include budget for 2026/27
- b) Deputy Clerk to evaluate preferred app.

6.4 Bike Station Repair Unit

Members received a report with the proposal to install a bike repair station at the Greenacre Centre. The proposal was based on increased footfall to the community centre following the relocation of the library. It could also be used for community engagement by helping younger bike riders, making sure that their bikes were serviced ahead of a return to school.

Decision: It was **RESOLVED** to purchase option 1 at a cost of £1,275.00 from budget 21/206 supplied by Turvec.

Task: Open Spaces Officer to arrange for the installation of a bike station at Greenacre Centre.

6.5 Anti-Social Behaviour (ASB)

Members received a report with details on how much it would cost to implement ASB patrols in the town, after a complaint about been received from a resident regarding ASB in the Memorial Hall car park. Members considered the costs and felt that youth engagement may be a better use of Town Council funds. This would be investigated and referred to the Community Engagement Committee for implementation.

Decision: It was **RESOLVED** to refer this to the Community Engagement Committee.

Task: Refer the Community Engagement Committee to undertake additional youth engagement in the town.



6.6 Open Spaces Policy Review

Members discussed concerns around the length of time in which The Green is hired. There was recently a hire on The Green for two weeks, and the damage left by their equipment is still evident. Members discussed the funding received by Pitch Power and the importance of keeping the area damage-free for the football pitch. The latest Pitch Power inspection is due at out at the end of October, and it was suggested that the policy review be deferred until the survey has taken place.

Decision: It was **RESOLVED** to defer the policy review until after the Pitch Power survey had taken place.

Task: Add policy review to next meeting

6.7 Open Space Hire Charge Increase

Members agreed to defer this agenda item, in line with item 6.8.

Decision: It was **RESOLVED** to defer this agenda item to a future meeting.

Task: Add hire charge review to next meeting

6.8 Streetlight Tender

Members received a proposed tender specification for the streetlight contract, which is due to expire at the end of March 2026. A discussion was held regarding unmetered street lighting utilities, and the Town Clerk advised that she had recently been made aware of a change in the way this is calculated, and this would be conveyed to a future meeting.

Decision: It was **RESOLVED** to accept the street light tender document for distribution via Contracts Finder.

Task: Town Clerk to advertise tender on Contracts Finder.

Task: Deputy Clerk to provide a report on street light utilities to a future meeting.

7. HIGHWAYS REPORT

Cllr Smith presents a graph from data gathered from the three Speed Indicator Devices (SIDs) signs within the town. The data highlighted a top speed of 80mph along one road, near a school at approximately 16:20. The data has been shared with the police. Members will receive the data quarterly in the future.

8. DELEGATED DECISIONS

The Town Clerk's delegated decisions were noted.

9. WORK PROGRAMME

The work programme was noted with no further questions

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

No additional items were raised for information purposes relevant to the committee.



11. DATE OF NEXT MEETING

Wednesday 12 November 2025

12. CONFIDENTIAL ITEMS

12.1. Prince Charles Avenue and Victoria Drive Boundary

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

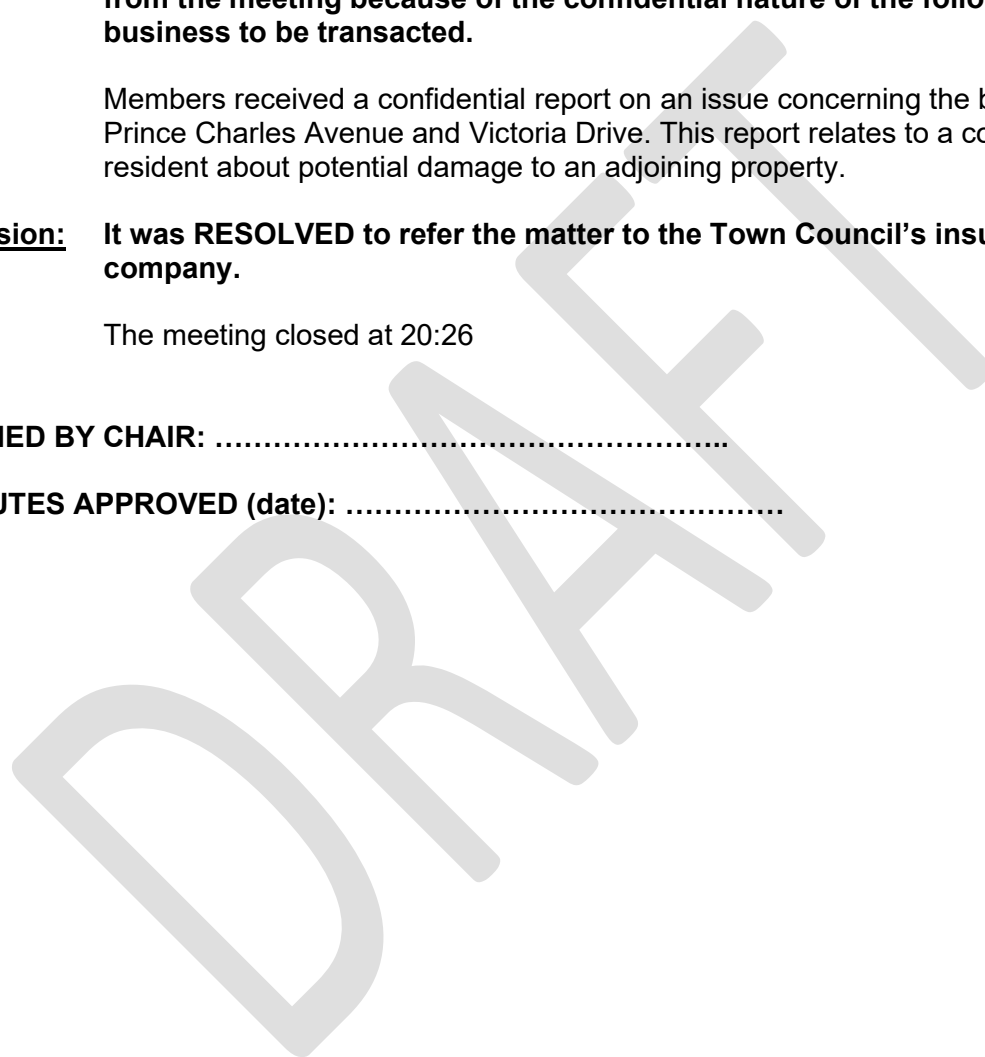
Members received a confidential report on an issue concerning the boundary of Prince Charles Avenue and Victoria Drive. This report relates to a complaint from a resident about potential damage to an adjoining property.

Decision: It was RESOLVED to refer the matter to the Town Council’s insurance company.

The meeting closed at 20:26

SIGNED BY CHAIR:

MINUTES APPROVED (date):





**MINUTES OF THE MEETING OF GOVERNANCE & RESOURCES COMMITTEE
HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON
WEDNESDAY 29 OCTOBER 2025 AT 19:00**

Present:

Cllr J Smith (Chair), Cllr J Bendell, Cllr S Buck, Cllr M Cooper, Cllr S Hayes, Cllr D Matthews, Cllr J Talbot

Apologies:

Cllr J Headington, Cllr L Anderson

Also Present:

Cllr J Hyde
E Payne, Town Clerk and Responsible Financial Officer

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Anderson and Cllr Headington.

Decision: It was RESOLVED to accept apologies

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Cllr Hyde declared an interest in item 6.1 as a member of St Mary's.

Cllr Talbot declared an interest in item 6.3 as the Chair of Stotfold Good Neighbour Group who is a hirer of the Memorial Hall.

3. PUBLIC SECTION

There were no members of the public present.

4. MINUTES OF PREVIOUS MEETING

Members received the minutes of the previous Governance & Resources Committee meeting held on 1 October 2025. There were no questions.

Decision: It was RESOLVED to adopt the minutes of the meeting held on 1 October 2025 as a true record of the meeting.

5. CLERK'S REPORT AND ACTION TRACKER

The Clerk's report and Action Tracker were presented to the committee. An additional item was raised by the Clerk regarding a grant awarded to the PPG at Larksfield Surgery in 2023-24 for newsletter production. The Clerk explained that the PPG requested to use part of the funding to contact vulnerable patients about the nutrient triage system. Cllr Talbot, as a Member of the PPG advised Members that the funds were held by the surgery, and he would seek more information at the next meeting.

The Clerk will investigate why the funds have not been spent when the grant was awarded in 2023-24. There were no objections to the funds being reallocated.

Task: Town Clerk to investigate the PPG grant



6. REPORTS TO COMMITTEE

6.1. Grant Applications

Several grant applications were considered, including requests from Magpas Air Ambulance, St. Mary's Church, Stotfold Singers and the local Brownie group. Councillors discussed the eligibility criteria for grants, such as operational costs and subscriptions.

Decision: It was **RESOLVED** to award the following grants:

- a) **Stotfold Singers £430**
- b) **Magpas Air Ambulance £1500**
- c) **St. Mary's Church £984**
- d) **Stotfold Brownies £159**

Task: Town Clerk to arrange transfers of funds and grant evaluation forms

6.2. Budget 2026-27

The proposed budget for 2026-27 was reviewed. The Chair noted that the council was ahead of schedule compared to previous years. It was suggested to hold an informal meeting in December for a more in-depth discussion on the budget. The importance of forward planning and considering earmarked reserves was emphasised. The committee agreed to involve more councillors in the budget discussion and to review the Community Engagement budget separately.

Decision: It was **RESOLVED** to:

- a) **Organise a separate budget setting workshop in December.**
- b) **Return the Community Engagement budget for review by the committee at its meeting on 19 November 2025.**

6.3. Fees and Charges 2026-27

The review of fees and charges for 2026-27 was discussed. It was noted that the schedule was omitted from the report. Members were advised that there had been previous increases in hire charges in 2025-26. Members were advised that the Public Realm Committee were considering outside space charges at its meeting in December. The Clerk recommended deferring the review of hire charges for buildings until the results of the partial VAT exemption calculation is received. The committee agreed to discuss this further in the December meeting.

Decision: It was **RESOLVED** to defer this item to December's committee meeting.

6.4. Policy Adoption

The committee considered recommending the adoption of the Reserves Policy 2025 and the Stress Management Policy to Full Council. There were no questions or objections raised.

Decision: It was **RESOLVED** to recommend the adoption of the Reserves Policy 2025 and the Stress Management Policy to Full Council.

6.5. Business Continuity Plan 2025

The Business Continuity Plan was reviewed, with several reallocations of resources noted. The committee agreed to re-adopt the plan and consider arrangements for out-of-hours emergency contacts. It was highlighted that the fire alarm at the Greenacre Centre was not linked to any external service. The



Clerk was tasked with preparing a report on emergency contact arrangements for the next meeting.

Decision: It was **RESOLVED** to recommend to Full Council that the Business Continuity Plan is readopted

Task: Town Clerk to prepare a report on emergency contact arrangements for the next meeting

6.6. Interim Internal Audit 2025-26

The interim internal audit results were presented, and the committee resolved to adopt the recommendations and recommend them to Full Council. The audit highlighted the need for mandatory GDPR training for all councillors and staff. The audit results were positively received, and further training was acknowledged as necessary.

Decision: It was **RESOLVED** to adopt the recommendations of the interim internal audit and recommend them to Full Council.

Task: Provide mandatory GDPR training for all councillors and staff.

Task: Assist with resetting passwords and ensuring compliance with assertion 10 of the Annual Governance and Accountability Return.

6.7. Strategic Plan 2025-30

The proposed strategic plan for 2025-30 was reviewed. The Chair noted that the Clerk had added additional objectives based on the resident survey results, including increasing town council satisfaction levels and improving awareness of councillors. The committee agreed to recommend the adoption of the strategic plan to Full Council.

Decision: It was **RESOLVED** to recommend the adoption of the strategic plan for 2025-30 to Full Council.

6.8. Bank Reconciliations

The bank reconciliations for August were noted as signed and up to date.

Decision: It was **RESOLVED** to note the bank reconciliations were signed as of August 2025.

7. MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

No specific items were raised for information purposes.

8. WORK PROGRAMME

The work programme for the committee was noted. No questions or changes were proposed.

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

9. DELEGATED DECISIONS

The Town Clerk's delegated decisions relating to the committee were noted.

Decision: It was **RESOLVED** to note the Clerk's delegated decisions.



10. DATE OF NEXT MEETING

The next meeting was confirmed for Wednesday, 17 December 2025.

11. CONFIDENTIAL ITEMS

Decision: It was **RESOLVED** to move into confidential session in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, as extended by Schedule 12A of the Local Government Act 1972. The public and press were excluded due to the confidential nature of the business to be transacted.

11.1. Staffing Update

Members received an update on staffing including a resignation, long term sickness and a complaint.

Decision: It was **RESOLVED** to:

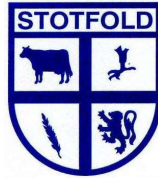
- a) Note the resignation of the Community Engagement Officer
- b) Note the potential consequences of long-term sick leave
- c) Note the complaint.

Task: Clerk to prepare report for December’s meeting with staff recruitment

The meeting closed at 19:54

SIGNED BY CHAIR:

MINUTES APPROVED (date):



STOTFOLD TOWN COUNCIL

RESERVES POLICY 2025

VERSION 1.0

1. Purpose

- 1.1 This policy outlines how Stotfold Town Council manages its financial reserves, ensuring that they are held and used in a manner that safeguards the Council's financial stability and the delivery of its services, while maintaining transparency and accountability. It is compliant with the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide and relevant financial regulations.
- 1.2 This policy has been prepared considering the Local Government Act 1972 (s.151) and Accounts and Audit Regulations 2015, confirming the Council's statutory duty to maintain adequate reserves and proper practices.

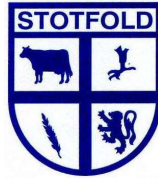
2. Types of Reserves

Stotfold Town Council holds two types of reserves:

- General Reserve: A contingency fund for unforeseen or emergency expenditure.
- Earmarked Reserves (EMRs): Funds set aside for specific projects or obligations, including legally restricted receipts such as S106 contributions.

3. General Reserve

- 3.1 General reserves should not be used to fund ongoing expenditure except as a temporary measure in exceptional circumstances. Any such use must be reported to Council and a plan for replenishment agreed as part of the next budget cycle.
- 3.2 It exists to:
 - Smooth cash flow fluctuations.
 - Cover emergency or unexpected events (e.g., building repairs, unplanned legal costs).
 - Function as a buffer during budgetary uncertainty.
- 3.3 The Council will maintain a General Reserve within the range of three to twelve months' Net Revenue Expenditure (NRE), in line with JPAG guidance. For councils with income or expenditure above £200,000, the reserve should be closer to three months' NRE. The precise level will be determined annually, reflecting the Council's size, activity, and risk assessment. The rationale for the chosen level will be documented in the annual budget report and minuted.



3.4 The General Reserve should not routinely exceed 12 months' NRE and that any excess will be justified and report to Council, and if necessary, to the external auditor.

3.5 The Responsible Financial Officer (RFO) will advise annually on the adequacy of this reserve during the budget-setting process.

4. Earmarked Reserves (EMRs)

4.1 EMRs will be used to accumulate funds for known or anticipated one-off costs, future liabilities, and specific projects. Each EMR will have a clear, minuted purpose and an expected timeframe for use. The continued need and level for each EMR will be reviewed and justified at least annually as part of the budget-setting process. Where EMRs are no longer required, balances will be returned to the General Reserve.

4.2 The Council will maintain separate EMRs for:

- S106 Agreements
- Elections
- Capital Projects
- Time specific projects e.g. play area refurbishments

4.3 Each EMR will:

- Have a clearly defined purpose and expected time limit for use.
- Be reviewed annually as part of the budget-setting process and not held indefinitely without clear purpose.
- Be managed by the RFO, with expenditures authorised in line with Financial Regulations.

4.4 S106 receipts will be maintained in a separate reserve and recorded distinctly. These are legally restricted.

4.5 Significant EMRs (e.g., those exceeding 50% of the precept) will be specifically explained in the annual accounts and, if required, to the external auditor.

5. Review and Risk Management

5.1 All reserves will be reviewed annually by the Governance and Resources Committee as part of the budget setting process.

5.2 The review will consider:

- Council's strategic and operational risks.
- Changes in legislation or funding.
- Project delivery progress and estimated costs.
- Whether earmarked funds remain justified.



- 5.3 Balancing the annual budget using reserves should be a temporary and last-resort measure. Reserves should not be used to subsidise recurring expenditure, except as a temporary measure and that any such use must be accompanied by a replenishment plan.
- 5.4 When reviewing the Town Council's Reserves, the Investment Policy should be considered for the management of reserves ensuring security, liquidity and yield in line with statutory guidance.

6. Monitoring and Reporting

- 6.1 A Reserves Statement will be included in quarterly budget monitoring reports, showing:
- Opening balance.
 - In-year movements.
 - Purpose and estimated use dates.
 - Commentary from the RFO.
- 6.2 The Council will publish the level and purpose of all reserves annually and include a Reserves Statement in quarterly budget monitoring reports and at year-end. The Reserves Policy will be published alongside the Annual Budget.

Document History

Version No	Date Adopted	Review Date	Amendment Summary
1.0	October 2025	October 2026	Reviewed against JPAG guidance



STOTFOLD TOWN COUNCIL

STRESS MANAGEMENT POLICY

VERSION 1.0

1. Purpose

The Council recognises that stress is a significant workplace health and safety and is committed to protecting the wellbeing of its staff. This policy sets out how the Council will prevent, identify, and manage stress at work, drawing on the Health and Safety Executive (HSE) Management Standards.

2. Scope

This policy applies to all employees of the Council. It complements other policies relating to health, safety, wellbeing, and equal opportunities.

3. Definition

The HSE defines stress as 'the adverse reaction people have to excessive pressures or other types of demand placed on them.' Pressure can be motivating, but when it becomes excessive or prolonged, it can lead to stress, which may cause ill-health.

4. Policy Objectives

- Promote wellbeing through proactive and supportive management of stress.
- Prevent and reduce stress risks by applying HSE's six Management Standards:
 - Demands: workload, work patterns, and environment.
 - Control: how much say people have in the way they do their work.
 - Support: encouragement, sponsorship, and resources from the Council, managers and colleagues.
 - Relationships: promoting positive behaviours and tackling bullying and harassment.
 - Role: clarity of job roles and expectations.
 - Change: managing organisational change effectively.
- Equip managers and employees to recognise and manage stressors.
- Foster a culture where mental health is openly discussed without stigma.
- Ensure staff have access to support services and occupational health interventions.

5. Principles

Stress is not a weakness or illness in itself, but prolonged stress can lead to ill-health. employees should be treated with dignity, respect, and fairness at all times. Preventative approaches will be prioritised over reactive ones. Consultation with staff, will be ongoing.

6. Legal Duty

The Council acknowledges its duty of care under:

- Health and Safety at Work Act 1974.



- Management of Health and Safety at Work Regulations 1999.
- Equality Act 2010 (where stress contributes to a long-term mental health condition).

7. Responsibilities

The following outlines the responsibilities under this policy:

Council:

- Provide a safe working environment and actively manage stress risks.
- Monitor stress levels through surveys, sickness absence data, and feedback.
- Provide confidential counselling or employee assistance services.
- Offer training on wellbeing and stress management.

Managers:

- Undertake risk assessments using the HSE stress risk assessment tools.
- Monitor workloads, resources, and working hours.
- Provide regular feedback and recognition.
- Address inappropriate behaviour promptly.
- Ensure role clarity and involve staff in change processes.

Employees:

- Take reasonable care of their own wellbeing.
- Report concerns about stress to their line manager at an early stage.
- Make full use of available support services.
- Support colleagues where appropriate and maintain respectful relationships.

8. Identifying Stress

Managers and employees should be alert to possible indicators of stress, including:

- Changes in behaviour, mood, or performance.
- Increased sickness absence.
- Withdrawal or conflict in relationships.
- Physical symptoms such as headaches, fatigue, or sleep disturbance.

9. Risk Assessment

Managers will use the HSE's Stress Management Standards risk assessment tool. Risks will be reviewed at least annually and after significant changes. Findings will inform local action plans to reduce workplace stress.

10. Support Measures

- Occupational Health referrals when needed.
- Training & development to build skills and confidence.
- Wellbeing initiatives (e.g. flexible working, workload planning, wellbeing campaigns).



11. Monitoring & Review

The Town Clerk will monitor:

- Stress-related sickness absence and turnover.
- Staff survey results.
- Feedback from exit interviews and 1:1 meetings.

Findings will be reported annually to the Governance & Resources Committee.

This policy will be reviewed every two years, or sooner if required by changes in legislation or best practice.

Document History

Date Adopted	November 2025	
Date Reviewed	November 2027	



Stress Management Policy - Appendices

Appendix A: Typical Stressors

Stress can come from many sources, both inside and outside work. The following list is not exhaustive but is intended to help managers and staff recognise potential contributors:

Work-related Stressors:

- Demands: excessive workload, unrealistic deadlines, inadequate resources, poor working environment.
- Control: little say in how work is carried out, rigid processes, lack of autonomy.
- Support: insufficient supervision, feedback, or training; limited access to wellbeing support.
- Relationships: poor working relationships, bullying, harassment, conflict or isolation.
- Role: unclear job descriptions, conflicting responsibilities, lack of alignment with organisational objectives.
- Change: poorly managed organisational change, uncertainty, inadequate communication.

Personal Stressors:

- Bereavement or loss.
- Relationship difficulties.
- Financial worries.
- Caring responsibilities.
- Ill health or disability.
- Significant life changes.

Appendix B: Recognising Signs and Symptoms of Stress

Stress affects people differently, and managers should look for changes in behaviour or performance rather than isolated incidents.

Physical Indicators:

Headaches, fatigue, digestive problems, sleep disturbance, rapid weight change, skin problems.

Emotional Indicators:

Irritability, anxiety, mood swings, loss of confidence, tearfulness.

Behavioural Indicators:

Decline in work performance, withdrawal, conflict, alcohol/smoking increase, presenteeism.

Cognitive Indicators:

Poor concentration, memory lapses, indecisiveness, muddled thinking, mistakes.

Appendix C: HSE Management Standards Framework

To meet best practice, the Council will align its stress management activities with the HSE Management Standards, which cover six core areas:

1. Demands – Workload, work patterns and the work environment.



2. Control – How much say the person has in the way they do their work.
3. Support – Encouragement, sponsorship, resources provided by the organisation.
4. Relationships – Promoting positive working, avoiding conflict.
5. 5. Role – Ensuring clarity of job roles and expectations.
6. 6. Change – How organisational change is managed and communicated.



**STOTFOLD TOWN COUNCIL
BUSINESS CONTINUITY PLAN
VERSION 2**

Contents

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Introduction

- Stotfold Town Council has recognised the importance of producing and maintaining a Business Continuity Plan (BCP) for implementation in the event of disruption to the day-to-day operation of the Council.
- This plan identifies the instances of disruption, the immediate responses, the procedure to follow to maintain continuity of service and the follow up procedures necessary to service delivery where such services are disrupted by factors within the control of the Council.
- The Civil Contingencies Act 2004 places a duty on a local authority to ensure that it is prepared as far as reasonably practical to continue to provide important functions and services in the event of a disruption.
- This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow up procedures and necessary changes to service delivery, where such services are disrupted by factors within the Council's area of responsibility.

Objectives

The objectives of a BCP are:

- To provide guidance, establish actions to be taken and develop procedures that will allow the Council to manage any incident.
- To ensure the continued operation of key services.
- To keep the organisation working effectively.
- To inform the community and customers of the Council.
- *Ensure compliance with the Regulatory Reford (Fire Safety) 2005 and all relevant health and safety legislation as advised by NALC.*

The BCP should cover all areas of the Council's business, including issues for the:

- Staff – operational issues; to ensure their ability to undertake their day-to-day duties.
- Council – statutory requirements, Councillors' business, service provider to customers (residents, visitors); to ensure they are undertaken with minimal disruption, stakeholders kept informed, and details and updates are well communicated.

In doing so the BCP should cover the:

- Potential Causes – albeit difficult to predict:
 - the reasons and timing why they occur.
 - identify the cause to help prevent or reduce the risk of an incident.
 - to help save resources in the longer term.
- Impact – how do you:
 - reduce the impact of an incident.
 - plan for the prompt recovery of key services or systems.
- Assessment – if an incident occurs, considering:



- low to high importance.
- short to long term implications.
- small scale or major incident.

Roles & Responsibilities

- *The Town Clerk is designated as the Responsible Person under the Fire Safety Order, with delegated authority to ensure fire risk assessments are completed and reviewed annually, and that all fire safety measures are maintained.*
- *All staff must be aware of fire evacuation procedures and participate in regular fire drills.*
- It is the responsibility of the Town Council, through the Town Clerk and Governance & Resources Committee to ensure the BCP is in place, reviewed, up-to-date and functional.
- The BCP should be presented to Council for approval and adoption. In all the event of an incident the Town Clerk or Deputy Clerk will ensure full details are recorded and where applicable photographed, as evidence in the event of a loss claim.

Incident Procedure

- *In the event of a fire, staff must follow the fire evacuation procedure, proceed to the designated assembly point, and not re-enter the building until declared safe by the emergency services.*
- *The Responsible Person must ensure that fire alarm systems, emergency lighting, and fire extinguishers are regularly tested and maintained, and that records are kept.*
- The responsibility for the co-ordination overall and ensuring recovery lies with the Town Clerk. To facilitate this, all incidents should be reported to the Town Clerk, or in their absence, the Deputy Clerk. ~~The Town Clerk will then contact the key contacts who will in turn contact the respective service responsible officer to implement the operational issues. This cascade approach must be adopted to assist the process and ensure prompt dissemination of information.~~

Communication

- Communication is critical to a successful recovery of services or systems to ensure everyone is aware and to avoid duplication of effort. The cascade approach will assist in effectively communicating information in a timely manner. The following information must therefore be carried out ensuring:
- Clear instructions are provided to all staff upon discovering an incident or receiving a malicious threat, including:
 - making a quick assessment or value judgement.
 - Follow the guidelines.
 - follow any emergency service guidelines, i.e., fire (evacuate), smell gas (turn off).
 - take any emergency actions felt required, i.e., emergency services.



- contact the Town Clerk or Deputy Clerk in their absence, who will then take control of the situation unless the emergency services are involved.
- under no circumstances should staff or others be put at risk
- Fire evacuation instructions and assembly points must be clearly displayed in all council buildings.
- All staff and regular building users must receive annual fire safety training.



- All staff are briefed and made aware of what actions have or will be taken, preferably at one large group meeting so that any questions or issues are discussed collectively.
- All Councillors, in particular the Chairman and/or Vice Chairman, are briefed on the issues and what actions have or will be taken and any requirement to use their support.
- The service responsible officer is given support as required.
- Adequate resources are input to assist the recovery of the service.
- Constant reviews of the situation are undertaken, through regular updates and officers, Councillors and customers are kept updated and informed.
- Officers are utilised effectively and efficiently, particularly in the event of providing cover, to expedite a prompt return to normal service.
- Adequate checks are carried out when the services and systems are recovered, when systems are restored from back-up records, so that they are fully restored and reinstated and operating correctly.
- All details, i.e., resources, additional costs etc, are recorded and where applicable photographed, and any loss claim submitted.
- Regular training sessions are undertaken for all officers on their roles and responsibilities, on emergency procedures and use of emergency equipment.

Business Impact Assessment (BIA)

To assess these issues and ensure the BCP covers them it should include a BIA which will:

- Fire risk is included as a critical threat. The BIA must consider the impact of fire on premises, records and service delivery and identify mitigation and recovery actions, including alternative premises and data back up.
- Review the services and systems, analysing these into the critical components or issues that could arise.
- Assess the effect and importance on the service, i.e., high, medium, or low impact.
- Provide guidance/actions for their recovery.



- Identify measures to minimise the disruption/delay of providing these services. These will include recovery strategies such as restoring data, repairs, replacements, relocation, reciprocal arrangements, workarounds.
- Identify a responsible officer and support officer for the service or system in order to co-ordinate the retrieval.
- Identify recovery deadline periods for loss of respective service based on the impact assessment and importance of the service:
 - 1 - 1-4 Hours
 - 2 - 4-8 Hours
 - 3 - 1-3 Days
 - 4 - 1 Week
 - 5 - 1 Month
 - 6 - 2-3 Months

Review and Testing

- It is good practice to test the contents of the BCP to assess its content, suggest alternative or additional procedures and raise any logistical issues, which can then be reflected in the updates.
- The BCP should be reviewed ~~at least~~ annually by Governance and Resources Committee as part of the Risk Management Strategy and where necessary measures put in place to safeguard the future operation of the key services and systems. Part of this review would also ensure any supporting documentation, i.e., manual records, key contacts, are kept up-to-date and amended accordingly.
- Fire drills should be held at least annually and recorded.

Emergency Plans

- The BCP is intended as an internal document for use when there is an incident with a Council service or system. In the event of a serious emergency the Emergency 'Blue Light' Services will generally be involved, and they will take control of the incident.
- The Council will co-operate fully with the Fire and Rescue Service and ensure that up to date fire risk assessments and evacuation plans are available for inspection.
- In the event of all other major emergencies affecting all or part of the town i.e., flooding, traffic, the co-ordination will fall within the CBC Emergency Plans. These contact details are included in the Appendices. These authorities will take control of the incident and inform the Council who will be part of the support by contributing to and providing assistance.

Confidentiality

Due to the content required in the BCP it must always remain a Confidential document and only held in full or part by those requiring to do so.



Appendices

Appendix A - Business Impact Analysis – guidance/actions for the recovery of services or systems.

Appendix B – Emergency Contact details

Appendix C – Councillor Contact details

Appendix D – CBC Emergency Planning contact details

Appendix E – Communication Flow

Appendix F – All Officer contact details.

Appendix G – Media & Stakeholder contacts

Appendix H – Bank & Insurance contacts

Appendix I – Utilities & Alarms contacts

APPENDIX A - STOTFOLD TOWN COUNCIL – BUSINESS IMPACT ASSESSMENT

Guidance on actions for the recovery of services or systems.

Recovery Deadline

- 1 1-4 hours
- 2 4-8 hours
- 3 1-3 days
- 4 1 week
- 5 1 month

Abbreviations used: TC – Clerk, DC – Deputy Clerk , FO – Finance Officer, TR – Town Rangers, PO – Project Officer, CEO – Community Engagement Officer, MAY – Mayor, VMAY – Vice Mayor of Town Council

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
Technology	Computers	High	1	Loss of access to network files.	Contact IT provider.		Files cloud based through SharePoint. These would also be inaccessible if there was to be a loss of internet connection.	No issues to computer files.	TC
		High	1	Loss of email to communicate.	Contact IT provider.	Arrange for emails to be redirected to another email address. Create an alternative public email address.	Access to emails through cloud-based system. Create a non-365 account.	Inability to pick up email, respond to residents and make key decisions.	TC

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
		High	2	Computer Virus	Contact IT provider		IT security and firewall in place	No access to computer files	TC
		High	2	Inappropriate access – hacking/ ransom demand	Contact IT provider. Contact Police. Contact Insurance Company.	IT provider to help check recovery status.	Suspend all working on computers.		TC
		High	2	Theft of IT equipment	Contact Police, Insurance Company, IT provider.	IT provider to prevent unauthorised access and arrange to replace equipment.		Financial implications	TC
		High	1	Breakdown of IT equipment	Contact website provider to arrange replacement.		Funds built up to for rolling programme of IT upgrades.	Financial implications	TC
	Website	Medium	3	Loss of website, unable to communicate information	Contact website provider to have system reinstated or restored.	Contact alternative provider to install temporary website for information purposes.		Recovery timescale	TC
		Medium	2	Inappropriate access	Contact website				TC

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
					provider to check content and user's details.				
	Social Media	Medium	3	Inappropriate messages.	Suspend all postings.	Respond to posting.			CEO/TC
	Officer Machinery	Medium	3	No printing or scanning of letters, documents, reports, statutory agendas.	Contact provider to get service engineer visit. Contact adjoining parish/town council, library, local business to use their machinery.	Arrange new lease equipment.	Maintenance agreement in contract.	Cost implications. Copying larger volumes of documents, agendas, etc.	TC
	Officer Machinery	Medium	3	No printing or scanning of letters, documents, reports, statutory agendas.	Contact provider to get service engineer visit. Contact adjoining parish/town council, library, local business to use their machinery.	Arrange new lease equipment.	Maintenance agreement in contract.	Cost implications. Copying larger volumes of documents, agendas, etc.	TC

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
	Officer Machinery	Medium	3	No printing or scanning of letters, documents, reports, statutory agendas.	Contact provider to get service engineer visit. Contact adjoining parish/town council, library, local business to use their machinery.	Arrange new lease equipment.	Maintenance agreement in contract.	Cost implications. Copying larger volumes of documents, agendas, etc.	TC
	Alarms	Medium	3	Intruder – no security in building Fire – no warning to emergency services.	Contact alarm company Contact alarm company.		Maintenance agreement and budget in place for call out charges.	No insurance cover.	DC
Paper records	General	Low	4	Loss of comprehensive records of details held.	Review master list of all files and records held.	Recover from electronic versions.		Accessibility of retrieval, software may be required on all PCs. Cost and resource implications.	TC
Paper Records	General	Low	4	Loss of comprehensive records of details held.	Review master list of all files and records held.	Recover from electronic versions.		Accessibility of retrieval, software may be required on all PCs. Cost and	TC

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
								resource implications.	
	Legal Documents	High	5	Loss of statutory records – requirement to maintain records for certain period.	Contact third parties from register to obtain copies of documents.	Recover from electronic versions.	Consider electronic copy kept in cloud. Original documents kept with Council solicitors. Register of all documents held by solicitor kept electronically.	Feasibility of storing in suitable safe – cost implications.	TC
		High	5	Loss of records for contracts, agreements, leases.	Contact third parties from register to obtain copies of documents.	Recover from electronic versions.	Consider electronic copy kept in cloud. Original documents kept with Council solicitors. Register of all documents held by solicitor kept electronically.		TC
		High	5	Loss of financial records – accounts, receipts, and payments.	Contact third parties from register to obtain copies of documents.	Recover from electronic versions	Consider cloud-based storage for all paper records		FO

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
		Medium	5	Loss of insurance records, risk records.	Contact insurance provider to obtain copies of policies.	Recover from electronic versions		Details of policy number will be required	TC
	Unique Records	Medium	5	One off records (maps, historical data) unlikely to be replaced.	Lodged to archive office.		Copy kept on cloud-based system		TC
	Files	Medium	5	Copies of paperwork produced are generally electronic, but information received is not stored electronically.	Retrieve files through reproducing electronic versions.			No guarantee all paperwork can be reproduced.	TC
	Files	Medium	5	Copies of paperwork produced are generally electronic, but information received is not stored electronically.	Retrieve files through reproducing electronic versions.			No guarantee all paperwork can be reproduced.	TC
	Archives	Medium	5	Older files kept for reference (see files).				Scan all archived files. Cost and IT provision implications.	TC

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
Staff	Resignations	High	6	Clerk – loss of Proper Officer. Need to ensure Council business continues.	DC delegates for Clerk. Contact BATPC/SLCC and other providers for locum clerk	Recruitment procedure through HR consultant.	DC or locum clerk delegates for Clerk.	Provides immediate continuity. Time delay in making selection, appointment, and commencement date. Learning period from commencement. Cost implications. Consider EMR staff contingency.	MAY/ VMAY
	Illness or leave	Medium	5	Long term, serious illness, epidemics, maternity, or paternity.	Assess in-house coverage and/or change staff working practices to cover duties or priority areas. Buy in specialist	Assess working practices and rearrange duties/responsibilities .	Procedure notes to be up to date. Knowledge from wider team.	Other duties/responsibilities may be delayed. Time delay in making selection and appointment and commence date. Cost implications.	TC/DC

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
					cover from Rialtas to cover Finance Officer. Other agencies specialise in local government short term staffing solutions.				
		Low	5	Short term absences	Assess in-house cover for key and priority areas.		Knowledge from wider teams		TC
	Unforeseen circumstances	Medium	3	Adverse weather conditions, staff unable to get into office, temporary or short-term loss or disruption to business.	Cascade arrangements informing staff and key holders. Facilitate home working. Only local staff and/or able to Mayor or Deputy Mayor can access	Assess in-house cover for key or priority areas. Close office for a period e.g. day or week.	All staff are key holders. Mayor/Vice Mayor and Chair of Buildings Management also key holders	Length of time for cover may need to be assessed on a day-to-day basis. Access to office files, records to undertake work not available. Cloud based storage system to be utilities.	TC

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
					Council offices.				
Governance	Council not quorate	High	5	Loss of Members due to multiple resignations (causing council to be inquorate).	Clerk to inform remaining Members and staff. Clerk to inform CBC electoral services and follow election regulations if required.	Adopted Co-Option Policy in place.	CBC will appoint temporary Town Councillors until elections/co-option can be held.	Inability to process payments, make decisions.	TC
Buildings	Greenacre Centre	High	1	Unable to access building.	Contact alarm and security provider.	Contact locksmith to gain access. In event shutter malfunction, TRs have ability to override shutters.		Power, access to tech, internet access.	TC/DC
Buildings	Greenacre Centre	High	1	Unable to access building.	Contact alarm and security provider.	Contact locksmith to gain access. In event shutter		Power, access to tech, internet access.	TC/DC

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
						malfunction, TRs have ability to override shutters.			
		High	1	Damage to premises	Depending on level of damage to building consider relocating to other rooms within the building, staff to WFH if possible. Relocate to other building if applicable.				
	All buildings	High	2	Damage to buildings.	Assess areas unusable and re-arrange building for temporary office space if applicable or contact hirers to rearrange bookings or accommodate in other buildings.	Contract contractors to carry out remedial works.			TC/DC

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
		Medium	1	Unable to hold meetings.	Relocate meetings to other location depending on timeframe or hire space in alternative venue.				TC/DC
		High	3	Loss of hire facility – hirers.	Source alternative venues for hires. Contact hirers and advise alternative locations and provide details of venues.		Regular maintenance, condition survey.	Cancel bookings, loss of income, suitability of alternative venues. Loss of income.	TC/DC
Utilities	Gas	High	1	Leak	Evacuate the building. Contact gas provider.		Regular maintenance. Maintenance agreement.	Cancel bookings, loss of income.	DC
		Medium	3	No supply.	Contact gas provider.			Is loss of supply to building or wider area?	DC
		Medium	3	No heating.	Contact boiler engineer.	Use temporary heating	Regular service		DC

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
	Electricity	High	1	No power to building.	Contact UKPN.			Regular maintenance, condition survey	DC
		High	1	No power for alarm, IT.	See technology				DC
	Water	High	1	No toilet facilities (staff or hirers)	Contact water provider.	Staff WFH. Hirers relocate.		Is loss of supply to building or wider area?	DC
		Medium	2	No drinking facilities	Contact water provider.	Purchase hot drinks/ bottled water.			DC
		Medium	2	No kitchen facilities	Contact water provider.	Staff WFH. Hirers relocate.		Is loss of supply to building or wider area?	DC
Assets	Money	High	2	Loss of money	Contact police. Contact insurance company Compile list of receipts from receipt book, card payments etc	Contact payees to check their records (not processed) and provide another payment	Regular banking of monies, bank reconciliation Internal control measures in place and reviewed regularly	Different issues with cash and car payments	FO
		High	3	Fraud/Theft	Contact police/ insurance company		Regular banking of monies, bank reconciliation		TC/FO

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
							Internal control measures in place and reviewed regularly		
	Vehicles	Medium	4	Vehicle Theft	Report to police, insurance company.		Vehicles are locked overnight and secured in rear car park		DC
		Medium	4	Vehicle damage or breakdown.	Contact garage to arrange transportation to garage for investigation.	Hire a vehicle Use personal vehicles and recoup fuel expense.	Frequent service. Regular, documented driver checks and assessments.	Cost implications. Extent of damage may not be economic to repair. EMR for vehicle replacement.	DC
	Play equipment	Medium	1	Damage to equipment.	Secure and/or repair equipment or area. Advise Police if relevant Contact insurance company.	Close play area.	Regular inspections by ROSPA Trained staff. Annual inspection by ROSPA certified third party.	Cost implications.	DC
	Land	Low	4	Unable to access.				Each site has different issues	DC

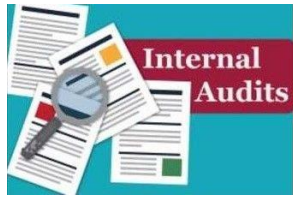
Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
		Medium	5	Contaminated land.	Contact Environment Agency for advice.	Contact specialist contractor.	Undertake testing of sites.	Each site has different issues. Cost implication.	DC

Recovery Deadline

6	1-4 hours
7	4-8 hours
8	1-3 days
9	1 week
10	1 month

Appendices:

Appendix B	Emergency Contact Details (confidential)
Appendix C	Councillor Contact Details (confidential)
Appendix D	CBC emergency planning contact details (confidential)
Appendix E	Bank and insurance contact details (confidential)
Appendix F	Utilities and Alarms contacts (confidential)



Emma Payne
Town Clerk
Stotfold Town Council
Greenacre Centre
Valerian Way
Hitchin SG5 4HG

20th October 2025

Dear Emma,

INTERIM INTERNAL AUDIT 20th OCTOBER 2025

Parish & Parish Auditing Services have been appointed to undertake the internal audits at Stotfold Town Council. The first interim audit of the 2025/26 financial year was undertaken on Monday 20th October 2025.

I can confirm that I am independent of the Parish Council.

As stated in the Letter of Engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year. In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements. This will be undertaken by the Council's appointed External Auditor.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These controls are included in the following report.

First Interim Audit

The following areas were reviewed:

- Overview of the main assertions outlined in the Practitioners Guide;
- Transparency Code data.

The Interim Audit has identified a number of recommendations to help update and improve the Council's current procedures.

The audit has found no areas of concern and the Council's procedures and controls are generally working well.

It is important for the Council to continue to observe its governance requirements and ensure that it maintains its finances in a comprehensive and accurate format in order to complete its end of year obligations.

Thank you for all the information you have provided to enable the audit to be undertaken.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Paul Russell', written in a cursive style.

Paul Russell, Internal Auditor

INTERIM INTERNAL AUDIT

Outlined below is an overview of the 10 Assertions within the Practitioners Guide 2025. Each of these are dealt with under the relevant Governance sections contained in Section 1 of the AGAR:

AGS Assertion 1 — Financial management and preparation of accounts

- Accounting Records and supporting documents:
- Bank reconciliation:
- Budget setting:
- Investments:
- Reserves:
- General Reserves:
- Earmarked and other reserves:

AGS Assertion 2 — Internal control

- Standing Orders and Financial Regulations:
- Safe and efficient arrangements to safeguard public money:
- Employment:
- VAT
- Fixed assets and equipment:
- Loans and long-term liabilities:

AGS Assertion 3 — Compliance with laws, regulations and proper practices

- Acting with its powers:

AGS Assertion 4 — Exercise of public rights

AGS Assertion 5 — Risk management

AGS Assertion 6 — Internal audit

AGS Assertion 7 — Reports from auditors

AGS Assertion 8 — Significant events

AGS Assertion 9 — Trust funds (local councils only)

AGS Assertion 10 — Digital and data compliance

The following headings are based on Section 1 – Annual Governance Statement.

A. Appropriate accounting records have been properly kept throughout the year. AND Periodic bank account reconciliations were properly carried out during the year.

Appointment of an RFO (Section 151 of LGA 1972)

The Town Clerk is the RFO. The Staff page of the website ([Stotfold Town Council: Town Council Staff](#)) does not specify who the Responsible Financial Officer (RFO) is. Suggest that this be included in the Town Clerk's title.

Ensure the correct roll forward of the prior year cashbook balances to the new financial year.

Box 7: £2,663,262. The External Audit report has now been completed and has been uploaded onto the Council's website. The Conclusion of Audit was formally reported to Council at its meeting on 8th October 2025 (Minute 458.1/25)

Check a sample of financial transactions in cashbooks to bank statements, etc: the sample size dependent on the size of the authority and nature of accounting records maintained.

A sample of the financial transactions between 1st April and 30th September 2025 has been undertaken. The following checks were carried out:

- Review of a sample of original invoices: No material differences identified.
- Sample invoices checked against the list of invoices paid: Sample checked was accurate.
- Sample invoices checked against the original bank statement: Sample checked was accurate.
- Samples checked against the cashbook as reported to each Committee and Full Council. Sample checked was accurate.

There is a proper process in place to ensure that financial information is correctly recorded and reported to Council as part of its governance procedures.

The financial control systems include:

- *Measures to ensure that the financial transactions of the authority are recorded as soon as, and as accurately as, reasonably practicable:*
This is in place. Invoices are recorded on receipt on a payment schedule and then presented to Council/Committee for approval. Approval is minuted.
- *Measures to enable the prevention and the detection of inaccuracies and fraud, and the reconstitution of any lost records:*
All invoices are reviewed by the Finance Officer, inputted into the finance software and submitted to Council on a monthly basis for approval. An expenditure report is submitted to Council for approval. Links are included on the published agenda and the reports are part of the agenda pack and available for public download. Note that the links are not available for public access. The Council does have an Anti-Fraud & Corruption Policy in place ([downloads.php](#)). This was reviewed in June 2025 with a further review scheduled in 2027.
- *Measures to ensure that risk is appropriately managed:*
A Risk Management Strategy is in place and was reviewed on April 2025. It is scheduled for review in April 2026. There is also a comprehensive Risk Register in place which was reviewed on 9th April 2025. A further review is scheduled for 2026. An Internal Controls Policy is in place and was updated in April 2025 with a further review scheduled for 2026. All documents are published on the Council's website and available to download.
- *Identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers:*

The Finance Officer is responsible for all financial transactions. A Scheme of Delegation is in place and gives delegated responsibility to various officers to carry out everyday management duties. The Officers identified are:

- The Town Clerk
- The Finance Officer
- The Public Realm Manager
- The Democratic Services Manager

NOTE: The Council no longer has a Democratic Services Manager or a Public Realm Manager. The Public Realm Manager has now been promoted to Deputy Clerk. The updated scheme of delegation has been agreed at the Governance and Resources Committee at a meeting held on 1st October 2025 with the recommendation to Full Council to adopt. Full Council will not meet until 5th November 2025. At the time of the interim audit the old scheme of delegation continued to be published on the website.

Recommend that the position of RFO also be included in this and other relevant Council policy documents.

Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members.

Bank reconciliations are prepared monthly for all accounts and are signed off by a Councillor who is not a bank signatory. Bank reconciliations are currently reported to the Governance & Resources Committee for approval. Those minutes are then taken to Full Council for further approval. This meets the objective.

Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, section 2, line 8. To be reviewed at year end.

Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy.

The Council has an Investment strategy adopted and in place. This was reviewed in October 2024 with a further review scheduled for October 2025. **Ensure the review is undertaken.**

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.

Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the SOs and FRs which should be based on the latest version.

The Council has a Contracts page on its website ([Stotfold Town Council: Contracts](#)). All tenders and quotation requests are publicised on this page and where regulations require. **Ensure that** they are also advertised on the Find a Tender portal.

The Council will be extending its Grounds Maintenance Contract for a further 12 months in March 2026 and the Streetlight Tender will be put advertised in January 2026.

Please note that Contracts Finder has now been replaced by Find a Tender so all contracts will need to be publicised on this portal. ([Sell goods or services to the public sector: Different ways to sell - GOV.UK](#))

Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs (frequently different limits are recorded in the two documents). Both Standing Orders and Financial Regulations have been updated and are based on recent versions of the NALC model template. The limits match and are in line with the Procurement Act 2023.

Recommend that the Financial Regulations are further updated to remove the Contracts Finder reference and that the Tender page of the latest NALC version (Appendix 1) is included.

Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods/ services delivery and approval for payment; ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation.

Financial recording and reporting procedure:

- The Council uses the Rialtas Omega financial software to manage its accounts;
- A Purchase Order system is in place. All orders raised have a Purchase Order (PO);
- Invoices are received and reviewed for accuracy and authenticity by the Finance Officer. Invoices are mainly received electronically. The invoices are attached to the PO. The PO is authorised by the Town Clerk and the relevant cost centre is included;
- A payment schedule is developed on a monthly basis and presented to Council for authorisation;
- The payment schedule includes any regular payments as reported at the Annual Parish Council meeting in May every year;
- Approval of payments is by Resolution by the Council;
- Two members initial each copy of the hard copy invoice;
- RFO sets up the payment of invoices;
- Two members approve payment. Each is sent the payment sheet and a copy of each invoice for cross reference;

Check that there is effective segregation between ~~the writing of cheques or the setting up of online payments~~, and physical release of payments.

There is appropriate segregation in place. The Finance Officer sets up the payments and two authorised signatories approve the payments.

Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements.

VAT is claimed on a quarterly basis. Quarter One reclaim was £26,252.20 (received 07/08/2025).

Where debit/credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place.

The Council has three debit cards in place. There is an overall credit limit of £9,300 for the cards. Individual credit limits are as follows:

- Town Clerk/RFO: £5,000
- Deputy Clerk: £3,000
- Amenities Officer: £1,000

Card balances are paid off in full each month in line with Financial Regulations.

Those councils eligible to apply the General Power of Competence (GPC) should ensure that it is clearly minuted.

The Council passed a GPC motion at its Full Council meeting in November 2023.

189/23 GENERAL POWER OF COMPETENCE

Members received a report on adopting the General Power of Competence. It was RESOLVED that:

Stotfold Town Council meets the criteria to adopt the General Power of Competence as outlined in the Localism Act 2011.

GPC will be reviewed and potentially renewed following the next election in May 2027.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Ensure that authorities have prepared and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc.

An Asset Register is in place and is currently being reviewed by the Council. A full review will be undertaken at the end of the financial year. Please ensure that and capital purchases are properly recorded on the asset register and that any disposals are also recorded.

Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity/ employees (including members) liability, business interruption and cyber security.

The Council is insured with Zurich. Policy Number YLL-2720442673. Runs from 1st June 2025 to 31st May 2026. Council is adequately covered but this will be confirmed once the asset register has been updated at year end.

Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches; such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation.

The Council is responsible for the management and maintenance of the following play areas:

- Arlesey Road
- Prince Charles Avenue
- Pix Brook
- Hitchin Road
- The Green

- The Riverside
- Greenacres (2 play areas)
- Stotfold FC (outdoor gym)

The Council is considering the development of a skate park. A tendering process has already been undertaken and funding has been agreed by the Council towards this project.

The Council undertakes annual independent risk assessments and its contractor carries out regular play area checks. Copies of the most recent play inspection reports carried out by the Play Inspection Company have been provided and were reviewed.

Review the effectiveness of internal control carried out by the authority.

As previously stated, the Council has an Internal Controls strategy in place which is in line with other relevant policies. Internal controls are appropriate and effective.

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Ensure that the full Authority, not a committee, has considered, approved and adopted the annual precept for the coming year in accordance with the required parent Authority timetable.

At its meeting held on 29th January 2025 Full Council formally approved the budget and the setting of a precept. (Minute 349.1/24)

349.1/24 Budget and Precept 2025-26

Members received a report outlining a proposed budget and precept request. Members were advised there was a typo in item 4.5 of the report which should reach 4.96%.

Decision: It was RESOLVED to:

- a) Ratify the reduction in EMRs as outlined in the report.
- b) Approve the Budget for 2025-26 as set out in the report.
- c) Request from CBC that they collect a precept of £951,481.

It has been confirmed that a precept of £951,481 was requested. (MHCLG Parish Code E0203P065)

Ensure that current year budget reports are prepared and submitted to the Authority/ Committees periodically during the year with appropriate commentary on any significant variances.

Budget monitoring is in place and undertaken every month by Full Council. Income and expenditure is noted and approved as separate items. The Income and Expenditure report from the financial software is presented showing income and expenditure against budget.

Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances.

As outlined above this is undertaken monthly. A full review will be undertaken at year end.

Ensure that the Authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process.

The Council has Earmarked Reserves in place and were reviewed at the end of the 2024/25 financial year. There is a Reserves policy in place and any expenditure from EMRs is subject to Council resolution.

The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

The Council has an adequate General Reserve to meet the recommendation in place, with specific allocated EMRs also in place.

The Council has the following Bank Statement Balances as at 30th September 2025:

ACCOUNT	AMOUNT
Unity Trust current account	£858,305.01
Barclays Imprest account	£7,988.34
Unity Trust Deposit account	£1,094,197.99
CCLA	1,067,698.80
Petty Cash	£0.00
Sum Up account	£0.00
Total	3,028,190.14

Ensure that the precept received in the accounts matches the prior year submission form to the relevant authority and the public record of precepted amounts.

This has been checked and verified.

E . Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.

Review “Aged debtor” listings to ensure appropriate follow up action is in place.

Review to be undertaken at year end.

Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained, identifying that debtors are monitored.

The Council has two allotment sites which it manages. (Norton Road and Common Road)

A Tenancy Agreement is in place and both the fees & charges and an application form can be downloaded from the website. The Council maintains a Register of Tenants and has appropriate software in place. (Rialtas Allotment package)

Burials: ensure that a formal burial register is maintained, that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time.

The Council manages the cemetery in Mill Lane. The Council maintains a hard copy Register of Burials and also has the Rialtas Cemetery package in place for management of new burials. Burial fees have been updated and are available to download from the new Council website.

Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised.

The Council a number of venues for hire. The fees and charges require a log in.

Recommend this document is updated and made accessible.

There is a dairy system in place (Rialtas Bookings package) and an up to date diary system is included. The software should have the ability to cross reference with the Finance package.

Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time.

To be reviewed at year end.

Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income.

The Council hires out sports facilities which are managed in line with the hall hire. All lettings are managed via the Rialtas booking system,

A sample review has been undertaken and appropriate controls are in place. There is a clear audit trail between invoicing and receipt of payments. This will be revisited again at year end.

F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

The Council does not operate a petty cash system.

F. Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract.

All staff have a contract in place. The Council has annual HR support from WorkNest who advise on all matters staff related. A sample of the contracts in place was reviewed.

Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability.

No Member allowances are paid.

Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and also with the contracted hours.

A sample of staff salaries paid in July 2025 has been undertaken. All staff are on the correct NJC salary scale.

Ensure that appropriate tax codes are being applied to each employee.

All staff paid have a tax code allocated as required.

Where free or paid for software is used, ensure that it is up to date.

The Council uses Sage Payroll 50. This is an internet based software upgraded regularly by the software company.

For the test sample of employees, ensure that tax is calculated appropriately.

A sample was reviewed and was verified as correct.

Check the correct treatment of Pension contributions.

Checked and correct. One member of staff is not a member of the pension scheme. The Council formally adopted the LGPS Pensions Discretionary Policy at its meeting in May 2025.

For NI, ensure that the correct deduction and employer's contributions are applied:

Checked and verified.

Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies.

Sample checked was correct.

H. Asset and investment registers were complete and accurate and properly maintained.

Tangible Fixed Assets:

Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of/ no longer serviceable assets.

An Asset Register is in place and the previous year's register is available to download. The register is currently being updated.

Physically verifying the existence and condition of high value, high risk assets may be appropriate.

Not undertaken. Audit was remote. Sample to be reviewed at year end.

The register should identify for each asset the purchase cost and, if practicable, the replacement/ insured cost, the latter being updated annually and used to assist in forward planning for asset replacement.

To be reviewed at year end.

Additions and disposals records should allow tracking from the prior year to the current.

The register is normally updated following capital purchases. Please ensure that the end of year asset register is fully updated once the accounts have been closed.

Ensure that the asset value to be reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and / or disposals.

To be undertaken at year end.

Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the Authority.

Sample reviewed and insurance cover was confirmed as adequate.

Fixed asset investments:

Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at section 2, line 9. Borrowing and Lending:

Council has no long-term investments in place.

Ensure that the authority has sought and obtained appropriate UK Debt Management Office approval for all loans acquired.

Council had 4 loans in place at the end of the 2024/25 financial year. A full review of the loans in place will be undertaken at year end. Three loans will be fully paid off by the end of the 2025/26 financial year:

PW481904	22-Dec-1998	20-Jul-2024	£520.07
PW483097	24-Sep-1999	20-Jul-2025	£2,324.42
PW483797	21-Feb-2000	20-Jan-2026	£13,752.02
PW490888	14-Dec-2005	20-Jul-2030	£37,288.02

Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan, any arrangement fee should be regarded as an admin expense) in the year of receipt.

To be reviewed at year end.

Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at section 2 line 5.

To be reviewed at year end.

Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the AGAR at section 2, line 10 (value should be verified from the lender and verification provided to the IA by the clerk/RFO).

To be reviewed at year end.

Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt.

The Council has not issued any loans.

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein. [The Accounts and Audit Regulations 2015](#)

Accounts are maintained on an income and expenditure basis.

Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end.

Confirmed.

K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.

Not covered.

L. The authority publishes information on a free to access website/web page, up to date at the time of the internal audit in accordance with the relevant legislation.

Review the Authority's website ensuring that all required documentation is published in accordance with the relevant legislation.

The Council has a specific Transparency Page on its website ([Stotfold Town Council: Transparency Code](#))

The following information is published on the Parish Council's website.

Expenditure exceeding £500

Local authorities must publish details of each individual item of expenditure that exceeds £500. [Published](#)

Government Procurement Card transactions

Local authorities must publish details of every transaction on a Government Procurement Card ([not applicable](#)).

Procurement information

Local authorities must publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000. [Published](#)

Contracts

Local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. [Published](#)

Information to be published annually

The following information should be published annually:

- Local authority land (The Asset Register) [Not published](#)
- Social housing assets [Not applicable](#)

- Grants to voluntary, community and social enterprise organisations [Published](#)
- Organisation chart (Staff structure with Council and Committee structure) [Published](#)
- Trade union facility time (only applicable if you provide facilities for union representatives) [Not applicable](#)
- Parking account (to be published if parking income received) [Not applicable](#)
- Parking spaces (publish the number of marked out controlled on and off-street parking spaces within their area, or an estimate of the number of spaces where controlled parking space is not marked out in individual parking bays or spaces) [Published](#)
- Senior salaries (Council does not have any Officer paid over the £50,000 threshold) [Published](#) **Recommend that the note is checked as it may be incorrect.**
- Constitution (Standing Orders) [Published](#)
- Pay multiple (see the code) [Not published](#)
- Fraud (see the code) [Published](#)

M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.

IAAs should acquire/ examine a copy of the required “Public Notice” ensuring that it clearly identifies the statutory 30 working day period when the Authority’s records are available for public inspection. [The Accounts and Audit Regulations 2015](#)

The publication requirements were met. The Notice states Thursday 26th June to Wednesday 6th August 2025. This meets the statutory 30 day requirement.

IAAs may also check whether authorities have minuted the relevant dates at the same time as approving the AGAR.

The Council meeting held in June 2025 is currently not uploaded onto the Council website. **Recommend** that this be addressed.

N. The authority complied with the publication requirements for the prior year AGAR.

Ensure that the statutory disclosure / publication requirements in relation to the prior year’s AGAR have been met as detailed on the front page of the current year’s AGAR.

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: [Published](#)
- Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4: [Published](#)
- Section 2 - Accounting Statements 2024/25, approved and signed, page 5: [Published](#)

Not later than 30 September 2025 authorities must publish:

- Notice of conclusion of audit: [Published](#)
- Section 3 - External Auditor Report and Certificate: [Published](#)

- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review: [Published](#)

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. [Published](#).

O. Trust funds (including charitable) - the Council met its responsibilities as a trustee.

The Council is not a Trustee.

ASSERTION 10: DIGITAL AND DATA COMPLIANCE

Data protection and security - Using authority-owned email accounts ensures that sensitive information is handled in a controlled environment with appropriate security measures. This aligns with GDPR principles such as data minimisation, integrity and confidentiality.

Council meets this requirement and has .gov.uk email addresses for all Councillors and staff.

It is best practice to use .gov.uk domains for smaller authorities' emails and websites. Council meets this requirement.

Compliance with policies - All authorities should have an IT policy that mandates the use of authority-owned email accounts for official business. These policies are designed to ensure that all communications are conducted in a manner that is consistent with the authority's standards and legal obligations.

The Council currently does not have an IT policy in place. A template policy has been provided and it is **recommended** that this be adopted.

Council does have a Councillor IT Device Usage Policy in place [downloads.php](#)

Website accessibility - Where a smaller authority is subject to the requirements of website accessibility it does not have to buy a new website to comply with accessibility law if it places a disproportionate burden on the authority. At a minimum all authorities' websites must include an accessibility statement on their website and keep it under regular review. This statement should include reasons for not meeting accessibility requirements, ways to source alternative copies of non-accessible documents and a point of contact.

The Council has an Accessibility Statement ([Stotfold Town Council: Accessibility Statement for Stotfold Town Council](#)) published on its website.

Since September 2020, all parish and town councils must have a website that complies with Website Content Accessibility Guidelines (WCAG). As from October 2024 that rating level changed from WCAG2.1 AA to WCAG2.2AA so that it meets Accessibility Guidelines as set in the Public Sector Bodies Accessibility regulations. Stotfold Town Council has recently updated its website and this meets the new requirements.

Data Protection - To ensure compliance with data protection regulations, smaller authorities should:

- *Appoint a Data Protection officer to oversee data protection and ensure compliance with GDPR (Under Section 7 of the DPA 2018, Parish Councils and Parish Meetings are exempt from this requirement).*
- *Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully.*
- *Implement a Data Protection policy on data handling, storage and sharing.*
- *Provide regular training to ensure all staff and members are trained on data protection principles and practices.*
- *Secure data using appropriate technical and organisational measures to protect personal data from breaches.*

The Council has the following Data Protection policies published on its website:

- Document Management Policy ([downloads.php](#))
- Information and Data Protection Policy ([Microsoft Word - Information and Data Protection Policy - 2025](#))
- Freedom of Information Policy ([Microsoft Word - Freedom of Information Procedure - 2024](#))
- Publication Scheme ([Publication Scheme 2025](#))
- Subject Access Request Procedure ([Microsoft Word - Subject Access Request Procedure - 2025](#))
- Privacy Policy (website) ([Stotfold Town Council: Privacy Policy](#))

Council will need to ensure that the following requirements are met:

- Identify an Officer to oversee Data Protection (this can be added to an existing Officer role);
- Undertake a data audit or update its current audit;
- Organise GDPR training for staff and councillors (in the process of being delivered);
- Ensure that both hard copy and electronic data have relevant protections in place. For hard copy records this will be identified by the audit. For electronic data it is recommended that your IT provider outlines what protections are in place, how often data is backed up and how it is stored. Ensure that all computers have some level of virus protection.

The Freedom of Information Act places a duty on every public authority to adopt and maintain a publication scheme which details the publication of information by the authority and is approved by the Information Commissioner; adoption of the Information Commissioners Office model publication scheme meets this requirement. [Freedom of Information Act 2000](#) and [Publication schemes: a guide | ICO](#)

A Freedom of Information Publication Scheme is in place and was recently updated. **Recommend that this is monitored and updated** based on new legislation being introduced.

Smaller Authorities with total turnover or expenditure greater than £25,000 should as best practice comply with the Local Government Transparency Code 2015; the government believes that in principle all data held and managed by local authorities

should be made available to the public unless there are specific sensitivities to doing so. [Local government transparency code 2015 - GOV.UK](#)

The Council has a Transparency page on its website publicising the relevant information as outlined in the Transparency Code 2015.

Please note that the Practitioners Guide states that monitoring an authority's compliance with the relevant transparency code is not part of the external auditor's limited assurance review of the AGAR. It would however be expected that internal auditors would review this control area and this has been carried out.

Sept 25 Expenditure Report.pdf

Sept 25 Income Report.pdf

Sept 25 Committee Report.pdf

Sept 25 EMR Report.pdf

Stotfold Town Council Strategic Plan 2025-26.pdf

LCAS Silver Award Application.pdf

Mossman Management Committee.pdf

List of Payments made between 01/09/2025 and 30/09/2025

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/09/2025	Amberol Ltd	BACS11	£1,170.00	SELF WATERING PROMENADE
01/09/2025	SparkX Ltd	BACS15	£21,379.80	LED Upgrade
01/09/2025	Clarid Service Ltd t/a Minster	BACS16	£3,331.63	MISSED CLAENING @GAC
01/09/2025	Town Mayor Reimbursement	BACS17	£59.50	MATERIAL FOR CAFE SHOP @GAC
01/09/2025	Wilstead Haulage Ltd	BACS20	£360.00	024375/25.425/Wilstead Haulage
01/09/2025	Stotfold News Magazine	BACS21	£4,149.30	stotfold news magazine
01/09/2025	Steveage Sheet Metal Ltd	BACS25	£420.00	Splashback for cafe shop @gac
01/09/2025	Multi Utility Services Trainin	BACS26	£5,121.50	STOTFOLDTC/AUG25/25.423/Multi
01/09/2025	Matta Products Playground Safe	BACS28	£3,768.96	SUPPLY SAFETY MATTA IN GREEN
01/09/2025	Hertfordshire County Council	BACS30	£157.06	CLEANING OTEMS
01/09/2025	Griggs Electricial Ltd	BACS31	£439.20	Portables appliance testing
01/09/2025	Culligan/ old WaterCoolersDire	BACS32	£25.44	BOTTLES OF WATER
01/09/2025	Countrywide Ground Maintenance	BACS35	£13,359.49	JULY GROUNDS MAIN/Count
01/09/2025	C & D Farms	BACS37	£120.00	E10347/25.391/C & D Farms
01/09/2025	Amberol Ltd	BACS1	£0.60	SELF WATERING PROMENADE
01/09/2025	Driver & Vehicle Licensing Age	DD	£30.18	WV69ASU RD TAX/Driver & Vehicl
01/09/2025	Central Beds Council	DD2	£1,331.00	GAC RATE 25/26
01/09/2025	Trade Uk/Screwfix	DD1	£72.98	SEPT 25/Trade Uk/Screwfix
03/09/2025	Mr Sander Ltd	BACS	£2,956.00	SANDING MEMO HALL
03/09/2025	ALLSTAR Business Solutions Ltd	DD5	£54.85	E2020834717/FUEL/ALLSTAR Busin
04/09/2025	NFU Mutual Insurance	DD15	£485.74	759519/25-26/VEHICLE INSURANCE
08/09/2025	SMG Business Solutions Ltd	DD1	£1,719.04	SMG92530/25.486/SMG Business S
09/09/2025	Central Beds Council	DD16	£991.00	33035024/25-26/SIMPSON CENTRE
09/09/2025	Central Beds Council	DD17	£524.00	33037809/25-26/PT SIMPSON CENT
09/09/2025	Central Beds Council	DD18	£314.00	CEMETERY RATE 2025/26

10/09/2025	MacMillion Performer	MACMILLION	£75.00	MacMillion Performer
10/09/2025	ALLSTAR Business Solutions Ltd	DD3	£84.38	E2020886129/FUEL/ALLSTAR Busin
11/09/2025	YORKSHIRE GAS AND POWER	DD2	£1,838.45	1098287/GAC ELECTRICITY/YORKSH
12/09/2025	CR54A+B DEPOSIT REFUND	ALLOT DEPO	£70.00	CR54A+B DEPOSIT REFUND
12/09/2025	Wilstead Haulage Ltd	BACS1	£360.00	024731/25.447/Wilstead Haulage
12/09/2025	Wellers Law Group	BACS2	£3,014.40	library lease and new lease GA
12/09/2025	Sundown Ltd	BACS3	£1,593.00	SUNINV20688/25.439/Sundown Ltd
12/09/2025	Window Cleaner -GAC Window Clean	BACS5	£170.00	SEPT 25/25.445/Stephen Riley
12/09/2025	Society of Local Council Clerk	BACS6	£609.60	TRAINING - WATER COMPLIANCE+ L
12/09/2025	Town Mayor Reimbursement	BACS7	£12.00	SEPT REIMBURSE,EMT/PIC HANGING
12/09/2025	Ryalls Building Supplies Ltd	BACS10	£62.77	100258/Ryalls Building Supplie
12/09/2025	Griggs Electricial Ltd	BACS1	£732.00	Electrical work @GAC Library
12/09/2025	Woods Sheet Metal Ltd	BACS2	£2,190.00	AIR CON CAGE FRAME
12/09/2025	Bradders Ltd	BACS3	£1,932.00	SUPPLY AND FIT NEW WATER METER
12/09/2025	C & D Farms	BACS10	£120.00	10351/25.429/C & D Farms
12/09/2025	Cloudyit Group	BACS11	£153.48	MICROSOFT TEAMS CALLING SUPPOR
12/09/2025	J Miles Building Ltd	BACS3	£623.00	INSTALLATION OF STOTFOLD SIGN
12/09/2025	Home Counties Toilet Hire	BACS5	£372.00	TOILET HIRE FOR SCREEN ON GREE
12/09/2025	Hertfordshire County Council	BACS6	£205.21	H092502203/25.426/Hertfordshir
12/09/2025	Green Valley Construction Ltd	BACS7	£1,800.00	REPAIR THE SLIDE IN GAC PLAY A
12/09/2025	Gilks Fencing Ltd	BACS10	£8,896.44	CAR PARK FENCING
12/09/2025	Elancity - UK	BACS11	£477.60	WARRANTY EXTEND - SPEED MON
12/09/2025	CPM PLAYGROUNDS LTD	BACS21	£810.00	PLY GROUND INSPECTIONS AND REP
12/09/2025	EE Limited	DD2	£358.81	V02385194903/EE Limited
15/09/2025	Crown Gas & Power Ltdc- Memori	DD6	£72.14	3656334/MEMO HALL GAS/Crown G
15/09/2025	Crown Gas & Power Ltd - GAC Ga	DD7	£263.45	3656227/GAC GAS/Crown Gas & Po
16/09/2025	Sage UK	DD	£88.80	INV21353498/Sage UK
17/09/2025	British Gas Lite	DD1	£22.63	12281663/FOOTBALL GOAL/British
17/09/2025	ALLSTAR Business Solutions Ltd	DD2	£4.80	E2020918778/ALLSTAR Business S

17/09/2025	Anglian Water - The Green	DD10	£18.49	15511772/THE GREEN/Anglian Wat
17/09/2025	Anglian Water - Hitchin Rd Rec	DD11	£26.05	15526987/HITCHIN RD/Anglian Wa
17/09/2025	Anglian Water - Simpson Centre	DD12	£70.39	15528121/SIMPSON CENTRE/Anglia
17/09/2025	Anglian Water - Memorial Hall	DD15	£159.96	15529535/MEMO HALL/Anglian Wat
17/09/2025	Anglian Water - Allotments	DD16	£868.64	15513283/ALLOT MENT/Anglian Wa
17/09/2025	Anglian Water - Brook St Toile	DD18	£79.82	15512789/HIGHT ST TOILET/Angli
17/09/2025	Utilita - The Simpson centre	DD21	£193.64	2025-08/1/SIMPSON CENTRE/Utili
18/09/2025	Fire Protection Online Ltd	BACS1	£747.79	RUBBER PARKING STOP @GAC CAR P
18/09/2025	BANK SEPT BULK PY CHARGE	SEPT BULK	£4.20	BANK SEPT BULK PY CHARGE
19/09/2025	Central Beds Council	DD19	£106.00	CAR PARK RATE 25/26
19/09/2025	Central Beds Council	DD20	£449.00	MEMORIAL HAL RATE 25/26
19/09/2025	HMRC SEPT PAYE/NI	SEPT HMRC	£7,783.90	HMRC SEPT PAYE/NI
19/09/2025	SEPT LGPS PENSION PAYMENT	SEPT LGPS	£3,360.85	SEPT LGPS PENSION PAYMENT
19/09/2025	SEPT STAFF SALARY	SEPT STAFF	£22,777.64	SEPT STAFF SALARY
19/09/2025	Utilita Energy Ltd - MUGA	DD8	£75.64	2025-08/1/MUGA RIVERSIDE/Utili
19/09/2025	Worldpay Ltd	DD20	£15.29	383356201/Worldpay Ltd
19/09/2025	Utilita Energy Ltd - Memorial	DD1	£117.42	2025-08/1/MEMO HALL ELECTRICIT
22/09/2025	NEST SEPT PENSION PAYMENT	SEPT NEST	£1,465.22	NEST SEPT PENSION PAYMENT
22/09/2025	BUSINESS CREDIT CARD	SEPT CREDI	£2,794.27	BUSINESS CREDIT CARD
23/09/2025	PHS Group plc	DD5	£65.56	GAC SAIN BIN ANNUAL DUTY AND C
23/09/2025	Anglian Water - Cemetery	DD1	£63.89	155432222/CEMETERY WATER/Angli
24/09/2025	ALLSTAR Business Solutions Ltd	DD1	£66.72	E2020947676/FUEL/ALLSTAR Busin
26/09/2025	Integrated Business Telecom Lt	DD19	£62.40	4858171/Integrated Business Te
26/09/2025	Anglian Water - Simpson Centre	DD2	£42.11	15557826/SIMPSON CENTRE/Anglia
30/09/2025	Central Beds Council	dd5	£1,331.00	GAC RATE 25/26
30/09/2025	SEPT BANK SERVICE CHARGE	SEPT BANK	£20.70	SEPT BANK SERVICE CHARGE
30/09/2025	BANK MANUAL HANDLING	BANK HANDL	£24.50	BANK MANUAL HANDLING CHARGE
30/09/2025	Cawleys	DD3	£365.88	BIN HIRE FOR MEMO HALL +GAC
	Total		£132,510.20	

Income Received between 01/09/2025 and 30/09/2025

Date	Income Received from	Receipt No	Receipt Description	Receipt Total
02/09/2025	CCLA BANK INTEREST	BANK REINV	CCLA BANK INTEREST	£3,705.67
12/09/2025	15/11 MEMO HALL BOOKING F PIPPIN PRE		15/11 MEMO HALL BOOKING	£83.25
12/09/2025	19/10 MEMO HALL BOOKING F WP/16323		19/10 MEMO HALL BOOKING	£55.50
12/09/2025	21/12 HALL BOOKING FEE WP/16322		21/12 HALL BOOKING FEE	£189.00
25/09/2025	28/09 HALL HIRING DAMAGE WP/16342		28/09 HALL HIRING DAMAGE	£250.00
22/09/2025	BRITISH GAS SOLAR PANEL 279/16331		BRITISH GAS SOLAR PANEL	£200.13
08/09/2025	CBC GRANT FOR PLANTER RO(CBC GRANT		CBC GRANT FOR PLANTER	£858.00
30/09/2025	CBC GRASS CONTRIBUTION CBC GRASS		CBC GRASS CONTRIBUTION	£4,371.22
10/09/2025	CBC Precept	CBCPrecept	CBC Precept	£475,740.50
29/09/2025	CR 23B ALLOT FEE C G	CR23B ALLO	CR 23B ALLOT FEE C G	£40.00
10/09/2025	CR 48A +54B + DEPOSIT	CR 48 A +	CR 48A +54B + DEPOSIT	£105.00
23/09/2025	CR 53 B ALLOT E CI	ALLOT FEE	CR 53 B ALLOT E CI	£35.00
09/09/2025	CR08B ALLOT FEE S R	CR08B ALLO	CR08B ALLOT FEE S R	£35.00
08/09/2025	CR09 ALLOT C M	CR09 ALLOT	CR09 ALLOT C M	£70.00
08/09/2025	CR10A ALLOT E P	CR10A ALLO	CR10A ALLOT E P	£35.00
18/09/2025	CR10B ALLOT FEE	WP/16328	CR10B ALLOT FEE	£35.00
10/09/2025	CR11A ALLOT D S	CR11A ALLO	CR11A ALLOT D S	£35.00
19/09/2025	CR11B+17C ALLOT FEE I D	WP/16329	CR11B+17C ALLOT FEE I D	£70.00
09/09/2025	CR11C ALLOT FEE A J	CR11C ALLO	CR11C ALLOT FEE A J	£35.00
10/09/2025	CR14 ALLOT FEE CF	CR14 ALLOT	CR14 ALLOT FEE CF	£70.00
26/09/2025	CR15A ALLOT FEE	CR15A	CR15A ALLOT FEE	£35.00
26/09/2025	CR15B ALLOT FEE	CR15B ALLO	CR15B ALLOT FEE	£35.00
09/09/2025	CR17A ALLOT FEE C K	CR17A ALLO	CR17A ALLOT FEE C K	£35.00
09/09/2025	CR17B ALLOT M G	CR17B	CR17B ALLOT M G	£35.00
23/09/2025	CR18 ABC ALLOT FEE G H	CR18 ALLOT	CR18 ABC ALLOT FEE G H	£105.00
09/09/2025	CR19A ALLOT FEE S B	CR19A	CR19A ALLOT FEE S B	£35.00
26/09/2025	CR19B ALLOT FEE	CR19B ALLO	CR19B ALLOT FEE	£35.00
24/09/2025	CR20A +53A ALLOT FEE	CR20A +53A	CR20A +53A ALLOT FEE	£70.00
10/09/2025	CR21A ALLOT FEE B A	CR21A ALLO	CR21A ALLOT FEE B A	£35.00
17/09/2025	CR24A + 25A+B ALLOT FEE	CR24A + 25	CR24A + 25A+B ALLOT FEE	£105.00
11/09/2025	CR31B & 22B ALLOT FEE J.TALF 279/16318		CR31B & 22B ALLOT FEE	£70.00
25/09/2025	CR32B ALLOT FEE E E	CR32B ALLO	CR32B ALLOT FEE E E	£70.00
09/09/2025	CR33B ALLOT FEE L K	WP/16314	CR33B ALLOT FEE L K	£35.00
09/09/2025	CR34B ALLOT FEE J L	CR34B ALLO	CR34B ALLOT FEE J L	£35.00
11/09/2025	CR35B ALLOT FEE M CA	CR35B ALLO	CR35B ALLOT FEE M CA	£70.00
12/09/2025	CR36 + DEPOSIT	CR36 + DEP	CR36 + DEPOSIT	£70.00
23/09/2025	CR37 ALLOT FEE M M	CR37 ALLOT	CR37 ALLOT FEE M M	£35.00
09/09/2025	CR37 ALLOT M M	CR 37 ALLO	CR37 ALLOT M M	£35.00
22/09/2025	CR38B ALLOT FEE S	CR38B ALLO	CR38B ALLOT FEE S	£35.00
09/09/2025	CR40A ALLOT FEE S.R	WP/16311	CR40A ALLOT FEE S.R	£70.00

08/09/2025	CR40B ALLOT D L	CR40B ALLO	CR40B ALLOT D L	£70.00
29/09/2025	CR41A +B ALLOT FEE	CR 41A +B	CR41A +B ALLOT FEE	£70.00
11/09/2025	CR44A+B ALLOT FEE S S	CR44A+B	CR44A+B ALLOT FEE S S	£70.00
24/09/2025	CR48B + 49B ALLOT FEE H E	CR48B +49B	CR48B + 49B ALLOT FEE H E	£70.00
10/09/2025	CR52A ALLOT FEE S C	WP/16316	CR52A ALLOT FEE S C	£35.00
23/09/2025	CR52B ALLOT FEE B G	CR52B ALLO	CR52B ALLOT FEE B G	£35.00
12/09/2025	CR54B ALLOT B A	CR54B ALLO	CR54B ALLOT B A	£35.00
11/09/2025	CR7A ALLOT FEE+DEPOSIT	WP/16320	CR7A ALLOT FEE+DEPOSIT	£70.00
23/09/2025	CR8A ALLOT FEE V A	CR8A ALLOT	CR8A ALLOT FEE V A	£35.00
15/09/2025	CREDIT CARD REFUND -SUN	CREDIT CAR	CREDIT CARD REFUND -SUN	£23.10
02/09/2025	MEMO HALL 12/10 HIRING FEE	WP/16350	MEMO HALL 12/10 HIRING FI	£74.00
24/09/2025	MEMO HALL 15/11 BOOKING B	MEMO HALL	MEMO HALL 15/11 BOOKING	£18.50
01/09/2025	MEMO HALL 2/11 BOOKING FE	MEMO HALL	MEMO HALL 2/11 BOOKING I	£19.66
15/09/2025	MEMO HALL 20/09 BOOKING	MEMO HALL	MEMO HALL 20/09 BOOKING	£74.00
08/09/2025	MEMO HALL 25/10 BOOKING F	MEMO HALL	MEMO HALL 25/10 BOOKING	£13.88
01/09/2025	MEMO HALL 26/10 BOOKING F	MEMO HALL	MEMO HALL 26/10 BOOKING	£13.88
12/09/2025	MEMO HALL 28/09 BOOKING F	MEMO HALL	MEMO HALL 28/09 BOOKING	£55.50
03/09/2025	MEMO HALL 4/10 BOOKING	MEMO HALL	MEMO HALL 4/10 BOOKING	£55.50
29/09/2025	NR 10B ALLOT FEE	NR 10B ALL	NR 10B ALLOT FEE	£40.00
08/09/2025	NR 17B ALLOT FEE	NR17B ALLO	NR 17B ALLOT FEE	£35.00
29/09/2025	NR 18B ALLOT FEE P C	NR18B ALLO	NR 18B ALLOT FEE P C	£40.00
30/09/2025	NR 2 ALLOT FEE R T	NR2 ALLOT	NR 2 ALLOT FEE R T	£35.00
23/09/2025	NR 25A ALLOT	WP/16332	NR 25A ALLOT	£17.50
08/09/2025	NR 2B + 1A C K C	ALLOT FEE	NR 2B + 1A C K C	£70.00
30/09/2025	NR 30B ALLOT FEE S A	NR 30B ALL	NR 30B ALLOT FEE S A	£35.00
09/09/2025	NR 34 ALLOT FEE C L	NR34 ALLOT	NR 34 ALLOT FEE C L	£70.00
09/09/2025	NR 35 ALLOT FEE S R	NR 35 ALLO	NR 35 ALLOT FEE S R	£70.00
08/09/2025	NR 38 ALLOT FEE E P	NR 38 ALLO	NR 38 ALLOT FEE E P	£35.00
29/09/2025	NR 39 ALLOT FEE O H	NR 39 ALLO	NR 39 ALLOT FEE O H	£70.00
09/09/2025	NR04B ALLOT FEE K	WP/16313	NR04B ALLOT FEE K	£35.00
08/09/2025	NR05B K S	NR 05B	NR05B K S	£35.00
09/09/2025	NR10A ALLOT FEE D M	NR 10A ALL	NR10A ALLOT FEE D M	£35.00
09/09/2025	NR13 A+B ALLOT FEE N L	NR 13 A+B	NR13 A+B ALLOT FEE N L	£70.00
15/09/2025	NR16A ALLOT FEE C	WP/16325	NR16A ALLOT FEE C	£35.00
26/09/2025	NR17A ALLOT FEE B S	NR17A ALLO	NR17A ALLOT FEE B S	£35.00
25/09/2025	NR18A ALLOT FEE S L	WP/16330	NR18A ALLOT FEE S L	£35.00
10/09/2025	NR19 A ALLOT FEE J F	NR 19A ALL	NR19 A ALLOT FEE J F	£70.00
08/09/2025	NR19B ALLOT K B	NR19B	NR19B ALLOT K B	£70.00
09/09/2025	NR1B ALLOT FEE S E	NR1B	NR1B ALLOT FEE S E	£35.00
25/09/2025	NR20 +33A ALLOT FEE DR CC	WP/16335	NR20 +33A ALLOT FEE DR CC	£70.00
09/09/2025	NR25 ALLOT FEE A C	WP/16312	NR25 ALLOT FEE A C	£35.00
17/09/2025	NR26 B ALLOT FEE J N	NR 26B ALL	NR26 B ALLOT FEE J N	£17.50
09/09/2025	NR26A ALLOT G H	NR26A ALLO	NR26A ALLOT G H	£35.00
12/09/2025	NR26C ALLOT FEE W	WP/16321	NR26C ALLOT FEE W	£17.50
08/09/2025	NR28 ALLOT H L	NR28 ALLOT	NR28 ALLOT H L	£70.00

24/09/2025	NR29B ALLOT FEE R S	NR 29B ALL	NR29B ALLOT FEE R S	£35.00
16/09/2025	NR31A ALLOT FEE	NR 31A ALL	NR31A ALLOT FEE	£35.00
11/09/2025	NR31B ALLOT FEE PICKETT	279/16319	NR31B ALLOT FEE PICKETT	£35.00
10/09/2025	NR32B ALLOT FEE T T	NR32B ALLO	NR32B ALLOT FEE T T	£35.00
30/09/2025	NR37 ALLOT FEE	NR 37 ALLO	NR37 ALLOT FEE	£70.00
08/09/2025	NR3B ALLOT M R	NR3 B ALLO	NR3B ALLOT M R	£35.00
10/09/2025	NR7A+30A M	WP/16315	NR7A+30A M	£52.50
26/09/2025	NR7B C ALLOT FEE J E	NR7B C	NR7B C ALLOT FEE J E	£52.50
16/09/2025	NR8 ALLOT FEE R J	NR8 ALLOT	NR8 ALLOT FEE R J	£70.00
16/09/2025	NR9 ALLOT FEE R J	NR9 ALLOT	NR9 ALLOT FEE R J	£70.00
29/09/2025	NT 33B ALLOT FEE P G	NR 33B ALL	NT 33B ALLOT FEE P G	£35.00
01/09/2025	Sales Recpts Page 3333		Sales Recpts Page 3333	£50.00
01/09/2025	Sales Recpts Page 3334		Sales Recpts Page 3334	£231.66
01/09/2025	Sales Recpts Page 3335		Sales Recpts Page 3335	£395.45
01/09/2025	Sales Recpts Page 3336		Sales Recpts Page 3336	£199.80
01/09/2025	Sales Recpts Page 3337		Sales Recpts Page 3337	£41.62
03/09/2025	Sales Recpts Page 3338		Sales Recpts Page 3338	£50.00
03/09/2025	Sales Recpts Page 3339		Sales Recpts Page 3339	£7,500.00
03/09/2025	Sales Recpts Page 3340		Sales Recpts Page 3340	£208.10
04/09/2025	Sales Recpts Page 3341		Sales Recpts Page 3341	£99.90
01/09/2025	Sales Recpts Page 3342		Sales Recpts Page 3342	£160.00
08/09/2025	Sales Recpts Page 3343		Sales Recpts Page 3343	£166.66
08/09/2025	Sales Recpts Page 3344		Sales Recpts Page 3344	£126.26
08/09/2025	Sales Recpts Page 3345		Sales Recpts Page 3345	£159.84
12/09/2025	Sales Recpts Page 3346		Sales Recpts Page 3346	£435.00
12/09/2025	Sales Recpts Page 3347		Sales Recpts Page 3347	£435.00
25/09/2025	Sales Recpts Page 3348		Sales Recpts Page 3348	£62.43
25/09/2025	Sales Recpts Page 3349		Sales Recpts Page 3349	£83.24
29/09/2025	Sales Recpts Page 3350		Sales Recpts Page 3350	£75.00
29/09/2025	Sales Recpts Page 3351		Sales Recpts Page 3351	£238.41
30/09/2025	Sales Recpts Page 3352		Sales Recpts Page 3352	£295.77
30/09/2025	Sales Recpts Page 3353		Sales Recpts Page 3353	£199.80
30/09/2025	Sales Recpts Page 3354		Sales Recpts Page 3354	£25.00
01/09/2025	Sales Recpts Page 3355		Sales Recpts Page 3355	£413.56
01/09/2025	Sales Recpts Page 3356		Sales Recpts Page 3356	£413.56
29/09/2025	Sales Recpts Page 3357		Sales Recpts Page 3357	£1,087.16
12/09/2025	Sales Recpts Page 3359		Sales Recpts Page 3359	£419.98
22/09/2025	Sales Recpts Page 3360		Sales Recpts Page 3360	£75.00
24/09/2025	Sales Recpts Page 3361		Sales Recpts Page 3361	£1,050.00
26/09/2025	Sales Recpts Page 3362		Sales Recpts Page 3362	£50.00
09/09/2025	Sales Recpts Page 3363		Sales Recpts Page 3363	£75.00
23/09/2025	Sales Recpts Page 3364		Sales Recpts Page 3364	£50.00
29/09/2025	SCREEN ON THE GREEN	SUMUP	SCREEN ON THE GREEN	£91.15
18/09/2025	SQUIRREL FOOTBALL PITCH	SQUIRREL	SQUIRREL FOOTBALL PITCH	£50.00
26/09/2025	SQUIRREL FOOTBALL PITCH	SQUIRREL B	SQUIRREL FOOTBALL PITCH	£50.00

05/09/2025	STOTFOLD GOLD	WP/16310	STOTFOLD GOLD	£30.00
17/09/2025	TRANSFER OF DEED - T C	WP/16326	TRANSFER OF DEED - T C	£110.00
			Total	£504,853.14

Detailed Income & Expenditure by Budget Heading 01/10/2025

Month No: 7

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Public Realm								
<u>21 MUGA</u>								
203 Electricity	1,892	379	1,500	1,121		1,121	25.3%	
206 Maintenance and Repairs	1,059	208	7,000	6,792		6,792	3.0%	
MUGA :- Indirect Expenditure	2,950	588	8,500	7,912	0	7,912	6.9%	0
Net Expenditure	(2,950)	(588)	(8,500)	(7,912)				
<u>22 Street Light</u>								
203 Electricity	9,031	3,018	10,000	6,982		6,982	30.2%	
206 Maintenance and Repairs	9,649	20,096	40,000	19,904		19,904	50.2%	
Street Light :- Indirect Expenditure	18,680	23,114	50,000	26,886	0	26,886	46.2%	0
Net Expenditure	(18,680)	(23,114)	(50,000)	(26,886)				
9000 plus Transfer from EMR	(10,351)	0	0	0				
Movement to/(from) Gen Reserve	(29,031)	(23,114)	(50,000)	(26,886)				
<u>23 Allotments</u>								
2002 Income - CR Service Charge	855	0	650	650			0.0%	
2003 Income - Allotments Norton Rd	2,445	1,813	2,400	588			75.5%	
2009 Income- Allotments Common Rd	0	2,105	0	(2,105)			0.0%	
Allotments :- Income	3,299	3,918	3,050	(868)			128.4%	0
202 Water Rates	488	1,044	1,000	(44)		(44)	104.4%	
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	1,875	4,600	2,725	0	2,725	40.8%	0
Net Income over Expenditure	1,451	2,042	(1,550)	(3,592)				
<u>25 Hitchin Road Rec</u>								
202 Water Rates	146	54	300	246		246	17.9%	
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	903	7,500	6,597		6,597	12.0%	
Hitchin Road Rec :- Indirect Expenditure	3,482	2,477	12,450	9,973	0	9,973	19.9%	0
Net Expenditure	(3,482)	(2,477)	(12,450)	(9,973)				

Detailed Income & Expenditure by Budget Heading 01/10/2025

Month No: 7

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
26 Brook Street Car Park/Toilets								
201 Rates	1,060	1,060	1,200	140		140	88.4%	
202 Water Rates	186	144	500	356		356	28.8%	
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	2,046	4,300	2,254	0	2,254	47.6%	0
Net Expenditure	(3,560)	(2,046)	(4,300)	(2,254)				
27 Open Spaces								
2005 Income - Open Space Other	8,924	9,590	8,000	(1,590)			119.9%	
2012 Income - Football Pitch Grant	11,784	0	7,860	7,860			0.0%	
Open Spaces :- Income	20,708	9,590	15,860	6,270			60.5%	0
205 Legal Fees / Inspections	600	1,439	3,500	2,061		2,061	41.1%	
206 Maintenance and Repairs	31,399	12,883	30,000	17,117		17,117	42.9%	6,933
207 Grass Cutting Contract	0	23,532	7,844	(15,688)		(15,688)	300.0%	23,532
209 Lease Costs	0	0	5,000	5,000		5,000	0.0%	
211 River Ivel Drainage	10	10	20	10		10	52.5%	
212 Skip Hire	7,650	3,290	7,500	4,210		4,210	43.9%	
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	37	70	33		33	52.4%	
237 Floral Planting	2,590	392	3,000	2,608		2,608	13.1%	
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	3,844	15,000	11,156		11,156	25.6%	
409 Tree Surgery	0	5,000	15,000	10,000		10,000	33.3%	
Open Spaces :- Indirect Expenditure	78,634	64,115	108,634	44,519	0	44,519	59.0%	30,465
Net Income over Expenditure	(57,926)	(54,525)	(92,774)	(38,249)				
9000 plus Transfer from EMR	0	30,465	0	(30,465)				
Movement to/(from) Gen Reserve	(57,926)	(24,061)	(92,774)	(68,713)				
32 Verges								
2006 Income - Agency Grants	4,371	4,371	4,100	(271)			106.6%	
Verges :- Income	4,371	4,371	4,100	(271)			106.6%	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	4,371	(900)	(5,271)				

Detailed Income & Expenditure by Budget Heading 01/10/2025

Month No: 7

Committee 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	211	3,000	2,789		2,789	7.0%	
206 Maintenance and Repairs	0	1,285	5,000	3,715		3,715	25.7%	
MUGA Arlesey Road :- Indirect Expenditure	0	1,496	8,000	6,504	0	6,504	18.7%	0
Net Expenditure	0	(1,496)	(8,000)	(6,504)				
Public Realm :- Income	28,378	17,879	23,010	5,131			77.7%	
Expenditure	115,369	97,274	214,484	117,210	0	117,210	45.4%	
Net Income over Expenditure	(86,991)	(79,395)	(191,474)	(112,079)				
plus Transfer from EMR	(10,351)	30,465	0	(30,465)				
Movement to/(from) Gen Reserve	(97,342)	(48,930)	(191,474)	(142,544)				

Cemetery

41 Cemetery								
4001 Income - Burials	19,090	7,015	12,000	4,985			58.5%	
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	7,885	7,500	(385)			105.1%	
Cemetery :- Income	41,795	19,456	26,750	7,294			72.7%	0
401 Rates	3,144	3,144	5,600	2,456		2,456	56.1%	
402 Water Rates	98	106	300	194		194	35.3%	
404 Maintenance/Repairs & Ex Cuts	7,082	439	5,000	4,561		4,561	8.8%	
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%	

Detailed Income & Expenditure by Budget Heading 01/10/2025

Month No: 7

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
409 Tree Surgery	2,883	0	0	0		0	0.0%	
411 RBS Annual Support Cem Package	580	617	600	(17)		(17)	102.8%	
Cemetery :- Indirect Expenditure	14,276	4,311	17,500	13,189	0	13,189	24.6%	0
Net Income over Expenditure	27,519	15,145	9,250	(5,895)				
9000 plus Transfer from EMR	(7,117)	0	0	0				
Movement to/(from) Gen Reserve	20,402	15,145	9,250	(5,895)				
Cemetery :- Income	41,795	19,456	26,750	7,294			72.7%	
Expenditure	14,276	4,311	17,500	13,189	0	13,189	24.6%	
Net Income over Expenditure	27,519	15,145	9,250	(5,895)				
plus Transfer from EMR	(7,117)	0	0	0				
Movement to/(from) Gen Reserve	20,402	15,145	9,250	(5,895)				

Buildings Management**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	292	200	(92)		(92)	146.1%	
510 Electricity - Simpson	5,269	1,762	1,000	(762)		(762)	176.2%	
Simpson Centre :- Indirect Expenditure	15,973	11,150	9,075	(2,075)	0	(2,075)	122.9%	0
Net Income over Expenditure	(7,978)	(11,150)	(9,075)	2,075				

52 Memorial Hall

5001 Income - Mem Hall	29,167	15,142	25,000	9,858			60.6%	
Memorial Hall :- Income	29,167	15,142	25,000	9,858			60.6%	0
504 Rate	4,491	4,491	5,300	809		809	84.7%	
506 Water Charges	518	364	1,500	1,136		1,136	24.3%	
508 Gas	3,394	879	3,500	2,621		2,621	25.1%	
509 Electricity	1,964	976	2,300	1,324		1,324	42.4%	
511 Cleaning Contract & Compliance	0	5,761	10,000	4,239		4,239	57.6%	
Memorial Hall :- Indirect Expenditure	10,367	12,470	22,600	10,130	0	10,130	55.2%	0
Net Income over Expenditure	18,800	2,671	2,400	(271)				

Detailed Income & Expenditure by Budget Heading 01/10/2025

Month No: 7

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
53 Building - General								
512 Maintenance	18,349	61,092	14,000	(47,092)		(47,092)	436.4%	20,223
518 Bin Hire	2,929	1,694	3,500	1,806		1,806	48.4%	
538 Service Contracts	19,530	3,231	6,500	3,269		3,269	49.7%	
Building - General :- Indirect Expenditure	40,808	66,017	24,000	(42,017)	0	(42,017)	275.1%	20,223
Net Expenditure	(40,808)	(66,017)	(24,000)	42,017				
9000 plus Transfer from EMR	0	20,223	0	(20,223)				
Movement to/(from) Gen Reserve	(40,808)	(45,793)	(24,000)	21,793				
55 Greenacre Centre								
5008 Income -GAC	1,113	1,641	1,500	(141)			109.4%	
5009 Income - Solar Panels FIT	0	932	400	(532)			233.1%	
5010 Income - Library Lease	0	0	18,000	18,000			0.0%	
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	2,573	24,462	21,889			10.5%	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	3,030	9,000	5,970		5,970	33.7%	
509 Electricity	16,689	8,036	20,000	11,964		11,964	40.2%	
537 Cleaning Contract	15,685	8,080	16,000	7,920		7,920	50.5%	
Greenacre Centre :- Indirect Expenditure	57,445	35,428	65,000	29,572	0	29,572	54.5%	0
Net Income over Expenditure	(56,332)	(32,855)	(40,538)	(7,683)				
9001 less Transfer to EMR	(218)	0	0	0				
Movement to/(from) Gen Reserve	(56,114)	(32,855)	(40,538)	(7,683)				
Buildings Management :- Income	38,275	17,715	49,462	31,747			35.8%	
Expenditure	124,593	125,065	120,675	(4,390)	0	(4,390)	103.6%	
Net Income over Expenditure	(86,318)	(107,350)	(71,213)	36,137				
plus Transfer from EMR	0	20,223	0	(20,223)				
less Transfer to EMR	(218)	0	0	0				
Movement to/(from) Gen Reserve	(86,100)	(87,127)	(71,213)	15,914				

Governance & Resources

Detailed Income & Expenditure by Budget Heading 01/10/2025

Month No: 7

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	35,437	70,000	34,563			50.6%	
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	39,423	71,850	32,427			54.9%	740
601 Staff Salaries	349,695	197,705	386,000	188,295		188,295	51.2%	
602 Employers NI	29,692	21,175	46,000	24,825		24,825	46.0%	
603 Ers Pension Contrib	41,003	26,674	44,500	17,826		17,826	59.9%	
604 Staff Training	5,928	3,150	7,000	3,850		3,850	45.0%	
605 Clerk's Expenses	345	262	500	238		238	52.4%	
607 Photocopier Costs	2,594	2,138	2,250	112		112	95.0%	
608 Telephone/Fax/ISDN	5,236	3,126	4,000	874		874	78.1%	
609 Postage	604	206	600	394		394	34.4%	
610 Stationery	4,841	2,017	2,750	733		733	73.3%	
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	2,698	5,000	2,302		2,302	54.0%	
614 Advertising	5,324	4,305	6,000	1,695		1,695	71.7%	
615 IT Services	28,000	16,035	25,000	8,965		8,965	64.1%	279
618 Subscription/Licence	17,598	16,627	14,000	(2,627)		(2,627)	118.8%	
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%	
621 Bank Charges	543	171	700	529		529	24.5%	
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	5,122	2,000	(3,122)		(3,122)	256.1%	
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	1,168	5,000	3,832		3,832	23.4%	
636 Vehicle Maintenance	2,641	1,591	5,000	3,409		3,409	31.8%	
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	337,106	624,160	287,054	0	287,054	54.0%	279
Net Income over Expenditure	(567,989)	(297,683)	(552,310)	(254,627)				
9000 plus Transfer from EMR	(6,274)	279	0	(279)				
9001 less Transfer to EMR	0	740	0	(740)				

Detailed Income & Expenditure by Budget Heading 01/10/2025

Month No: 7

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(574,263)	(298,144)	(552,310)	(254,166)				
<u>62 Precept</u>								
6005 Precept	913,482	951,481	951,481	0			100.0%	
Precept :- Income	913,482	951,481	951,481	0			100.0%	0
Net Income	913,482	951,481	951,481	0				
<u>63 Community Engagement</u>								
6003 Income - Miscellaneous	0	228	0	(228)			0.0%	
6006 Event Income	0	15,137	6,000	(9,137)			252.3%	
Community Engagement :- Income	0	15,365	6,000	(9,365)			256.1%	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 Engagement	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	8,395	12,000	3,605	3,605		70.0%	
644 Youth Engagement	0	0	8,000	8,000	8,000		0.0%	
Community Engagement :- Indirect Expenditure	0	49,748	98,000	48,252	0	48,252	50.8%	0
Net Income over Expenditure	0	(34,383)	(92,000)	(57,617)				
Governance & Resources :- Income	998,775	1,006,269	1,029,331	23,062			97.8%	
Expenditure	653,282	386,854	722,160	335,306	0	335,306	53.6%	
Net Income over Expenditure	345,493	619,415	307,171	(312,244)				
plus Transfer from EMR	(6,274)	279	0	(279)				
less Transfer to EMR	0	740	0	(740)				
Movement to/(from) Gen Reserve	339,219	618,954	307,171	(311,783)				
Town Strategy								
<u>71 Town Strategy</u>								
701 Town Strategy	0	118	4,000	3,883		3,883	2.9%	
Town Strategy :- Indirect Expenditure	0	118	4,000	3,883	0	3,883	2.9%	0
Net Expenditure	0	(118)	(4,000)	(3,883)				
Town Strategy :- Income	0	0	0	0			0.0%	
Expenditure	0	118	4,000	3,883	0	3,883	2.9%	
Movement to/(from) Gen Reserve	0	(118)	(4,000)	(3,883)				
Managed Funds								

Detailed Income & Expenditure by Budget Heading 01/10/2025

Month No: 7

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
85 Earmarked Reserves								
8002 Income EMR - Cemetery	2,000	2,000	0	(2,000)			0.0%	2,000
Earmarked Reserves :- Income	2,000	2,000	0	(2,000)				2,000
806 EMR -Buildings Fund	113,713	13,309	10,000	(3,309)	(3,309)		133.1%	13,309
809 EMR - PCemetery Projects/Paths	5,930	0	0	0	0		0.0%	
815 EMR-Public Realm Projects	12,758	9,450	0	(9,450)	(9,450)		0.0%	9,450
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	20,385	0	(20,385)	(20,385)		0.0%	20,385
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	232,239	46,594	42,500	(4,094)	0	(4,094)	109.6%	46,594
Net Income over Expenditure	(230,239)	(44,594)	(42,500)	2,094				
9000 plus Transfer from EMR	232,239	46,594	0	(46,594)				
9001 less Transfer to EMR	2,000	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	0	0	(42,500)	(42,500)				
Managed Funds :- Income	2,000	2,000	0	(2,000)			0.0%	
Expenditure	232,239	46,594	42,500	(4,094)	0	(4,094)	109.6%	
Net Income over Expenditure	(230,239)	(44,594)	(42,500)	2,094				
plus Transfer from EMR	232,239	46,594	0	(46,594)				
less Transfer to EMR	2,000	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	0	0	(42,500)	(42,500)				
Grand Totals:- Income	1,109,223	1,063,319	1,128,553	65,234			94.2%	
Expenditure	1,139,760	660,216	1,121,319	461,103	0	461,103	58.9%	
Net Income over Expenditure	(30,537)	403,103	7,234	(395,869)				
plus Transfer from EMR	208,498	97,561	0	(97,561)				
less Transfer to EMR	1,782	2,740	0	(2,740)				
Movement to/(from) Gen Reserve	176,178	497,924	7,234	(490,690)				

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
9006 EMR - Building Fund	36,714.99	-19,094.48	17,620.51
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	-15,948.99	35,054.32
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	-20,385.06	768,393.99
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	-23,531.64	127,673.44
	2,359,895.33	-52,321.63	2,307,573.70



STOTFOLD TOWN COUNCIL

STRATEGIC PLAN 2025–2030

Executive Summary

This Strategic Plan sets out Stotfold Town Council's vision and priorities for the period 2025–2030. It provides a roadmap for how the Council will deliver services, manage resources, and work with the community. The Plan focuses on six priorities:

- Community Facilities
- Public Realm & Environment
- Governance & Resources
- Community Engagement
- Climate Action
- Partnership & Growth

These priorities are supported by an Action Schedule and a Medium-Term Financial Plan. Together, they ensure the Council delivers high-quality services, invests in facilities, and responds to residents' needs in a sustainable and transparent way.

Purpose

The purpose of this Strategic Plan is to set out the Council's long-term vision, priorities, and actions for the period 2025–2030. It provides a framework for decision-making, service delivery, and financial planning to ensure that resources are aligned with the needs and aspirations of residents.

Background

Stotfold Town Council is responsible for a wide range of community assets and services, including play areas, recreation grounds, allotments, a cemetery, and community buildings including the Greenacre Centre and Memorial Hall. The Council also supports community events, partnerships, and environmental projects.

Stotfold has a population of around 10,000 residents and continues to grow through new housing developments. The Council manages an annual budget of approximately £1 million and holds over £2.5 million in earmarked reserves. This provides both opportunities and challenges in balancing investment in services with financial sustainability. The Strategic Plan ensures that future decisions are rooted in long-term priorities and community needs.

Vision

Our vision is to make Stotfold a thriving, sustainable, and inclusive town where residents enjoy a high quality of life, excellent facilities, and strong civic pride. Building on our heritage, green spaces, and community spirit, we will deliver services and opportunities that make Stotfold a place people are proud to live, work, and visit.



Strategic Priorities

The Council has identified six strategic priorities for delivery during 2025–2030:

- Community Facilities – to enhance and maintain high-quality spaces for community use.
- Public Realm & Environment – to invest in play areas, green spaces, and biodiversity projects.
- Governance & Resources – to ensure strong financial management and transparent governance.
- Community Engagement – to increase participation, events, and communication with residents.
- Climate Action – to reduce the Council’s carbon footprint and promote sustainable practices.
- Partnership & Growth – to work with neighbouring councils and stakeholders to improve services.

Delivery & Governance

Each priority will be delivered through an agreed Action Schedule with committee leads, timescales, and resources. Progress will be monitored quarterly by Committees and reported annually to Full Council. The Strategic Plan will be reviewed in 2027 after the elections in May, to ensure it remains relevant. Each strategic priority will be delivered through an agreed Action Schedule which sets out objectives, key actions, committee leads, timescales, and resources. Financial implications are aligned with the Medium-Term Financial Plan (Annex B).

Key performance indicators (KPIs) will be developed to track progress against each priority, and results will be published to ensure transparency and accountability.

Risks & Opportunities

The Council recognises that future delivery will be influenced by both risks and opportunities. These include financial pressures such as inflation and cost-of-living impacts, challenges from climate change, and the demands of population growth. At the same time, there are opportunities to build partnerships, leverage external funding, and strengthen community involvement. This Plan provides a framework for managing these factors proactively.

Residents’ Impact

This Strategic Plan is designed to benefit residents directly by ensuring accessible community facilities, well-maintained public spaces, and meaningful opportunities for engagement. Investments in climate action and sustainability will safeguard the town for future generations. Through transparent governance and sound financial management, the Council will deliver value for money and services that reflect residents’ priorities.



STOTFOLD TOWN COUNCIL

STRATEGIC PLAN ACTION SCHEDULE

This Action Schedule supports the Strategic Plan 2025–2030. It sets out the key actions under each priority, with officer leads, indicative timescales, and alignment to financial resources.

Community Facilities

Action: Complete Greenacre Centre improvements, including café lease and community library integration.
Timescale: 2025–2026
Responsible Committee: Building Management
Financial Resources: Earmarked Reserve
Intended Outcome: Improved footfall and room hire revenue at Greenacre Centre by 2026/27

Action: Develop a 5-year maintenance programme for the Greenacre Centre, Memorial Hall, play areas, and sports facilities
Timescale: 2025–2030 (annual review)
Responsible Committee: Building Management / Public Realm
Financial Resources: Revenue budget
Intended Outcome: Published programme with annual updates and funded works each year

Action: Dispose of Simpson Centre achieving maximum return to enable investment in other assets
Timescale: 2025–2027
Responsible Committee: Building Management
Financial Resources: Capital receipt (income)
Intended Outcome: Receipt used to fund play Memorial Hall refurbishment, play area renewal and skate park by 2028

Action: Explore new community facility opportunities through Section 106 agreements
Timescale: 2026–2030
Responsible Committee: Public Realm / Building Management
Financial Resources: S106 developer contributions
Intended Outcome: At least one new or upgraded facility secured through S106 by 2030

Public Realm & Environment

Action: Deliver phased play area renewals, starting with The Green and Riverside
Timescale: 2026–2030
Responsible Committee: Public Realm
Financial Resources: Grant Funding / S106 / Capital receipt from Simpson Centre
Intended Outcome: Two renewed play areas delivered by 2030



Action:	Deliver skate park at Greenacre Park
Timescale:	2026–2028
Responsible Committee:	Public Realm
Financial Resources:	Grant Funding / S106 / Capital receipt
Intended Outcome:	Skate Park opened by 2028
Action:	Implement annual tree works and biodiversity enhancements in partnership with Teasel
Timescale:	2025–2030 (annual)
Responsible Committee:	Public Realm
Financial Resources:	Revenue budget
Intended Outcome:	Annual published programme delivered; biodiversity net gain evidenced
Action:	Implement management plans for Greenacre Park, Riverside, and Cemetery
Timescale:	2025–2030 (annual)
Responsible Committee:	Public Realm
Financial Resources:	Revenue budget
Intended Outcome:	Plans adopted and reviewed annually
Action:	Achieve Green Flag Awards for Cemetery, Greenacre Park and Riverside
Timescale:	2026–2030
Responsible Committee:	Public Realm
Financial Resources:	Revenue budget
Intended Outcome:	3 Green Flag Awards achieved by 2030
Action:	Expand floral planting and improve open spaces
Timescale:	2025–2030
Responsible Committee:	Public Realm
Financial Resources:	Revenue budget
Intended Outcome:	Annual increase in planting coverage and resident satisfaction.
Action:	Expand floral planting and improve open spaces
Timescale:	2025–2030
Responsible Committee:	Public Realm
Financial Resources:	Revenue budget
Intended Outcome:	Annual increase in planting coverage and resident satisfaction
Action:	Improve traffic management
Timescale:	2026–2030
Responsible Committee:	Public Realm
Financial Resources:	Capital budget
Intended Outcome:	Installation of additional VAS signs
Action:	Improve town cleanliness
Timescale:	2026–2030
Responsible Committee:	Public Realm
Financial Resources:	Revenue budget
Intended Outcome:	Additional street cleansing by Town Rangers



Governance & Resources

Action: Strengthen financial monitoring, linking budgets directly to strategic priorities
Timescale: 2025–2030 (annual)
Responsible Committee: Governance & Resources
Financial Resources: Within existing resources
Intended Outcome: Quarterly monitoring reports aligned to Strategic Plan

Action: Secure external funding, increase revenue streams and improve investment income
Timescale: 2025–2030
Responsible Committee: Governance & Resources
Financial Resources: Revenue budget / external income
Intended Outcome: At least £200k secured in external or investment income by 2030

Action: Review committee structures and staff capacity
Timescale: 2026–2027
Responsible Committee: Governance & Resources
Financial Resources: Within existing resources
Intended Outcome: Report with recommendations implemented by 2027

Action: Deliver annual councillor training programme to support good governance
Timescale: 2025–2030 (annual)
Responsible Committee: Governance & Resources
Financial Resources: Revenue budget
Intended Outcome: 100% councillor participation annually

Action: Achieve Gold Standard in the Local Council Award Scheme
Timescale: 2027–2028
Responsible Committee: Governance & Resources
Financial Resources: Within existing resources
Outcome: Gold Standard achieved by 2028

Community Engagement

Action: Expand annual events programme including Stotfest, Christmas Lights, and new youth events
Timescale: 2025–2030
Responsible Committee: Community Engagement
Financial Resources: Revenue budget / sponsorship
Intended Outcome: At least 1 new event delivered annually

Action: Launch improved Council website and social media engagement
Timescale: 2025–2026
Responsible Committee: Community Engagement
Financial Resources: Revenue budget
Intended Outcome: Website live by 2025; increase followers by 50% by 2028



Action: Support the annual residents' survey to inform decision-making
Timescale: 2026–2030 (annual)
Responsible Committee: Community Engagement
Financial Resources: Revenue budget
Intended Outcome: Annual survey with >15% household participation by 2028

Action: Strengthen trust and engagement with residents
Timescale: 2026–2030
Responsible Committee: Community Engagement
Financial Resources: Revenue budget
Intended Outcome: 20% increase in town council satisfaction levels in residents survey by 2030

Action: Improve awareness of councillors
Timescale: 2026–2030
Responsible Committee: Community Engagement
Financial Resources: Revenue budget
Intended Outcome: Specific question in residents survey with improved score over lifetime of plan

Action: Introduce an e-bulletin for residents to keep them informed
Timescale: 2025–2026
Responsible Committee: Community Engagement
Financial Resources: Revenue budget
Intended Outcome: Quarterly bulletin with >500 subscribers by 2026

Climate Action

Action: Conduct energy efficiency audit of all Council buildings
Timescale: 2026–27
Responsible Committee: Building Management
Financial Resources: Revenue budget
Intended Outcome: Audit completed, and action plan agreed by 2027

Action: Invest in LED streetlighting and renewable energy projects
Timescale: 2025–2028
Responsible Committee: Public Realm
Financial Resources: Revenue budget / Earmarked Reserves
Intended Outcome: 100% of Council-managed lights converted by 2028

Action: Establish carbon reduction targets and annual reporting process
Timescale: 2026–2030
Responsible Committee: Town Council
Financial Resources: Within existing resources
Intended Outcome: Annual carbon report published from 2026

Action: Develop sustainable fleet and equipment policy (e.g. electric tools/vehicles)
Timescale: 2026–2029



Responsible Committee: Public Realm
Financial Resources: Revenue budget / grants
Intended Outcome: 50% of fleet transitioned to electric by 2029

Action: Increase solar power capacity at Greenacre Centre and introduce EV charging points

Timescale: 2027-28

Responsible Committee: Building Management

Financial Resources: Revenue budget / grants

Intended Outcome: Increase in income from solar panels by 50% by 2028

Partnership & Growth

Action: Explore shared services with neighbouring councils (grounds maintenance, youth work)

Timescale: 2025–2030

Responsible Committee: Various

Financial Resources: Revenue budget

Intended Outcome: At least 1 shared service agreed by 2027/28

Action: Work with CBC on actively devolving services and assets to the Town Council.

Timescale: 2025–2030

Responsible Committee: Various

Financial Resources: Within existing resources

Intended Outcome: At least 2 assets devolved by 2030

Action: Strengthen relationships with local schools, clubs, and voluntary groups

Timescale: 2025–2030

Responsible Committee: Community Engagement

Financial Resources: Within existing resources

Intended Outcome: Annual partnership forum held from 2026



STOTFOLD TOWN COUNCIL

MEDIUM TO LONG TERM FINANCIAL PLAN 2025–2030

This high-level Medium to Long Term Financial Plan (MLTFP) links the Strategic Plan to the Council's annual budgets and reserves. It sets out how resources will be managed over the next 3–5 years to deliver the Council's priorities.

Overview

The Council's net revenue budget for 2025/26 is £909,607, supported by a precept of £952,000. Earmarked Reserves (EMRs) stand at £2.5m, the majority of which are S106 allocations for future maintenance of sites handed to the Town Council from developers.

Financial Strategy

- Maintain a balanced budget, with annual precept increases kept in line with inflation (c. 3–5% per annum).
- Use earmarked reserves to fund capital projects (play area renewals, Greenacre Centre sinking fund).
- Maximise investment income.
- Protect working balances to ensure liquidity and manage financial risk.
- Maximise external funding (Section 106, grants, partnerships) to supplement the precept.

Medium-Term Commitments (2025–2028)

- Staff costs projected to rise to £460k by 2028 due to inflation and service growth.
- Greenacre Centre utilities and maintenance expected to reach £70k by 2028.
- Annual events programme funded at £100k per year, partly offset by sponsorship and income.
- Street lighting upgrades estimated at £40k over three years, supported by reserves.
- Play area renewal programme requiring c.£150k from reserves (2025–2028).

Long-Term Planning (2028–2030)

- Maintain cemetery capacity and explore land acquisition if required (funded by S106 developer contributions or Public Works Loan).
- Invest in carbon reduction measures (solar, insulation, LED upgrades) to reduce long-term costs.
- Continue building reserves for future facility development and refurbishment (Greenacre, Memorial Hall).

Conclusion

The Council is in a strong financial position, with healthy reserves and a sustainable revenue base. Prudent management will ensure the delivery of the Strategic Plan while keeping the precept affordable for residents.



STOTFOLD TOWN COUNCIL

COMMITTEE:	FULL COUNCIL
MEETING DATE:	5 NOVEMBER 2025
REPORTING OFFICER:	EMMA PAYNE, TOWN CLERK & RFO
REPORT TITLE:	LOCAL COUNCIL AWARD SCHEME - APPLICATION FOR SILVER AWARD

1. PURPOSE OF THE REPORT

To seek approval from Full Council to apply for the Silver Award under the Local Council Award Scheme (LCAS), following the resolution of the Governance and Resources Committee on 1 October 2025.

2. RECOMMENDATION

Members are asked to:

- a) Resolve to apply for the Silver Award under the LCAS.
- b) Confirm that all required criteria are in place and published, as applicable.
- c) Note that the Council's draft Strategic Plan includes an ambition to achieve the Gold Award by 2028.

3. BACKGROUND

- 3.1 The Local Council Award Scheme (LCAS), administered by the National Association of Local Councils (NALC), provides a nationally recognised framework for local councils to demonstrate standards of governance, community engagement, and continuous improvement.
- 3.2 The Scheme has three progressive levels:
 - **Bronze Award** – confirms that the Council has all basic governance documents, transparency arrangements, and compliance in place.
 - **Silver Award** – requires the Council to evidence good practice in governance, effective community engagement, and council improvement. This includes additional policies (Health & Safety, Equality, Co-option, Community Engagement, Grant Awarding), councillor profiles, an action plan with a related budget, a staff appraisal system, and evidence of customer service.
 - **Gold Award** – recognises councils at the forefront of best practice, with strong leadership, business planning, and innovative community engagement.
- 3.3 On 1 October 2025, the Governance and Resources Committee resolved that the Council should apply for the Silver Award as the next step towards achieving Gold accreditation by 2028, as set out in the draft Strategic Plan.

4. FINANCIAL IMPLICATIONS

4.1 NALC Registration Fee: £50 (payable on application).

Accreditation Fee: £100 (for silver level, councils with income over £25,000).

Officer Time: Preparation of evidence, statements, and website content (approx. 20–30 hours).

Future Costs: None ongoing, though additional resources may be required when working towards gold accreditation.

5. IMPLICATIONS

Risk management	Risk of not meeting criteria; mitigated by internal review before submission.
Legal	Supports compliance with statutory requirements including transparency, equality, and employment law.
Resources/Stakeholders	Officer time required for evidence collation and councillor involvement.
Financial Implications	One-off registration and accreditation costs. No ongoing budget implications.
Contracts/Procurements	No direct procurement issues. Any external support will follow Financial Regulations.
Crime and Disorder	The process embeds consideration of Section 17 duties through policy compliance.
Biodiversity and environment	Supports inclusion of environmental objectives in Council planning and reporting.
Equalities	Strengthens compliance with Equality Act 2010 through policy requirements.
Residents Impact Assessment	Positive impact by demonstrating commitment to high standards, transparency, and community engagement.
Sustainability/Climate Impact	Encourages efficient, long-term practices
Data Protection and Privacy	Ensures lawful handling of personal data and publication compliance

STOTFOLD TOWN COUNCIL

COMMITTEE:	FULL COUNCIL
MEETING DATE:	5 NOVEMBER 2025
REPORTING OFFICER:	EMMA PAYNE, TOWN CLERK & RFO
REPORT TITLE:	APPOINTMENT TO OUTSIDE BODIES - MOSSMAN MANAGEMENT COMMITTEE

1. PURPOSE OF THE REPORT

To inform Council of a vacancy for the Town Council's representative on the Mossman Management Committee following the resignation of Cllr Brian Saunders, and to outline the process for appointing a replacement.

2. RECOMMENDATION

Members are asked to:

- a) Note the resignation of Cllr Brian Saunders as the Town Council's representative on the Mossman Management Committee.
- b) Invite nominations for a replacement representative.
- c) Resolve to appoint a new representative or agrees a process and timescale for appointment if no nominations are received at this meeting.

3. BACKGROUND

- 3.1 Cllr Brian Saunders has resigned as the Town Council's appointed representative on the Mossman Management Committee as his role as the Chairman of this committee creates a conflict of interest. This creates a vacancy which must be filled by Full Council in accordance with the Council's Standing Orders.
- 3.2 The appointment of representatives to outside bodies, including the Mossman Management Committee, is a function reserved to Full Council. The Council's Standing Orders confirm that such appointments are made by resolution of Full Council. The vacancy should be notified to all members, and nominations may be sought either in advance or at the meeting.
- 3.3 The Council may resolve to appoint a new representative at this meeting or defer the appointment if further nominations are required.
- 3.4 The Mossman Centre is owned by the Town Council and is leased to the Girl Guiding Association on a 99 year lease, commencing 2002.
- 3.5 The role of the Town Council's representative would be to attend occasional committee meetings and act as a conduit for any business to be referred to the Town Council or vice versa.

4. FINANCIAL IMPLICATIONS

4.1 Occasional grant application from Guide Association. No direct financial implications.

5. IMPLICATIONS

Risk Management:	Filling the vacancy avoids a gap in representation and mitigates the risk of reduced oversight or communication between the Council and the Committee.
Legal:	The appointment is required under Standing Orders and the Council's governance framework; ensuring compliance avoids potential challenge.
Resources/Stakeholders:	Minimal impact on officer time. The appointed councillor will need to attend occasional meetings of the Mossman Management Committee.
Financial Implications:	None directly.
Contracts/Procurements:	None.
Crime and Disorder:	None.
Biodiversity and Environment:	None.
Equalities:	None.
Residents Impact Assessment:	None directly, though representation helps maintain good community links.
Sustainability/Climate Impact:	None.
Data Protection and Privacy:	None.