



STOTFOLD TOWN COUNCIL

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

29 November 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 B Saunders, 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 3 December 2025 at 7.00pm** for the purpose of transacting business detailed in the agenda.

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

476/25 APOLOGIES FOR ABSENCE

For Decision

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

477/25 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

For Decision

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

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

478/25 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.

#publicparticipation

479/25 MEMBERS ON OTHER AUTHORITIES

For Information

To receive and note the reports of CBC Ward Councillors.

480/25 COUNCIL MINUTES

For Decision

To approve the minutes of the Council meeting held on 5 November 2025 as a true record of the meeting.

#councilminutes

481/25 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

For Information

Civic Attendance report attached for information.

#civicattendance

482/25 CLERK'S REPORT

For Information

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

#clerksreport

483/25 REPORTS

483.1/25 Community Governance Review

For Decision

To consider the findings of the first round of consultations on the Community Governance Review and to formulate a Town Council response.

#Community #CGR

483.2/25 Cemetery Toilet Consultation

For Decision

To receive the results of the Cemetery Toilet Consultation and decide on which option to proceed with.

#cemetery #consultation

483.3/25 Smaller Authorities Proper Practices Panel - Consultation on Proper Practices

For Information

To consider a response to this consultation and delegate the final response to the Town Clerk and Chair of Governance and Resources Committee.

#consultation

484/25 COMMITTEE MINUTES

To receive the minutes of the following Committee meetings:

484.1/25 Public Realm Committee - 12 November 2025

For Information

To receive the minutes of this committee.

#publicrealm

484.2/25 Community Engagement - 19 November 2025

For Decision

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

- That the Communication Policy and Volunteer Policy are adopted.

#Community

485/25 FINANCE & RISK MANAGEMENT

485.1/25 Town Council Investments and Proposed Investment Strategy

For Decision

To consider a report to confirm the process recently undertaken by the Governance and Resources Committee in relation to the investments and a proposed investment strategy for adoption.

#investment

485.2/25 Expenditure

For Decision

To approve the expenditure for October 2025.

485.3/25 Income Received

For Information

To note the income received for October 2025.

#expenditure

485.4/25 Income and Expenditure and Earmarked Reserves Reports

For Information

To review and note the year-to-date income and expenditure report and Earmarked Reserves.

486/25 REPORTS FROM MEMBERS ON OUTSIDE BODIES

For Information

- Cllr J Smith - BATPC AGM, 16 October 2025
- Cllr N Vennear and Cllr J Talbot - Scout AGM, 10 November 2025

487/25 MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

For Information

488/25 WORK PROGRAMME

For Information

To note the work programme for Full Council.

489/25 DATE OF NEXT MEETING

For Information

Wednesday 28 January 2025.

490/25 CONFIDENTIAL ITEM

For Decision

To resolve 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.

491/25 Simpson Centre

For Decision

To receive a confidential report on the sale of the Simpson Centre site.



MINUTES OF THE MEETING OF STOTFOLD TOWN COUNCIL HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 5 NOVEMBER 2025 AT 19:00

Present:

Cllr Smith (Deputy Mayor), Cllr Anderson, Cllr Cooper, Cllr Dhaliwal, Cllr Hayes, Cllr Hyde, Cllr Matthews, Cllr Miller, Cllr Talbot, Cllr woods, Cllr Venneear

Apologies:

Cllr Buck, Cllr Headington, Cllr Saunders

Also Present:

Cllr Mason. CBC Ward Councillor
Mr J Tizzard, Police and Crime Commissioner
E Payne, Town Clerk

464/25 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Buck, Headington and Saunders.

Decision: It was RESOLVED to accept apologies

465/25 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

Cllr Hyde declared an interest in item 471.5/25 as a grant recipient via St Mary's Church.

Cllr Woods declared an interest in item 471.5/25 as a grant recipient via Stotfold Singers.

Decision: It was RESOLVED to accept Members' Interests.

466/25 PUBLIC SECTION

There were no members of the public present

467/25 MEMBERS ON OTHER AUTHORITIES

Councillor Mason provided a brief update, mentioning Central Bedfordshire Council's ongoing activities, including the Ivel Valley School options and fly-tipping actions.

468/25 COUNCIL MINUTES

The minutes from the previous Council meeting held on 8 October 2025 were reviewed.

Decision: It was RESOLVED to adopt the minutes of the meeting held on 8 October 2026 as a true record of the meeting.

469/25 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE



The civic attendance report was noted.

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

470/25 CLERK'S REPORT

The Clerk's report was noted.

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

471/25 COMMITTEE MINUTES

471.1/25 Building Management Committee - 24 September 2025

The minutes from the Building Management Committee meeting held on 24 September 2025 were received. It was noted that these minutes had been omitted from the previous meeting. The Chair acknowledged the report given at the last meeting and confirmed there were no further updates required for this item.

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

471.2/25 Planning Committee - 1 October 2025

The minutes from the Planning Committee meeting held on 1 October 2025 were received. A question was raised regarding the application for CB/25/02740/RM, specifically about the sealed surfaces. The Chair confirmed that no decision had been made yet, but the issues raised had been picked up by the CBC ecologist

Members were advised that the suggestion for road naming the new development off Arlesey Road had been accepted and the development would be named as Redhouse Close.

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

471.3/25 Governance and Resources Committee - 1 October 2025

The minutes from the Governance and Resources Committee meeting held on 1 October 2025 were received. There was a discussion about the decision to take professional financial advice and the associated costs.

Members raised concerns were raised about the £9,000 annual fee for the advice and the need for a clear investment strategy. Members had debated the merits of comparing the advice from the appointed advisor with the existing services provided by CCLA. Obtaining independent financial advice was seen as a priority by the Committee, accepting costs would be incurred but recouped by investment returns

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

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

- a) Information and Data Protection Policy
- b) Scheme of Delegation
- c) Customer Care Policy
- d) Civic Protocol.



Task: Investment Strategy to be added to the agenda for Full Council 3 December 2025

471.4/25 Public Realm Committee - 15 October 2025

The minutes from the Public Realm Committee meeting held on 15 October 2025 were received. There

471.5/25 Governance and Resources Committee - 29 October 2025

The minutes from the Governance and Resources Committee meeting held on 29 October 2025 were received and Members noted the grants awarded.

Decision: It was RESOLVED to note the minutes.

Decision: It was RESOLVED to adopt:

- a) Reserves Policy 2025
- b) Stress Management Policy
- c) Business Continuity Plan.

472/25 FINANCE & RISK MANAGEMENT

472.1/25 Interim Internal Auditor's Report

The Interim Internal Auditor's report was received.

Decision: It was RESOLVED to adopt the recommendations of the Interim Internal Auditor's report.

472.2/25 Expenditure September 2025

The committee resolved to approve the expenditure for September 2025.

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

472.3/25 Income September 2025

The income received for September 2025 was noted during the meeting

Decision: It was RESOLVED to note the report.

472.4/25 Income and Expenditure Report

The income and expenditure to date were noted during the meeting.

Decision: It was RESOLVED to note the report.

473/25 STRATEGIC PLAN 2025-30

The Strategic Plan for 2025-30 was discussed and adopted unanimously. Members noted that the plan had been developed over several months, beginning in January 2024, and included feedback from the resident's survey. The plan was considered comprehensive and balanced, being ambitious without overreaching. Members expressed satisfaction with its content and direction.

Decision: It was RESOLVED to adopt the Strategic Plan for 2025-30.



474/25 LOCAL COUNCIL AWARD SCHEME

Members discussed the Local Council Award Scheme and resolved to apply for the scheme in May 2026. There was a brief discussion about the different levels of the award (bronze, silver, and gold), and it was noted that the council would aim for the silver level directly, as the criteria indicated they were closer to achieving silver than bronze.

Decision: It was **RESOLVED** apply for the Local Council Award Scheme (Silver award) in May 2026.

475/25 APPOINTMENT TO OUTSIDE BODIES

Members were asked to appoint a representative to the Mossman Committee following Councillor Saunders' resignation as the Town Council's representative.

Decision: It was **RESOLVED** that Cllr Matthews is appointed as the Town Council's representative on the Mossman Centre committee.

476/25 REPORTS FROM MEMBERS ON OUTSIDE BODIES

Councillor Venneear provided a verbal report on the Police Priority Setting Forum. He expressed frustration with the forum, noting that it had become less effective due to changes in leadership. He reported that Stondon Parish Council has taken over organising the local Area 5 meetings for police priority setting after Stotfold had organised these meetings for the last 18 months.

477/25 MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

The first stage of the Community Governance Review was raised, noting that stage two of the consultation had been launched on 3 November 2025 with details being distributed via the bulletin. In addition, a report would be tabled at Full Council in December 2025. The recommendation of the working group was to reduce the number of councillors from 15 to 11 starting in 2027, based on the number of candidates standing for election in the past three elections. Members discussed the challenges of engaging younger people and encouraging them to participate in local government.

478/25 DATE OF NEXT MEETING

Wednesday, 3 December 2025.

SIGNED BY CHAIR:

MINUTES APPROVED (date):



STOTFOLD TOWN COUNCIL

Mayor's Civic Attendances – November 2025

Sunday 9 November – Stotfold Remembrance Service and Parade

Saturday 29 November – Stotfold Christmas Lights Switch on

Deputy-Mayor's Civic Attendances November 2025

Sunday 9 November – Stotfold Remembrance Service and Parade

Tuesday 11 November – Stotfold Remembrance Service

Saturday 22 November – Stotfold Councillor Surgery

Friday 28 November – Flitwick Town Council Quiz Evening

Saturday 29 November – Stotfold Christmas Lights Switch on



The High Sheriff of Bedfordshire and Deputy Lord Lieutenant

cutting cake with Stotfold Mayor. Cake kindly donated by The Academy of central Bedfordshire (Photo Credit Jane Evans)



Stotfold Mayor and Deputy Mayor enjoying refreshments after the service. (Photo Credit Jane Evans)

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL
MEETING DATE: 3 DECEMBER 2025
REPORTING OFFICER: EMMA PAYNE, TOWN CLERK & RFO
REPORT TITLE: CLERK'S REPORT DECEMBER 2025

1. MEETING WITH ALISTAIR STRATHAIRN MP

The Clerk was invited to attend a meeting with the MP who thanked the town councillors for their proactive engagement with residents and for everything the Town Council does for the community of Stotfold.

Topics included Strategic Local Authorities and the effect on parish and town councils; the Fair Funding Grant and what this will mean to income for CBC; the Community Governance Review in relation to Stotfold with the potential reduction in the number of councillors; Civility and Respect and the proposals for a new standards regime; adoption of roads and measures that are being planned to prevent this happening in the future.

We touched briefly on the Larksfield Surgery situation and a representative from his office will attend the next meeting on 11 December 2025.

He wanted the Town Council to know that he is happy to be contacted on any issue.

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL

MEETING DATE: 3 DECEMBER 2025

REPORTING OFFICER: EMMA PAYNE, TOWN CLERK & RFO

REPORT TITLE: COMMUNITY GOVERNANCE REVIEW

1. PURPOSE OF THE REPORT

- 1.1 To update Members on the outcome of Central Bedfordshire Council's Community Governance Review (CGR) as it relates to Stotfold, and to outline the likely governance, operational, and structural implications of the proposal to reduce the number of Town Councillors from 15 to 11 from May 2027.

[Community Governance Review 2025 – stage 2 | Central Bedfordshire Council](#)

- 1.1 The Town Council's submission to phase 1 of the consultation can be found below.

2. RECOMMENDATION

Members are asked to:

- a) Note the recommendations from the first stage of the Community Governance Review to reduce the number of Stotfold Town Councillors from 15 to 11.
- b) Note the omissions in CBC's draft proposals relating to Astwick and parish boundary realignment.
- c) Provide comments for inclusion in the Town Council's response to the Stage 2 consultation as outlined in the proposed response below.

3. BACKGROUND

- 3.1 Central Bedfordshire Council is conducting a Community Governance Review to ensure parish governance arrangements remain effective, representative, and aligned with current electorate numbers and community identity.
- 3.2 The Stage 1 consultation received 12 responses from Stotfold, alongside the Town Council's formal submission. CBC's Working Group has recommended reducing Stotfold's councillor number from 15 to 11, noting that this brings the electorate-per-member ratio nearer to arrangements in similar-sized parishes. The rationale behind this recommendation would appear to be the number of uncontested elections in the past three elections.

Reason for recommendations

The recommendation to reduce the number of councillors is made in accordance with the terms of reference due to the number of councillors being disproportionate to the electorate or to avoid uncontested elections and the subsequent need to co-opt members to fill the outstanding vacancies.

Parish and ward information (Stotfold)

Stotfold parish topic	Value
Current number of councillors	15
Working group proposed number of councillors	11
Electorate as of 1 May 2025	7,574
Current ratio of electors to councillors	505
Forecast electorate for 2030	7,747
Revised ratio of electors to councillors	704

- 3.3 The draft recommendations make no reference to the Town Council's proposal to incorporate Astwick Parish Meeting into Stotfold as a dedicated ward, with one councillor. This proposal was supported by Astwick residents at their meeting on 27 August 2025. The warding proposal would provide clearer locality identity, maintain representation, and would reduce by-election costs, as only the affected ward would require a poll.
- 3.4 The draft recommendations also omit the Town Council's proposal to realign the parish boundary with Arlesey along the A507, incorporating Etonbury School and Etonbury Woods into Stotfold. This aligns with Boundary Commission guidance to use identifiable features and would improve strategic planning and S106 utilisation. CBC has not addressed this proposal in the Stage 1 report.
- 3.5 No changes are proposed to parish naming or the creation of additional wards within Stotfold, despite the benefits warding could offer.
- 3.6 If ratified, the reduction will apply from the next ordinary parish elections in May 2027. While the Town Council will retain its current powers and responsibilities, a smaller membership may necessitate re-balancing committees, considering quoracy, delegations and potentially a substitutes policy.
- 3.7 The Stage 2 consultation runs from 3 November 2025 to 26 January 2026. The Town Council may submit further evidence and reiterate its earlier proposals.

4. KEY FACTORS FOR THE TOWN COUNCIL TO CONSIDER

- 4.1 A reduction from 15 to 11 councillors is viable but brings strategic implications that Members must consider carefully.
- a) Governance Resilience and Quoracy
 - Increased vulnerability for inquorate committee meetings
 - Potential requirement to merge committees or introduce substitutes.
 - A need to review quorum thresholds, Terms of Reference, and meeting cycles
 - b) Committee Structure and Workload Allocation
 - Fewer councillors available to cover multiple committees, Chairs, and Vice-Chairs.
 - Streamlining of Terms of Reference, committee structure and frequency of meetings may be required to manage capacity.
 - c) Leadership Capacity and Succession Planning
 - Smaller councils often experience limited capacity for future Chairs.
 - Enhanced Member development and induction programmes will support sustainability.
 - Prioritisation of outside-body appointments due to reduced Member availability.
 - d) Corporate Resilience
 - A smaller council is more exposed to casual vacancies and illness.
 - e) Diversity and Inclusion
 - Fewer seats may reduce representational diversity.
 - Strengthened candidate outreach ahead of 2027 will support inclusive governance.
 - f) Omission of Warding Proposals
 - CBC's draft recommendations do not consider warding, despite governance and cost-efficiency benefits.
 - Introducing wards, particularly for Astwick, should form part of the Town Council's consultation response.

5. FINANCIAL IMPLICATIONS

- 5.1 If more candidates stand than seats (11) in May 2027, the election may be contested, and CBC will recharge the full cost of administering the poll to the Town Council.
- 5.2 Recent local evidence for a small parish shows a recharge just under £2,000 for a single-station contest in 2019; Stotfold's electorate and multiple polling places mean this cost will be materially higher. In the absence of a current CBC published tariff, the currently EMR for elections at £20,637.95 may be sufficient to cover a working range of £5,000–£15,000 to cover staffing, venue hire, printing, postal votes and count-related costs, subject to formal estimate from the Returning Officer nearer the time.
- 5.3 Warding would reduce by-election costs by limiting any poll to the affected ward.

5. IMPLICATIONS

Strategic Plan:	Supports the Strategic Objective of ensuring effective and efficient governance.
Risk Management:	A smaller Council may result in reduced attendance capacity and risk of non-quorate meetings, particularly for sub-committees. Mitigation may include merging committees or adjusting delegations to officers to preserve continuity.

Legal:	Any change will be implemented by Central Bedfordshire Council under the Local Government and Public Involvement in Health Act 2007. No local action is required until the Statutory Order is made.
Resources / Stakeholders:	Fewer councillors will increase the individual workload for remaining Members and may affect representation on external bodies. It may also require committee realignment (e.g. merging Public Realm and Community Engagement) or reducing member numbers on each committee). Staff support requirements will remain unchanged.
Financial Implications:	Neutral in the short term. Slight reductions in member allowances or training budgets may offset any increased administrative demands of committee review.
Contracts / Procurement:	No direct impact on existing contracts. Any revised committee delegations will need to be reflected in Standing Orders and Financial Regulations.
Crime and Disorder:	None anticipated.
Biodiversity and Environment:	No direct environmental impact.
Equalities:	A smaller Council may affect the breadth of representation unless diversity and inclusivity are actively encouraged in future recruitment and co-option.
Residents Impact Assessment:	Service delivery will not be affected. Residents may experience fewer points of direct contact with elected Members, highlighting the importance of clear communication channels and community engagement initiatives.
GDPR	Election-period data (candidate queries, enquiries) must be managed by the UK GDPR/Data Protection Act 2018.

PROPOSED RESPONSE TO CBC FOR CGR CONSULTATION STAGE 2

Stotfold Town Council welcomes the opportunity to comment on the Stage 2 draft recommendations of the Community Governance Review. While we appreciate the work undertaken so far, we wish to register several comments which require consideration before the proposals are finalised.

Omission of Stotfold Town Council's Proposal to Incorporate Astwick Parish Meeting

The Town Council would like to reconfirm that as outlined in the proposal submitted on 28 August 2025 we recommend that Astwick Parish Meeting is incorporated into Stotfold as a dedicated ward.

This proposal was:

- Discussed jointly with Astwick residents
- Explained in full, including governance and financial implications
- Formally supported at Astwick Parish Meeting on 27 August 2025

There is strong community and governance justification for incorporating Astwick:

- It aligns with the existing joint Neighbourhood Plan area
- It ensures equitable access to services, professional administrative support, and planning advice
- It strengthens representation without loss of local identity
- Creation of a dedicated Astwick Ward would improve accountability and ensure their voice is protected.

No Consideration Given to Warding the Parish

The Town Council notes that draft recommendations do not explore warding, either for Stotfold generally or specifically in relation to Astwick.

Warding provides several governance and financial benefits:

- Strengthens locality representation
- Reduces cost exposure during by-elections (only the affected ward requires a poll)
- Adds resilience in the event of multiple vacancies

Given the increasing electorate and the proposed reduction in councillor numbers, warding would support sustainable, long-term governance.

We request that warding options be assessed and included within the revised draft.

Omission of the Boundary Realignment Proposal (A507)

The Town Council's proposal to realign the Arlesey–Stotfold boundary along the A507, incorporating Etonbury School and Etonbury Woods, is not referenced in the draft recommendations.

This proposal:

- Follows Boundary Commission preference for recognisable man-made features
- Reflects community identity and service usage
- Supports coherent planning and S106 governance
- Aligns facilities and woodland areas with the population that uses them

Additional Costs to Stotfold Town Council Not Considered

CBC's draft recommendations do not address the financial implications of the proposed changes.

Contested Election Costs

Reducing the number of seats increases the likelihood of a contested election in 2027. Contested parish elections in Central Bedfordshire typically cost £5,000–£15,000, depending on the number of polling places and printing/postal vote requirements.

These costs are fully recharged to the Town Council.

By-Election Exposure

Without warding:

- Any future vacancy would trigger a full-parish by-election
- Costs could exceed those of a ward-based system
- This places an avoidable financial burden on residents

Governance Resilience

A smaller council heightens the risk of:

- Non-quorate meetings
- Higher councillor workload
- Increased risk of further elections if multiple vacancies occur

Summary of Requests

Stotfold Town Council formally requests that CBC:

- Reassess the proposal to incorporate Astwick as a ward, reflecting the clear community support demonstrated.
- Evaluate warding options for improved representation and reduced by-election costs.
- Re-evaluate the boundary realignment proposal along the A507.
- Consider the financial impacts of the proposed reduction in councillor numbers, particularly the increased risk of contested elections.

We remain committed to working constructively with CBC to ensure that governance arrangements reflect community identity, secure cost-effective administration, and support sustainable representation in the long term.



STOTFOLD TOWN COUNCIL

Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts, SG5 4HG

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Central Bedfordshire Council
Priory House
Monks Walk
Chicksands
Shefford SG17 5TG

28 August 2025

Dear Sirs,

Proposal for Community Governance Review - Redrawing of Parish Boundaries

Purpose

Following Central Bedfordshire Council's (CBC) decision to launch a new Community Governance Review (CGR) and recognising significant local development and boundary anomalies since the 2017/18 review, Stotfold Town Council submits this proposal to reshape parish boundaries and governance arrangements in our area.

Background

A statutory CGR (Local Government and Public Involvement in Health Act 2007) allows the principal authority to review parish boundaries and electoral structures to ensure effective and convenient local governance, reflecting community identities.

Key Drivers for this Review:

- Population shifts: Urban growth merging former village areas and boundary anomalies.
- Equity: Fairer distribution of electorate and councillor workloads.
- Fiscal Sustainability: Ensuring all communities contribute appropriately to shared services.

Any recommended changes would take effect from May 2027.

Proposals

a) Merging Astwick Parish Meeting with Stotfold Town Council

- Dissolve Astwick Parish Meeting as an independent entity.
- Incorporate Astwick as a new ward of Stotfold Town Council, with dedicated representation (one ward councillor elected).

Justification & Benefits:

- Astwick residents gain access to enhanced amenities and professional administrative support.
- Strategic planning becomes more integrated, preventing fragmented development.
- Broader, fairer representation and pooled council resources bolster community projects, supported by the resources of Stotfold Town Council.

Office hours: Monday – Friday 09.00 – 17.00 (answerphone outside office hours)
VAT Reg. No: 198 4684 96



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- Astwick is currently included in the area of designation for the Stotfold and Astwick Neighbourhood Plan

Risks & Mitigation:

- Acknowledge the potential loss of local identity and concerns over representation.
- Propose ring-fencing of a portion of the precept for ward-specific initiatives.
- Commit to robust community engagement to safeguard Astwick's voice.

Stotfold Town Council representatives met with Astwick Parish Meeting to discuss the proposals. The increase in the council tax was explained, along with the additional support that the Town Council could provide to residents with regards to planning and grounds maintenance. At their meeting on 27 August 2025, residents voted in favour of the proposal to become a ward of Stotfold by 9 votes with 1 abstention.

b) Redrawing the Arlesey Boundary to Follow A507

- Realign the boundary between Stotfold and Arlesey along the A507, a well-defined man-made feature as preferred by the Boundary Commission.
- Incorporate Etonbury School and Etonbury Woods within Stotfold.
- Note that the Arlesey Cross development remains outside the proposed new boundary.

Justification & Benefits:

- A clearer, logical boundary follows national guidance.
- Inclusion of key local amenities within Stotfold.
- Enables optimal use of S106 funding for improvements benefiting residents.

The Town Council met with representatives of Arlesey Town Council to discuss the proposals. Concerns were raised by Arlesey about loss of land however, the land in question is predominantly made up of Etonbury Woods, owned by CBC, with no potential housing development identified.

Financial Implications

- The inclusion of Astwick would increase Stotfold's council tax base with this portion of the precept being ring fenced for ward specific activities.
- S106 funds relating to Etonbury Woods would support local facility improvements.



STOTFOLD TOWN COUNCIL

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Conclusion

This proposal supports equitable access to services, strengthens strategic governance, and ensures all communities contribute fairly. We would ask that CBC incorporate these recommendations into the CGR consultation and look forward to engaging constructively throughout the process.

Yours faithfully

Cllr Steve Buck
Mayor, Stotfold Town Council

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL

MEETING DATE: 3 DECEMBER 2025

REPORTING OFFICER: COLIN ROGERS, PROJECTS OFFICER

REPORT TITLE: CEMETERY TOILET BLOCK CONSULTATION RESULT

1. PURPOSE OF THE REPORT

- 1.1 Following a consultation between 10 October 2025 – 11 November 2025, Stotfold Town Council sought feedback from residents as to their preferred method of proceeding in respect of the Cemetery Toilet Block.

2. RECOMMENDATION

- 2.1 Members are asked to:

- a) Note the outcome of the public consultation.
- b) Decide on the preferred option for progressing the Cemetery Toilet Block project.
- c) Members are asked to confirm whether any of the themes raised through resident correspondence (e.g. preference against unisex provision, interest in solar-powered lighting, or requests for internal remodelling over full rebuild) should be incorporated into the revised design brief.
- d) Subject to Member direction, Officers will develop the next-stage feasibility, cost modelling, and procurement pathway, and report back to Full Council with a delivery plan, budget implications, and timelines.

3. RESULTS OF CONSULTATION

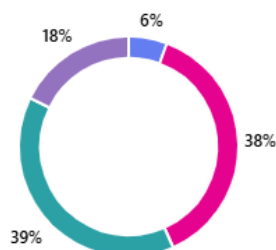
- 3.1 The residents were asked to provide feedback on the questionnaire attached to this report, and available [here](#).

- 3.2 The information was also provided on our website on the following link:

<https://www.stotfoldtowncouncil.gov.uk/cemetery-toilet-block-consultation->

- 3.3 The results of the consultation were as follows:

● Option 1 - Take Down Existing Building and Rebuild Using Reclaimed Materials	18
● Option 2 - Demolish Existing Building and Rebuild Using New Materials Matching as Closely as Possibl...	119
● Option 3 - Retain Existing Building, Undertake Repairs and Refit Internally as Options 1 and 2	123
● Option 4 - Waterless and Composting Toilet	56



Additional comments received as annotations to the questionnaire.

Option Chosen	Comment
3	Make do and mend!
3	Bit Expensive!
3	Do not want unisex toilet due to concerns as to men and women sharing spaces (resident directed CR to write this and approved it. CR did so in front of resident and ZP)
3	Do not want unisex toilet due to concerns as to men and women sharing spaces (resident directed CR to write this and approved it. CR did so in front of resident and ZP)
2	Solar Panel(s) + battery for lighting would be good
2	Subject to 2 toilets being in place
2	Too many comments to transcribe, document scanned in.
No Vote (assume 3 - Not entered in data above)	I feel that as the building is relatively sound, a remodel inside would be the best option

The entry above marked “Too many comments to transcribe, document scanned in” can be seen [here](#).

Additional Correspondence

Officers received several items of correspondence with residents providing feedback on the proposal and the consultation. Their correspondence and Officer’s responses are below.

[Resident 1](#)

[Resident 2](#)

[Resident 3](#)

[Resident 4](#)

[Resident 5](#)

5. FINANCIAL IMPLICATIONS

- 5.1 The Council holds an Earmarked Reserve (EMR) of £233,623 for the Cemetery Toilet Block project. The public consultation generated an almost even split between Option 2 (demolish and rebuild) and Option 3 (repair and refit), indicating no dominant resident preference and a broadly even appetite for either a full replacement or a cost-effective refurbishment.
- 5.2 To support Member deliberation, the professionally assessed cost options are summarized below:

Option 1 – Rebuild Using Reclaimed Materials

- Estimated Cost: £250,000 – £350,000
- Programme: 9–15 months
- Assessment:
 - Exceeds the EMR and carries the greatest delivery risk.
 - Heritage-grade work narrows contractor availability and increases programme uncertainty.

Option 2 – Demolish and Rebuild Using New Materials (Matching Existing)

- Estimated Cost: £150,000 – £195,000
- Programme: 6–9 months
- Assessment:
 - Within the EMR.
 - Reduced risk, wider contractor pool, and stronger programme certainty.
 - Consultation Position: Selected by approximately half of residents.

Option 3 – Retain, Repair, and Refit Existing Building

- Estimated Cost: £125,000 – £170,000
- Programme: 9–12 months
- Assessment:
 - Most economical option and within the EMR.
 - Some structural uncertainty remains due to hidden defects and ongoing maintenance liabilities.
 - Higher professional fee requirement (additional surveys/inspections).
 - Consultation Position: Selected by approximately half of residents.

Option 4 – Waterless / Composting Toilet (“WooWoo”)

- Estimated Cost: Quoted separately; likely lowest-cost solution.
- Assessment:
 - Significant potential saving.
 - May not align with long-term expectations for a permanent solution in the cemetery environment.

6. IMPLICATIONS

Strategic Plan	Supports asset stewardship and maintaining safe, accessible community facilities.
Risk Management	Risks include cost escalation, contractor delays, and declining condition if works are deferred. Clear Member direction and staged feasibility mitigate these.

Legal	Building regulations, accessibility standards, and procurement law will apply. Design choices may carry equalities considerations.
Resources / Stakeholders	Stakeholders include cemetery users, funeral directors, and local residents.
Financial Implications	Costs vary depending on the preferred option. A detailed costed plan will follow Member instruction.
Contracts / Procurement	A compliant procurement route will be required for surveys, design, and works.
Crime and Disorder	Improved layout and lighting could reduce antisocial behaviour.
Biodiversity & Environment	Works must minimise environmental impact. Low-energy options (e.g. solar lighting) are viable. Implications of Bat survey to be investigate.
Equalities	Accessibility standards must be met. Consultation feedback highlights sensitivities around unisex provision.
Residents Impact Assessment	Residents have engaged with the consultation; chosen option should reflect expressed preferences regarding safety and usability.
Sustainability / Climate Impact	Opportunity to incorporate low-carbon design features. Refurbishment may reduce embodied carbon compared with rebuild.
Data Protection & Privacy	Consultation data must continue to be processed in line with UK GDPR.

STOTFOLD TOWN COUNCIL

COMMITTEE:	FULL COUNCIL
MEETING DATE:	3 DECEMBER 2025
REPORTING OFFICER:	EMMA PAYNE, TOWN CLERK
REPORT TITLE:	CONSULTATION ON PROPER PRACTICES FOR SMALL AUTHORITIES
DECISION TYPE:	FOR DECISION

1. PURPOSE OF THE REPORT

- 1.1 To present the Smaller Authorities Proper Practices Panel (SAPPP) and CIPFA consultation on the review of financial governance and accountability practices for smaller authorities, to outline proposed sector-wide changes, and to seek member approval for the Town Clerk to prepare and submit a formal response on behalf of Stotfold Town Council.

2. RECOMMENDATION

Members are asked to:

- a) Note the SAPPP/CIPFA consultation on proper practices and the proposed revisions to the Practitioners' Guide.
- b) Delegate authority to the Town Clerk/RFO, in consultation with the Chair of Governance & Resources, to prepare and submit a formal response by the deadline of 5pm on 2 January 2026.
- c) Endorses the principle of strengthening the Council's own governance, financial reporting and audit processes in line with the emerging sector standards.

3. BACKGROUND

- 3.1 SAPPP (formerly JPAG), in partnership with Smaller Authorities' Audit Appointments Ltd (SAAA), has commissioned CIPFA to undertake a full review of the Practitioners' Guide, the core document defining proper financial and governance practices for all smaller authorities.
- 3.2 The review is the first comprehensive evaluation in a decade and is being undertaken to ensure that financial governance arrangements remain contemporary, transparent, and proportionate to the risks within the sector. It forms part of a wider national push to modernise audit, strengthen public financial stewardship, and improve accountability.
- 3.3 CIPFA has produced an Invitation to Comment (ITC) setting out issues identified in current practice, including:
 - the adequacy of AGAR reporting;
 - clarity and proportionality in accounting methods;
 - expectations for accounting records and transparency;
 - the role, competence, and independence of internal audit;
 - proposals for mandatory training for clerks, RFOs and auditors;

- the structure and accessibility of the Practitioners' Guide.

- 3.4 The consultation introduces a total of 38 structured questions. These have been extracted and reproduced in full on a separate page of this report for ease of reference and to support Stotfold Town Council's draft response.
- 3.5 Members are welcome to feedback to the Clerk if they have any comments on the questions in the consultation which will form the Town Council's response. Due to the short timeframe for a response, the Clerk is asking for delegated powers to be given to her and the Chair of Governance and Resources to formulate the Town Council's response.
- 3.6 Given the importance of proper practices and the adopted Strategic Plan focus on enhanced governance, transparency, and proactive financial management, it is appropriate that the Council provides a formal submission.

4. DELIVERY TIMETABLE

Milestone	Date
Consultation launched	November 2025
Town Clerk review and drafting	December 2025
Member input (G&R Chair)	December 2025
Submission deadline	2 January 2026
Anticipated second consultation on updated Guide	2026
New Guide implemented	For accounting periods beginning 1 April 2027

5. FINANCIAL IMPLICATIONS

- 5.1 There are no immediate financial impacts arising from responding to the consultation. Future changes to audit arrangements may affect sector charging structures from 2027/28 onwards.

6. IMPLICATIONS

Strategic Plan:	Strengthens governance, transparency, and financial resilience.
Risk Management:	Proactive engagement reduces compliance risk, audit challenge and organisational exposure.
Legal:	The Council must comply with proper practices under the Local Audit and Accountability Act 2014.
Resources / Stakeholders:	Officer time required to coordinate the response; sector-wide relevance for all members and staff involved in governance.
Financial Implications:	Future audit fee structures may change; no immediate spend.
Contracts / Procurement:	No direct implications at this stage.
Crime & Disorder:	None.
Biodiversity & Environment:	None.
Equalities:	Improved accessibility of the Guide contributes to sector-wide inclusion.
Residents Impact Assessment:	Transparent financial reporting underpins public confidence.
Sustainability:	None
GDPR:	Consultation emphasises correct handling of sensitive financial data.

CONSULTATION ON PROPER PRACTICES FOR SMALLER AUTHORITIES

Section A – Annual Accounts

Q1 Does the AGAR provide you and your community with the information you want to know about your Smaller Authority?

Q2 If no, what additional information would be helpful?

Q3 Should the AGAR show more detail on cost of providing services, particularly for larger authorities?

Q4 If no to Q3, why?

Q5 Should the Guide provide clearer guidance on recognising fixed assets?

Q6 Any other comments?

Section A – Accounting Methods

Q7 Should the Guide clarify the difference between receipts & payments and income & expenditure?

Q8 Any other comments?

Section A – Accounting Records

Q9 Should the Guide include more detail on required accounting records and retention periods?

Q10 Should the Guide specify what information can/cannot be shared publicly?

Q11 Should financial statements be published on the authority's website?

Q12 If no, where should they be published?

Q13 Any other comments?

Section A – Financial Governance and Accountability

Q14 Should the Internal Audit Report and External Auditor's Certificate be reviewed at a public Full Council meeting?

Q15 Should other internal audit reports also be reviewed publicly?

Q16 Should these reports be published online?

Q17 Should authorities be required to publish an action plan to address audit findings?

Q18 Any other comments?

Section A – Training Related to Accounts

Q19 Should training be mandatory for clerks/officers completing the AGAR?

Q20 Should training be mandatory for officers undertaking detailed reporting?

Q21 Any other comments?

Section A – Internal Audit Competency

Q22 Should internal audits be conducted by appropriately trained, experienced professionals?

Q23 If no, why?

Q24 Should a proportionate approach be detailed in the Guide?

Q25 Should larger authorities be required to appoint qualified auditors?

Q26 Any other comments?

Section A – Training for Internal Auditors

Q27 Should SAPPP specify training requirements, including handling confidential information?

Q28 Any other comments?

Section B – Practitioners’ Guide Structure

Q29 Is the Guide easy to navigate?

Q30 If no, what should change?

Q31 Is the language clear?

Q32 If no, how could it be improved?

Q33 Should the Guide include a section for parish meetings?

Q34 Any other comments?

Section B – Training in Other Areas

Q35 Would training on the Guide be beneficial?

Q36 Which areas?

Q37 Any other comments?

Section C – Any Other Comments

Q38 Any other comments, concerns, or issues SAPPP should consider?



Invitation to comment: issues identified in the Practitioners' Guide

November 2025

Jointly published by the **Smaller Authorities Proper Practices Panel** with:



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Invitation to comment

1. Introduction

1. Smaller Authorities are defined in the [Local Audit and Accountability Act 2014](#) as relevant authorities whose income or expenditure (whichever is highest) does not exceed a specified limit for three consecutive years. This limit was raised from £6.5m to £15m for financial years starting after 1 April 2025.
2. Proper practices are the standards of governance and accounting that Smaller Authorities must follow. These standards are set out in legislation and are [mandatory for all Smaller Authorities](#).
3. The [Smaller Authorities' Proper Practices Panel](#) (SAPPP), formerly known as the Joint Panel on Accountability and Governance (JPAG), is responsible for issuing these standards annually in the form of the [Governance and Accountability for Smaller Authorities: Practitioners' Guide \(England\)](#) (The Guide).
4. As the current proper practices have been in place for ten years, SAPPP unanimously agreed that a full review was necessary. This was a good opportunity to reflect and update existing guidance to ensure it meets the demands of a 21st-century public sector.
5. SAPPP and [Smaller Authorities' Audit Appointments Ltd](#) (SAAA), the body responsible for appointing external auditors to Smaller Authorities, appointed the Chartered Institute of Public Finance and Accountancy (CIPFA) to carry out this critical review.
6. During the summer of 2025 CIPFA carried out a detailed evaluation of the Guide and provided SAPPP with a report detailing issues found. Several areas were identified where improvements could be made, which has formed the basis for this consultation.
7. This consultation, and subsequent update to the Guide, will feed into a review of the current Annual Governance and Accountability Return (AGAR) to ensure it is fit for purpose. The Government fully supports this review, led by SAPPP, in line with the commitment outlined in its response to the [Local Audit Reform Strategy and Consultation](#) to ensure that audit regimes support transparency and accountability in a proportionate way.
8. This review of the proper practices may lead to changes in the limited assurance review process, which could have implications for the associated charging structure.

2. The consultation process

9. This invitation to comment (ITC) sets out issues with the current guide and potential solutions anticipated to be included in the 2027/28 Guide, which will apply to accounting periods commencing after 1 April 2027.
10. Specific consultation questions have been included in the ITC. CIPFA/SAPPP also welcome general comments on the Guide.
11. Responses to this ITC will be considered part of the public record and may be included in analysis published on any or all of the core bodies' websites.

12. Once the consultation has closed, CIPFA will analyse the results and present the findings to SAPPP for comment. Based on this feedback, CIPFA will draft an updated Guide which will be subject to further consultation.
13. In order that comments be considered by CIPFA/SAPPP in time to inform possible implementation, responses are required by 5pm on 2 January 2026.
14. Please make responses by the [online survey](#).

Section A – Issues identified relating to accounting

3. Accounts production

3.1 Annual accounts

15. Smaller Authorities are funded primarily by public money. Being able to demonstrate how money is being spent helps build trust between public sector bodies and the community.
16. Sharing the financial records with the public helps them to scrutinise decisions ensuring they are made responsibly and ethically. It also helps the Government to understand the financial health of Smaller Authorities as well as ensuring that public funds, such as grants, are distributed fairly and used properly.
17. Currently, Smaller Authorities are required to complete an AGAR, which was intended to be a simpler alternative to full statutory accounts.
18. However, as the AGAR is a summary document, it does not provide the details of how balances were calculated. This can increase the risk that transactions may be omitted or incorrectly recorded.
19. The AGAR does not separately identify a lot of important details that are key to good financial reporting, such as current liabilities (debtors) and current assets (creditors), nor does it include details of the value of the assets held within the Smaller Authority.
20. The AGAR could include more details of the cost of delivering services to better understand an authority's transactions and activities.
21. Improved financial reporting would support the Government to better understand the scale and financial position of the sector, particularly in the context of ongoing local Government reorganisation. Additionally, this measure would help to strengthen public trust, improve oversight by external bodies (such as external auditors), and provide a clearer assessment of an authority's financial health and risk profile.
22. If Smaller Authorities choose to produce a full set of statutory accounts, the current Guide does not provide clear guidance on how this should be done.
23. It is however recognised that different sized Smaller Authorities have different financial transactions and risks. Therefore, it may be useful for the Guide to set out the levels of formal reporting required by different sized authorities to ensure reporting is proportionate to these risks and transactions.
24. Clerks and other officers within Smaller Authorities are not required to hold financial qualifications. The Guide should make it clear what must be done to produce

accurate financial statements that is both achievable and proportionate to the size of the Smaller Authority.

Annual accounts

- | | |
|----|---|
| Q1 | Does the AGAR provide you and your community with the information you want to know about your Smaller Authority? |
| Q2 | If you answered no to Q1, what additional information would be helpful? |
| Q3 | Should the AGAR show more detail of the cost of providing services and delivering activities for the local community particularly for larger Smaller Authorities? |
| Q4 | If you answered no to Q3, please provide details to support your answer. |
| Q5 | Should the guide provide Smaller Authorities with clearer guidance on how to recognise fixed assets in the financial statements? |
| Q6 | Do you have any other comments on this topic? |

3.2 Clarity on accounting methods

25. The current Guide lacks clear and consistent application of rules regarding the roles, responsibilities and appropriate accounting methods for different types of Smaller Authorities. This ambiguity leads to a range of issues, from incorrect declarations of exemption and non-compliance with reporting requirements, to an inaccurate reflection of an authority's financial position. This can undermine the reliability of financial reporting and increase the risk of errors in the AGAR.
26. Currently, under legislation, all Smaller Authorities can and should account for transactions on an income and expenditure basis. However, legislation allows for the smallest authorities to use receipts and payments. SAPPP is considering sections in the new Guide that would be specifically adapted to either the receipts and payments basis or the income and expenditure basis, ensuring the guidance is both clear and directly applicable.
27. All of these changes will be underpinned by training to ensure that Clerks, RFOs and other officers are able to understand the tasks required of them.

Accounting methods

- Q7 Do you agree that the Guide should clarify the difference between the receipts and payments basis and the income and expenditure basis and if so how to use each one?
- Q8 Do you have any other comments on this topic?

3.3 Accounting records

28. Inadequate and incomplete accounting records remain a fundamental barrier to effective financial reporting and auditing across the sector. Where records are missing, poorly maintained or not reconciled, it becomes impossible to verify financial transactions, produce accurate financial statements, or ensure compliance with statutory requirements. This can result in qualified audit opinions and undermines public confidence in the financial management of Smaller Authorities.
29. The requirement to allow the public access to these records further strengthens the need for the Guide to be clear on what is required, where it should be held and for how long. The Guide should also detail what information must not be shared with the public, such as an individual's salary and other sensitive data.
30. To address this, the Guide needs to set out clearly the importance of maintaining complete and accurate records throughout the financial year.

Accounting records

- Q9 Do you agree that the Guide should include more details of what documents should be held as part of the accounting records as well as the length of time they should be kept for?
- Q10 Do you agree that the Guide should include details of what information can and cannot be shared with the public?
- Q11 Do you agree that any financial statements produced should be shared on the Smaller Authority's own website, or suitable alternative, to ensure that the public are able to view them?
- Q12 If you answered no to Q11, please provide details of where you would want the AGAR and other documents to be held.
- Q13 Do you have any other comments on this topic?

3.4 Financial governance and accountability

31. External auditors have observed that some Smaller Authorities do not adequately respond to issues raised in previous audit reports. This can result in repeated findings and undermines the purpose of the audit process, which is to improve governance and accountability.

32. To support better follow up on issues raised, SAPPP proposes that the existing requirements are strengthened.
33. SAPPP suggests that all internal and external audit reports should be reviewed by the full authority in a public meeting and that Smaller Authorities should be required to agree and publish an action plan to address any issues raised by these reports.

Financial governance and accountability

- Q14 Do you agree that the Guide should include a requirement that the Internal Audit Report of the AGAR and the External Auditors' Certificate are to be reviewed at a public meeting of the full authority?
- Q15 Do you agree that any other internal audit reports must also be reviewed by the full authority at a public meeting?
- Q16 Should these reports be published on the authority's website or suitable alternative?
- Q17 Do you agree that a Smaller Authority must be required to agree and publish an action plan to address any concerns raised by internal or external auditors?
- Q18 Do you have any other comments on this topic?

3.5 Training related to the accounts

34. Clerks and other officers within Smaller Authorities are not required to hold financial qualifications. Therefore, Clerks and other officers may need dedicated and tailored training to support their effective compliance with the proper practices as set out in the Guide.

Training related to the accounts

- Q19 Do you agree that training should be provided to all Clerks and other officers that are required to complete the AGAR?
- Q20 Do you agree that training should be provided to all Clerks and officers that are required to undertake more detailed financial reporting?
- Q21 Do you have any other comments on this topic?

4. Internal audit competency and training

4.1 Appointing an internal auditor

35. The Guide currently does not provide enough information and guidance on how a Smaller Authority should appoint its internal auditor. SAPPP suggests that the Guide should outline how to assess the competence and independence of an internal auditor before appointment. This will protect the independence of the internal auditor and safeguard the value of the assurances provided.

36. Internal auditors require specialised knowledge in areas such as risk management, professional ethics, control frameworks and compliance. Although individuals may have experience working within internal audit or finance roles in other sectors, there is a risk that they lack the understanding of specific governance requirements unique to Smaller Authorities.
37. SAPPP recognise that many Smaller Authorities may not have the capacity or resources to mandate the use of professional internal audit bodies. Therefore, as a first step, we believe any approach should be proportionate to the size and circumstances of the authority.
38. Many Smaller Authorities can declare themselves to be 'exempt'; this means that their external auditor has no authority to complete a review, unless the Smaller Authority requests one. However, these Smaller Authorities must have an internal audit. Therefore, for exempt Smaller Authorities, internal audit becomes a more important check of an authority's governance and accountability, increasing the need for the Smaller Authority to appoint an appropriate person to complete this task.

Internal audit competency requirements

- Q22 Do you agree that the Guide should mandate that internal audits be conducted by appropriately trained experienced professionals that understand both professional ethics and the unique characteristics of Smaller Authorities?
- Q23 If you answered no to Q24, please provide details to support your response.
- Q24 As all Smaller Authorities face different levels of risk, would you agree that a proportionate approach to the provision/undertaking of internal audit be detailed within the Guide?
- Q25 Do you agree that the Guide should outline that larger Smaller Authorities must appoint an internal auditor that is a member of a recognised membership body and/or holds a relevant qualification?
- Q26 Do you have any other comments on this topic?

4.2 Training for internal auditors

39. SAPPP is keen to support the improvement of internal audit for Smaller Authorities. This could include specifying the areas of training that internal auditors should undertake before conducting internal audits for Smaller Authorities.
40. Internal audit tests may involve access to sensitive or confidential information, such as customer debt records or salary information. Without appropriate training and experience, including an understanding of professional ethics, there is a significant risk that internal audits may be conducted by individuals are not competent to conduct an accurate and complete internal audit, resulting ultimately in poor assurance for the Smaller Authority.

Training on internal auditors

- Q27 Should SAPPP specify areas of training for internal auditors, including the handling of sensitive and confidential information?
- Q28 Do you have any other comments on this topic?

Section B – Other issues identified

5. The Practitioners' Guide

5.1 Structure of the Guide

41. It is important to SAPPP that the Guide is accessible to all and easy to use. SAPPP would welcome your feedback on whether there are any areas in the Guide that you find difficult to understand, find, follow or apply.

Structure of the Guide

- Q29 Do find the Guide easy to navigate?
- Q30 If you answered no to question Q29, what could be changed in the Guide to make it clearer?
- Q31 Do you understanding the language used within the Guide?
- Q32 If you answered no to question Q31, how can it be improved?
- Q33 Should the Guide include a dedicated section providing guidance specifically for parish meetings?
- Q34 Do you have any other comments on the Guide?

5.2 Training for Clerks and other officers

Training on the other areas in the Guide

- Q35 Would you benefit from training to help you to understand the requirements of the Guide?
- Q36 If so, are there any areas in particular where you would benefit from training?
- Q37 Do you have any other comments on this topic?

Section C – Any other comments

42. Thank you for taking part in this consultation. SAPPP would welcome any other comments that you would like to make on the proper practices, the Guide and the AGAR forms.

Any other comments

- Q38 Do you have any other comments, concerns or issues that you would like SAPPP to consider when reviewing the Guide?



MINUTES OF THE MEETING OF PUBLIC REALM COMMITTEE HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 12 NOVEMBER 2025 AT 19:00

Present:

Cllr L Anderson (Vice Chair), Cllr M Cooper, Cllr S Hayes, Cllr J Hyde, Cllr B Saunders, Cllr J Smith

Apologies:

Cllr S Buck (Chair), Cllr J Headington, Cllr B Woods

Also Present:

E Payne, Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Buck, Headington and Wood.

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 to speak at this meeting.

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the Public Realm Committee meeting held on 15 October 2025 were reviewed. There were no questions or amendments.

Decision: It was RESOLVED that the minutes of the Public Realm Committee meeting held on 15 October 2025 were a true record of the meeting.

5. REPORTS

5.1. Local Green Space Consultation

The committee discussed the report on registering local green spaces as part of the emerging Local Plan. The report from Central Beds was noted, and the members agreed to submit Great Close Meadow, Jubilee Meadow, Riverside (both STC and CBC owned), Millennium Green and Pix Brook Linear Park as potential local green spaces. The Chair and the Town Clerk were authorised to prepare and upload the necessary evidence. The discussion included of creating a linear riverside walk. Historical references from local papers and previous surveys were mentioned to support the case for these green spaces. The committee also considered the implications of submitting multiple sites and the strategic approach to protect these areas from future development. It was proposed to investigate future registration with Fields in Trust for the sites owned



by the Town Council to provide long-term protection against inappropriate development.

Decision: It was **RESOLVED** to submit the following sites as Local Green Spaces:
a) Great Close Meadow
b) Millennium Green
c) Riverside
d) Jubilee Meadow
e) Pix Brook Linear Park.

Decision: It was **RESOLVED** that the Chair and the Town Clerk were authorised to prepare and upload the necessary evidence for the registration of local green spaces.

Decision: It was **RESOLVED** to investigate future registration with Fields in Trust for the sites owned by the Town Council.

Task: Prepare and upload the necessary evidence for the registration of proposed sites
Task: Investigate future registration with Fields in Trust for the sites owned by the Town Council.

6. HIGHWAYS REPORT

Councillor Smith reported that there was no change from the last report. discussion on green spaces.

7. DELEGATED DECISIONS

The committee noted the Town Clerk's delegated decisions. A question was raised regarding a payment to Lucretia Holland Support Services, which was clarified to be related to football support at Riverside and should have been listed under Community Engagement rather than Public Realm.

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

8. WORK PROGRAMME

The committee received and reviewed the Work Programme.

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

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

There were no additional items for information purposes.

10. DATE OF NEXT MEETING

The date of the next meeting was confirmed as Wednesday, 10 December 2025.

SIGNED BY CHAIR:

MINUTES APPROVED (date):



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

Present:

Cllr N Venneear (Vice Chair), Cllr J Bendell, Cllr S Dhaliwal, Cllr L Miller, Cllr J Smith and Cllr B Woods.

Apologies:

Cllr J Headington, Cllr S Buck (attended virtually)

Also Present:

Cllr Mary Cooper
E Payne, Town Clerk
Z Putwain, Business Services Officer

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Headington and Buck (who attended virtually).

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

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION

There was no public present.

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous Community Engagement Committee meeting held on 18 September 2025 were presented for approval.

Decision: It was **RESOLVED** that the minutes of the Community Engagement Committee meeting held on 18 September 2025 were a true record of the meeting.

5. CLERK'S REPORT

Members received the Clerk's report. There were no questions.

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



6. REPORTS TO COMMITTEE

6.1. Stotfest 2026

Members received a report regarding proposals for a review of Stotfest 2026. Discussions highlighted proposals for a more substantial fairground presence to attract a wider demographic. Concerns were raised about the potential size and complexity of the event, and the necessity for adequate volunteer and event staff support. It was proposed that the working group should further explore the options and bring back detailed plans to the committee for final approval.

Decision: It was **RESOLVED** to refer the review of Stotfest 2026 to the working group

Task: Stotfest 2026 working group to be convened in January 2026.

6.2. Community Engagement Budget 2026-27

The committee reviewed the budget for the upcoming year, following a request from the Governance and Resources Committee. The proposed budget aimed to offset costs through income from events and sponsorship. Members discussed various strategies to ensure financial viability, including the potential for increased event staff, which was cheaper than paying council staff.

Decision: It was **RESOLVED** to recommend the amended Community Engagement budget (version 2) to the Governance and Resources Committee.

6.3. Community Engagement Budget Q2

Members received an update on the committee's expenditure to date, highlighting variances and overspending in certain areas, such as event income. Members were informed about the reasons for these variances, including unexpected costs for town anniversary signs which ordered too late for the 2024/25 budget and were paid for in 2025/26.

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

6.4. Proposal for Greenacre Centre Marketing

A proposal for a marketing strategy for the Greenacre Centre was discussed. Members debated the necessity and cost-effectiveness of hiring external marketing services versus leveraging existing community events to increase footfall. Suggestions included using the augmented reality trail and other events to draw attention to the centre.

Decision: It was **RESOLVED** to engage Katie Hounsome to undertake marketing for the Greenacre Centre at a cost of £3,000 from a virement from the Youth Engagement budget to Community Engagement budget.

Task: Commission Katie Hounsome to undertake marketing for the Greenacre Centre

Task: Town Clerk to write article for The Villager and Town Life magazine



6.5. Christmas Lights Updates

The committee received an update on the festive light display, including a request to install additional columns along the High Street to Hitchin Road junction. Members discussed the benefits of purchasing festoon lighting for use in multiple community events throughout the year. The resolution to obtain quotations for additional lighting and potential sponsorship options was approved.

Decision: It was **RESOLVED** to:

- a) **Note the amendments to the Year 2 scheme and the revised baseline annual cost.**
- b) **Obtain quotations to extend column displays along the High Street towards the Hitchin Road junction, with options brought back to Committee for consideration.**
- c) **Obtain quotations for icicle lights on the remaining High Street shops.**
- d) **Obtain quotations for the purchase of festoon lighting suitable for use at the Christmas Lights Switch-On and other community events throughout the year.**

Task: **Obtain additional festive light quotations and festoon lights to be considered at the meeting on 18 March 2026**

6.7. Youth Engagement at Riverside

The committee discussed the issue of anti-social behaviour (ASB) at Riverside, referred from the Public Realm Committee. The discussion emphasised the importance of reporting incidents to the police and the misconception that posting on Facebook equates to official reporting. The committee recognised the success of previous outreach work by Amplus and the potential benefits of early intervention. The conversation included the need for engagement within schools and the focus on older youths, aged 17 to 23, who frequent Riverside. The committee debated the budget for commissioning outreach sessions, ultimately agreeing to allocate £3,000 from the earmarked reserves for youth work.

Decision: **It was resolved to approve the commissioning of outreach sessions at Riverside to address anti-social behaviour, with an initial budget allocation of £3,000 from earmarked reserves.**

Task: **Town Clerk to liaise with Amplus youth workers and engage their services.**

6.7. Residents Survey 2025-26

Members considered a report on the residents' survey. An amendment to the timeline was proposed, suggesting it run from January to March to allow for equivalency weeks and provide a month for analysis before the Annual Town Meeting, where the results will be presented. Previous resident survey results had not been received from this committee before the Annual Town Meeting. The discussion covered the format of the survey, the inclusion of a prize draw to incentivise participation, and the importance of GDPR compliance for data capture. The survey format was discussed, with a consensus to maintain baseline questions while incorporating new ones to address current concerns. The committee agreed to schedule the survey for the new year, with Cllr Smith



and the Town Clerk finalising the questions. The committee approved the expenditure for printing and distribution.

Decision: It was **RESOLVED** to:

- a) Agree the amended schedule for the release of the 2025/26 Residents Survey finishing at the end of March 2026;
- b) Delegate to Cllr Smith and the Town Clerk with adding any additional questions to the draft survey;
- c) Confirm the inclusion of a prize draw with a voucher of £50 of the winner's choice to encourage participation.
- d) To undertake collation and analysis in house
- e) Approve expenditure for printing, distribution and banners.

Task: Town Clerk to launch 2025-26 residents' survey in line with the resolution.

6.8. Making IT work

The committee discussed the BRCC initiative aimed at improving IT literacy among residents. The conversation highlighted the need for volunteers to support the programme and the potential involvement of the Stotfold Good Neighbour Group. The initiative aims to assist residents, particularly the elderly and those with disabilities, with online tasks such as setting up email accounts and using smartphones. The committee debated the logistics of hosting sessions at the library or other local venues with Wi-Fi access. The discussion acknowledged the success of similar programmes in other areas and the potential for collaboration with local organisations. The committee agreed to support the initiative, working with the library and BRCC to host regular sessions.

Decision: It was **RESOLVED** to support the BRCC initiative to improve IT literacy among residents, working with the library and BRCC to host regular sessions.

Task: Coordinate with the library and BRCC to host regular IT literacy sessions for residents.

Task: Support BRCC to recruit volunteers for the IT literacy programme.

6.9. BRCC Community Champion

The committee evaluated the BRCC Community Champion scheme, which involves visiting residents in their homes to provide support. The scheme was recognised as beneficial, particularly for elderly and disabled residents. However, the committee expressed concerns about the high cost of £19,000 for 14 hours of service per week. The discussion considered the existing support provided by local groups, such as the Stotfold Good Neighbour Group, and the need for prioritisation within the budget. The committee decided to hold off on the scheme for the time being, opting to coordinate existing local groups and revisit the need in 12 months.

Decision: It was **RESOLVED** to defer the BRCC Community Champion scheme, opting to coordinate existing local groups and revisit the need in 12 months.



Task: Add BRCC Community Champion to work programme for October 2026

6.10. Terms and Conditions for Traders at Town Council Events

The committee reviewed the proposal for terms and conditions for traders at town council events. The importance of having clear terms and conditions was emphasised, and the committee expressed support for the proposal. The terms and conditions aim to ensure fairness and transparency for traders participating in council events.

Decision: It was **RESOLVED** to adopt the terms and conditions for traders at Town Council events.

Task: Implement traders Terms and Conditions from 1 January 2026.

6.11. Policy Review

The committee discussed the recommendation to adopt the Communication Policy and Volunteer Policy and agreed to recommend the adoption of these policies to the Full Council.

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

- a) Communication Policy
- b) Volunteer Policy

Task: Add these policies to the Full Council agenda

7. WORK PROGRAMME

The committee received and reviewed the work programme, noting the scheduled activities and priorities for the upcoming period.

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

8. DELEGATED DECISIONS

The committee noted the Town Clerk's delegated decisions report was incorrect and it be reviewed at the next meeting.

Task Update delegated decisions report to next meeting.

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

10. DATE OF NEXT MEETING

Wednesday, 14 January 2026.

The meeting closed at 20:15.



SIGNED BY CHAIR:

MINUTES APPROVED (date):

DRAFT



STOTFOLD TOWN COUNCIL

COMMUNICATION POLICY 2025

VERSION 1

1. Purpose

The Council is committed to open, timely, and accessible communication that encourages two-way dialogue with residents, partners, and the media, supporting informed participation in local democracy.

This policy sets out how Stotfold Town Council communicates with the public, media, and stakeholders, ensuring all communications are lawful, transparent, inclusive, and in line with statutory requirements and best practice.

2. Scope

This policy applies to all councillors, employees, volunteers, and contractors acting on behalf of the Council, covering all forms of communication, including:

- Press and media relations
- Social media and digital platforms
- Council publications and notices
- Correspondence (letters, emails)
- Public meetings and consultations

Definitions: For the purpose of this policy, 'Council communications' refer to all statements, publications, and digital content issued by or on behalf of the Council.

'Official channels' include Council-approved media, website, and social media platforms. Councillors using personal accounts must make clear when speaking in a personal capacity.

3. Principles

The Council upholds the principles of the Civility and Respect Pledge in all communications, ensuring courteous, inclusive, and professional exchanges at all times.

- **Lawfulness:** All communications must comply with the Local Government Act 1986, the Code of Recommended Practice on Local Authority Publicity (2011), the Data Protection Act 2018, and the Freedom of Information Act 2000.
- **Objectivity and Impartiality:** Council communications must be factual, objective, and politically neutral.
- **Inclusivity:** Information will be accessible to all sections of the community, with reasonable adjustments made for accessibility needs.
- **Transparency:** The Council will be open about its activities, decisions, and policies, subject to legal and confidentiality constraints.
- **Respect and Civility:** All communications must be respectful and uphold the Council's Code of Conduct. The Council upholds the principles of the Civility and Respect Pledge

in all communications, ensuring courteous, inclusive, and professional exchanges at all times.

4. Press and Media Relations

- All media enquiries must be directed to the Town Clerk or an authorised spokesperson (usually the Mayor).
- The Mayor acts as the civic spokesperson, and the Clerk acts as the administrative spokesperson.
- Press releases and official statements will be approved by the Clerk and/or Mayor before release.
- Councillors must not issue statements on behalf of the Council unless authorised.
- Councillors may issue personal press statements but must distinguish them from official Council communications
- Officers may respond to factual queries but must not express political opinions.

5. Social Media

- The Council's official social media accounts are managed by the Clerk or designated officer.
- All Council social media must comply with the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018. Members are personally responsible for their online conduct under the Code of Conduct, Defamation Act 2013, and Equality Act 2010.
- A moderation and take-down procedure will be applied for inappropriate or offensive content, with clear reasons for removal documented.
Councillors may use personal social media but must not present personal views as those of the Council, nor disclose confidential information.
- The Code of Conduct applies to all online activity relating to Council business.
- Social media must not be used to criticise Council decisions or bring the Council into disrepute.

6. Correspondence

- Official correspondence should be sent by the Clerk or authorised officer. In exceptional cases, the Chair may correspond on behalf of the Council.
- Councillors should not correspond with external parties on behalf of the Council unless authorised.
- All correspondence should be professional, clear, and respectful.

7. Public Information and Consultation

- Plain English and accessible design standards will be used throughout.
- The Council will use a range of methods (website, noticeboards, newsletters, meetings) to inform and consult the community.
- Information will be published in accessible formats on request.
- Statutory notices and documents (e.g., agendas, minutes) will be published in accordance with legal requirements.
- Please see the Council's Consultation Policy for more specific information.

8. Confidentiality and Data Protection

- All communications will comply with UK GDPR, Data Protection Act 2018, and Freedom of Information Act 2000. Requests for information should be directed to the Town Clerk. Records will be managed in line with the Council's Document Management Policy
- Confidential or personal information must not be disclosed without proper authority.
- All communications must comply with the Council's Information and Data Protection Policy and relevant legislation.

9. Complaints and Feedback

- The Council welcomes feedback and will respond to complaints in line with its Complaints Policy.

10. Review

- The Town Clerk will monitor communication effectiveness annually through engagement analytics and resident feedback, reporting outcomes to the Community Engagement Committee.
- This policy will be reviewed every two years or sooner if required by changes in legislation or best practice.

Revision History:

Version	Date Adopted	Date for Review	Notes
1	November 2025	November 2027	



STOTFOLD TOWN COUNCIL

VOLUNTEER POLICY

VERSION: 1.0

1. Purpose

This policy applies to all individuals who volunteer on behalf of the council, regardless of their role, length of service, or the nature of their volunteering activity. It covers all council-managed or council-supported volunteering, including one-off events, ongoing projects, and regular activities. The policy applies to volunteers working directly with the council as well as those involved through partnerships or community initiatives under the council's direction.

2. Scope

This policy applies to all individuals who volunteer on behalf of the council, regardless of their role, length of service, or the nature of their volunteering activity. It covers all council-managed or council-supported volunteering, including one-off events, ongoing projects, and regular activities. The policy applies to volunteers working directly with the council as well as those involved through partnerships or community initiatives under the council's direction.

Definitions: For the purpose of this policy, a 'volunteer' is an individual who undertakes activity for the benefit of the Council without financial remuneration. This may include informal helpers, formal volunteer roles, or partner groups operating under Council direction.

3. Policy Statement

The council recognises the vital role volunteers play in supporting its work and is committed to providing a positive, inclusive, and safe volunteering environment. Volunteers will not replace paid staff but will complement and enhance council services. The council will ensure that all volunteers are valued, supported, and given appropriate training and supervision to carry out their roles effectively and safely.

4. Roles and Responsibilities

The Clerk is responsible for the recruitment, induction, and support of volunteers, though day-to-day supervision may be delegated to designated managers or project leads. Councillors must not directly instruct volunteers. The council will ensure all volunteers are appropriately supervised and supported. Volunteers are responsible for following council policies and procedures.

- Volunteers will be recruited openly and fairly, with clear role descriptions.



- All volunteers will complete an application form and may be subject to references or DBS checks, depending on their role. Volunteers under the age of 18 may be accepted with appropriate parental/guardian consent and safeguarding measures in place.
- Induction will be provided, covering council aims, structure, and relevant policies.
- Volunteers will have a named contact for support and regular check-ins.
- Risk assessments will be carried out for all volunteer activities.
- Reasonable out-of-pocket expenses will be reimbursed, including travel and subsistence, subject to prior agreement and receipts. Claims should normally be submitted within one month of expenditure.

6. Training and Support

All volunteers will receive an induction and appropriate training, which may include:

- Health & safety awareness (including risk assessments and equipment use)
- Safeguarding (if working with children or vulnerable adults)
- Data protection and confidentiality
- First aid (where relevant)
- Specialist training in specific roles (e.g. machinery, lone working)

Ongoing support and refresher training will be offered as needed. Volunteers will be covered by the Town Council's insurance, including public liability and personal accident cover. Volunteers must abide by the Town Council's data protection policy. Volunteers are not employees of the Council and do not have employee rights.

Complaints about volunteers will be dealt with by the Town Council's complaints procedure. Concerns raised by volunteers about their experience or treatment will also be addressed through the same procedure.

7. Monitoring and Review

The Clerk will monitor the implementation of this policy and report to the council as required. Annual light-touch monitoring, such as volunteer feedback surveys and tracking engagement, will also be undertaken. The policy will be reviewed every two years or sooner if required by legislation or best practice.

8. Related Policies and Documents

- Health & Safety Policy
- Safeguarding Policy
- Data Protection Policy
- Complaints Procedure
- Risk Assessments
- Lone Working Policy
- Volunteer Agreement



- Equalities Policy

9. Approval and Review

Approved by: Committee Engagement Committee
Date: 19/11/2025

Version History:

Version No	Date Approved/ Reviewed	Summary Of Changes	Review Date
1.1	4/12/2025	Adopted	December 2027



Appendix A – Volunteer Agreement

Stotfold Town Council

This Volunteer Agreement sets out what you can expect from us, and what we ask of you in return. It is not intended to be a contract of employment, and you are not an employee of the Council.

Our Commitment to You

We will:

- Welcome you as a valued part of our team and treat you with respect.
- Provide a clear role description and induction.
- Offer training and support appropriate to your role.
- Ensure you have a named contact for advice and regular check-ins.
- Cover you under our insurance while you carry out agreed volunteering activities.
- Reimburse reasonable, agreed expenses (e.g., travel, subsistence) with receipts.
- Listen to your feedback and review your volunteering experience with you.
- Recognise and appreciate your contribution.

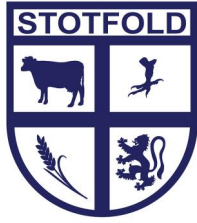
What We Ask of You

We ask that you:

- Carry out your role responsibly and in line with Council policies and procedures.
- Work safely and follow health and safety guidance.
- Respect confidentiality and data protection requirements.
- Treat councillors, staff, fellow volunteers, and residents with courtesy.
- Let us know if you cannot attend or need to change your availability.
- Raise any concerns promptly with your named contact.

Ending the Agreement

You may stop volunteering at any time. We also reserve the right to end the arrangement if necessary. We will always aim to discuss this openly with you first.



Volunteer Name: _____

Volunteer Signature: _____ **Date:** _____

Council Representative: _____ **Date:** _____

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL

MEETING DATE: 3 DECEMBER 2025

REPORTING OFFICER: EMMA PAYNE, TOWN CLERK & RFO

REPORT TITLE: TOWN COUNCIL INVESTMENTS
AND INVESTMENT STRATEGY 2026-27

1. PURPOSE OF THE REPORT

- 1.1 At the Full Council meeting on 5 November 2025, Members raised questions regarding the Governance & Resources Committee's decision to engage an investment advisory service, and the extent of delegated authority relating to investment management. This report provides a summary of the background, the rationale for seeking specialist advice, and the governance framework under which the decision was made. The intention is to ensure all Members are fully briefed on the process and can have confidence that the decision was taken in line with the Council's agreed Terms of Reference and financial management responsibilities.
- 1.2 Local authorities holding material levels of reserves typically draw upon regulated professional treasury advisers to support their investment decisions, particularly where market conditions are volatile and interest rates fluctuate. The approach taken by the Governance & Resources Committee reflects current sector practice in ensuring that decision-making is informed by expert analysis and appropriate risk management.

2. RECOMMENDATION

Members are asked to:

- a) Note the decision of the Governance & Resources Committee to engage Arlingclose Ltd to provide professional investment advice to the Town Council for a period of 12 months, at a cost of £9,000.
- b) Approve the attached Investment Strategy 2026/27
- c) That any proposed changes to the Council's Investment Policy, asset allocation, or movement of funds arising from professional advice will be brought to the Governance & Resources Committee for review, and then recommended for adoption by Full Council.

3. BACKGROUND

- 3.1 The Governance & Resources Committee considered the Town Council's investment position at its meeting held on 4 June 2025, reflecting the Council's responsibility to manage public funds prudently and to maximise returns while minimising risk. The Council currently holds a significant level of reserves, with funds placed between Unity Trust Bank and the CCLA Public Sector Deposit Fund.
- 3.2 At its meeting on 4 June 2025, the Committee received a report outlining options for investments for the Town Council. These included:

- a) Topping up existing CCLA account or another CCLA account with improved rate of interest
- b) Opening an Insignis account, who operates a portal with options to invest in banking organisations via their portal for a % of the total sum invested or
- c) A potential advisory service from Arlingclose Ltd, who specialise in providing investment and treasury advice to local authorities.

The Committee resolved to arrange further discussions with Arlingclose.

G&R 4 June 2025 [Town Council Investments.pdf](#)
[G&R Minutes 2025](#)

- 3.3 At the subsequent Governance & Resources Committee meeting on 1 October 2025, and following a presentation from Arlingclose, Members resolved to contract Arlingclose to provide financial information and advisory services to support the Town Council in reviewing and refining its investment strategy. The cost of the advisory service is £9,000 over a 12-month period. The committee agreed that they would prefer to compare the investment income over a 12-month period, rather than sign up to the 3-year period which would be £8,000 per annum.

[G&R Minutes 1 October 2025](#)

- 3.4 It is important to note that the Committee **has not** taken any decision regarding the final allocation of the Council's investments. The purpose of appointing the adviser is to support an informed and risk-based approach to future decision-making. The investment strategy must be agreed before any investment is made.
- 3.5 The Governance & Resources Committee holds delegated responsibility for overseeing the Council's bank accounts, reserves management, and investment policy, under Section 101 of the Local Government Act 1972. The Committee's Terms of Reference confirm its authority to "implement and manage all Town Council bank accounts, investment policy and reserves (general and earmarked)."
- 3.6 The decision to appoint an investment adviser was therefore taken within the correct delegated authority, and no referral to Full Council was required to progress this stage of work.
- 3.7 The role of the investment adviser is to provide analysis, risk assessments and recommendations; all decisions on investment strategy and any placement of funds remain reserved to elected Members through the Governance & Resources Committee and, where required, Full Council.
- 3.8 The Town Council's Strategic Plan includes a commitment to strengthening financial resilience and increasing income generated from investments to reduce pressure on the precept and support delivery of community priorities. Procuring professional advice directly supports this strategic objective, enabling the Council to consider a broader range of regulated investment opportunities with appropriate assurance.
- 3.9 The Town Council is not eligible for protection under the Financial Services Compensation Scheme (FSCS) because the relevant rules apply only to "small local authorities" defined as those with an annual budget of up to €500,000 (approximately £430,000). Since the Council's annual budget exceeds this threshold, it does not benefit from the statutory deposit-protection

regime. Accordingly, any deposits or investment placements made by the Council are exposed to counter-party risk without the automatic safety net of FSCS cover.

- 3.10 The proposed Town Council's Investment Strategy is attached to this report for ratification and will be reviewed on an annual basis to reflect any advised strategy.
- 3.11 It should be noted that the Committee first considered the matter in June 2025 and that, following Member requests for additional external assurance before making a final decision, further information and professional advice were sought. This resulted in a later implementation timeframe than originally anticipated. Based on current market conditions, this delay is estimated to have reduced potential investment income by approximately £8,000 over the two-month period between the meetings in June and October, alongside the agreed cost of engaging specialist advisory support (£9,000). This information is provided to ensure Council has full visibility of the financial context in which the current position has been reached.

5. PROPOSED INVESTMENT STRATEGY

- 5.1 Stotfold Town Council's Treasury Investment Strategy sets out the framework for managing cash flows, investments, and associated financial risks in line with the CIPFA Treasury Management Code and legislative requirements. The strategy prioritises security and liquidity over yield, ensuring public funds are protected while generating responsible returns to support local services.
- 5.2 The external economic context for 2026/27 is shaped by modest UK growth, easing inflation, and gradually reducing interest rates. The Bank of England's base rate is expected to settle around 3.75%, influencing investment yields and the Council's income assumptions. Global conditions, including US Federal Reserve and ECB policies, remain relevant to financial stability and market sentiment.
- 5.3 The Council typically holds £2–£2.5 million in treasury investments throughout the year, reflecting reserves, cash flow timing, and income received in advance of expenditure. Investments will balance short-term cash management with longer-term opportunities aimed at maintaining spending power relative to inflation.
- 5.4 The strategy defines a controlled approach to risk, informed by credit ratings, market intelligence, and advice from Arlingclose. Clear limits are set for counterparties across government bodies, banks, building societies, money market funds, pooled funds, and other approved instruments. ESG considerations are incorporated through preference for institutions aligned with international responsible-investment frameworks.
- 5.5 Operational bank accounts are managed within strict thresholds due to bail-in risk, and stress-based restrictions may be applied if wider market conditions deteriorate.
- 5.6 The Council also anticipates upcoming capital requirements, including the cemetery toilet block refurbishment, informing its cash flow and investment planning for the year.

6. FINANCIAL IMPLICATIONS

- 6.1 The advisory contract is £9,000 for a 12-month period, funded from 61/632 Professional Support. It would have been £8,000 per annum for a three-year deal.

6.2 Investment income received year on year

2023/24	£53,283
2024/25	£73,943

7. IMPLICATIONS

Strategic Plan	Supports effective stewardship of public funds and long-term financial sustainability.
Risk management	Access to professional advice mitigates financial risk and supports compliance with statutory requirements.
Legal	Delegated authority under Local Government Act 1972 s.101 and Local Government Act 2003 Treasury Management responsibilities.
Resources/Stakeholders	Members and officers will be supported to make informed decisions on investment options.
Financial Implications	Appropriate investment could generate additional income to offset operational costs and reduce reliance on the precept.
Contracts/Procurements	Appointment made following review of services and references; contract arrangements to be managed in line with Financial Regulations.
Crime and Disorder	N/A
Biodiversity and environment	N/A
Equalities	N/A
Residents Impact Assessment	Effective financial management supports maintaining or minimising increases to the annual precept.
Sustainability/Climate Impact	Potential future investment principles can include consideration of ethical and environmentally responsible funds.
Data Protection and Privacy	Limited personal data involved; contract arrangements compliant with GDPR.



STOTFOLD TOWN COUNCIL

TREASURY INVESTMENT STRATEGY 2026/27

Version 1

Introduction

Treasury management is the management of the Authority's cash flows, borrowing and investments, and the associated risks. The Authority has invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of financial risk are therefore central to the Authority's prudent financial management.

Treasury risk management at the Authority is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2021 Edition* (the CIPFA Code) which requires the Authority to approve a treasury management strategy before the start of each financial year. This report fulfils the Authority's legal obligation under the *Local Government Act 2003* to have regard to the CIPFA Code.

External Context

Economic background: The impact on the UK from the government's Autumn Budget is likely to be one of the major influences on the Authority's treasury management strategy for 2026/27. Other influences will include lower short-term interest rates alongside higher medium- and longer-term rates, modest economic growth, together with ongoing uncertainties around the global economy, stock market sentiment, and ongoing geopolitical issues.

The Bank of England's Monetary Policy Committee (MPC) maintained Bank Rate at 4.00% in November 2025, following a 0.25% cut in August. At the November meeting, five members, including the Governor's deciding vote, supported holding rates steady, while four favoured a further reduction to 3.75%.

The accompanying Monetary Policy Report projected modest economic growth, with GDP expected to rise by 0.2% in the final calendar quarter of 2025. Annual growth is forecast to ease from 1.4% before improving again later, reflecting the delayed effects of lower interest rates, looser monetary conditions, stronger global activity, and higher consumer spending.

CPI inflation was 3.8% in September 2025, unchanged from the previous two months and below the 4.0% expected. Core CPI eased to 3.5% from 3.6%, contrary to forecasts of a rise to 3.7%. The Bank of England's November Monetary Policy Report projects inflation to fall from this level - expected to mark the peak - to 3.2% by March 2026, before steadily returning to the 2% target by late 2026 or early 2027.

The labour market continues to ease with rising unemployment, falling vacancies and flat inactivity. In the three months to September 2025, the unemployment rate increased to 5.0%, while the employment rate slipped to 75.0% and the inactivity rate held at 21.0%. Pay growth for the same period eased modestly, with total earnings (including bonuses) rising by 4.8% and regular pay up 4.6%. Going forward, the Bank predicts the unemployment rate will increase modestly to around 5.0% by around the end of 2025 before trending downwards at a gradual pace over the rest of the time horizon.



The US Federal Reserve also continued to cut rates, most recently reducing the target range for the Federal Funds Rate by 0.25% at its October 2025 meeting, to 3.75%-4.00%, in line with expectations. Financial markets anticipate a further 0.25% cut in December, although Chair Jerome Powell has cautioned that this is not guaranteed, signalling the Fed may pause before any additional easing. A factor influencing a potential pause is the ongoing government shutdown, which has delayed the publication of several important data releases used to inform monetary policy decisions.

The European Central Bank (ECB) kept its key interest rates unchanged in October for a third consecutive month, maintaining the deposit rate at 2.0% and the main refinancing rate at 2.15%. The ECB reiterated that future policy decisions will remain data-dependent, noting that inflation is close to its 2% target and that the euro area economy continues to expand despite a challenging global environment, including heightened geopolitical risks and trade tensions.

Credit outlook: Credit Default Swap (CDS) prices, which spiked in April 2025 following President Trump's 'Liberation Day' tariff announcements, have since trended lower, returning to levels broadly consistent with their 2024 averages. Although CDS prices rose modestly in October, the overall credit outlook remains stable, and credit conditions are expected to remain close to the range seen over the past two years.

While lower interest rates may weigh on banks' profitability, strong capital positions, easing inflation, steady economic growth, low unemployment, and reduced borrowing costs for households and businesses all support a favourable outlook for the creditworthiness of institutions on (the authority's treasury management advisor) Arlingclose's counterparty list. Arlingclose's advice on approved counterparties and recommended investment durations is kept under continuous review and will continue to reflect prevailing economic and credit conditions.

Arlingclose, the Authority's treasury management adviser, currently forecasts that the Bank of England's Monetary Policy Committee will continue to reduce Bank Rate through 2025 and 2026, reaching around 3.75%. This forecast was issued ahead of the Autumn Budget and is likely to be revised once the fiscal measures are announced on 26th November 2025 and their market implications are assessed.

Long-term gilt yields, and therefore interest rates payable on long-term borrowing, are expected to remain broadly stable on average, though with continued volatility, and to end the forecast period marginally lower than current levels. Yields are likely to stay higher than in the pre-quantitative tightening era, reflecting ongoing balance sheet reduction and elevated bond issuance. Short-term fluctuations are expected to persist in response to economic data releases and geopolitical developments.

For the purpose of setting the budget, it has been assumed that new treasury investments will be made at an average rate/yield of 3.75%.

Treasury Investment Strategy

The Authority holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. In the past 12 months, the Authority's treasury investment balance has ranged between £2 and £2.5 million, and similar levels are expected to be maintained in the forthcoming year.

Objectives: The CIPFA Code requires the Authority to invest its treasury funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and



return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. Where balances are expected to be invested for more than one year, the Authority will aim to achieve a total return that is equal or higher than the prevailing rate of inflation, in order to maintain the spending power of the sum invested. The Authority aims to be a responsible investor and will consider environmental, social and governance (ESG) issues when investing.

Strategy:

The Authority plans to maximise its income from investments during the year to supplement its income streams. During 2056-27 there are plans to refurbish the cemetery toilet block which will require capital of £200-250K.

Other projects have yet to reach fruition (wheeled sports facility) and until grant funding is secured or a capital receipt is received from the sale of the Simpson Centre, this project will not be delivered.

As demonstrated by the liability benchmark above, the Authority expects to be a long-term investor and treasury investments will therefore include both short-term low risk instruments to manage day-to-day cash flows and longer-term instruments where limited additional risk is accepted in return for higher investment income to support local public services.

ESG policy: Environmental, social and governance (ESG) considerations are increasingly a factor in global investors' decision making, but the framework for evaluating investment opportunities is still developing and therefore the Authority's ESG policy does not currently include ESG scoring or other real-time ESG criteria at an individual investment level. When investing in banks and funds, the Authority will prioritise banks that are signatories to the UN Principles for Responsible Banking and funds operated by managers that are signatories to the UN Principles for Responsible Investment, the Net Zero Asset Managers Alliance and/or the UK Stewardship Code.

Business models: Under the IFRS 9 standard, the accounting for certain investments depends on the Authority's "business model" for managing them. The Authority aims to achieve value from its treasury investments by a business model of collecting the contractual cash flows and therefore, where other criteria are also met, these investments will continue to be accounted for at amortised cost.

Approved counterparties: The Authority may invest its surplus funds with any of the counterparty types in table 3 below, subject to the limits shown. Note these are limits, not targets.

Table 3: Treasury investment counterparties and limits

Sector	Time limit †	Counterparty limit	Sector limit
The UK Government	50 years	Unlimited	n/a
Local authorities & other government entities	25 years	10% of all investments	Unlimited
Secured investments – government collateral	25 years	20% of all investments	Unlimited
Secured investments – other collateral*	10 years	10% of all investments	Unlimited
Banks (unsecured) *	13 months	10% of all investments	Unlimited



Building societies (unsecured) *	13 months	10% of all investments	£200,000
Registered providers (unsecured) *	5 years	5% of all investments	£100,000
Money market funds *	n/a	10% of all investments	Unlimited
Strategic pooled funds	n/a	10% of all investments	£200,000
Real estate investment trusts	n/a	10% of all investments	£100,000
Other investments *	5 years	5% of all investments	£50,000

This table must be read in conjunction with the notes below

Guidance on setting limits

Clients forecasting a need to borrow in 2026/27 should set time limits no longer than 3 years to avoid the impression of borrowing to invest primarily for financial return in contravention of the TM Code.

We have shown suggested counterparty and sector limits as a % of the cash resources available for investing, (e.g. the expected maximum investment balance during the coming year, which may be grossed up for internal borrowing). However, we recommend that these are converted to round fixed sums of money for practical purposes.

Clients whose reserves available to cover credit losses (i.e. the General Fund and earmarked reserves excluding HRA, schools, capital receipts and grants reserves) are less than one third of their investments should reduce limits accordingly, to ensure that amounts put at risk are not an unmanageably large proportion of reserves.

The above limits are a guide; clients are advised to apply their knowledge of local circumstances and an element of common sense when setting limits.

* **Minimum credit rating:** Treasury investments in the sectors marked with an asterisk will only be made with entities whose lowest published long-term credit rating is no lower than [A-]. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be considered. For entities without published credit ratings, investments may be made either (a) where external advice indicates the entity to be of similar credit quality; or (b) to a maximum of £250,000 per counterparty as part of a diversified pool e.g. via a peer-to-peer platform.

† **Time limits:** These start on the earlier of date that the Authority is committed to make the investment and the date that cash is transferred to the counterparty.

UK Government: Sterling-denominated investments with or explicitly guaranteed by the UK Government, including the Debt Management Account Deposit Facility, treasury bills and gilts. These are deemed to be zero credit risk due to the government's ability to create additional currency and therefore may be made in unlimited amounts for up to 50 years.



Local authorities and other government entities: Loans to, and bonds and bills issued or guaranteed by, other national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is generally a lower risk of insolvency, although they are not zero risk.

The counterparty limit for loans to local authorities will be increased to an unlimited amount where (a) the government has announced that this authority will merge with the borrowing authority and (b) the loan is scheduled to be repaid after the expected date of the merger.

Secured investments: Investments secured on the borrower's assets, which limits the potential losses in the event of insolvency. The amount and quality of the security will be a key factor in the investment decision. Covered bonds, secured deposits and reverse repurchase agreements with banks and building societies are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used. The combined secured and unsecured investments with any one counterparty will not exceed the cash limit for secured investments. A higher limit applies for investments fully secured on UK or other government collateral.

Banks and building societies (unsecured): Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. See below for arrangements relating to operational bank accounts.

Registered providers (unsecured): Loans to, and bonds issued or guaranteed by, registered providers of social housing or registered social landlords, formerly known as housing associations. These bodies are regulated by the Regulator of Social Housing (in England), the Scottish Housing Regulator, the Welsh Government and the Department for Communities (in Northern Ireland). As providers of public services, they retain the likelihood of receiving government support if needed.

Money market funds: Pooled funds that offer same-day or short notice liquidity and very low or no price volatility by investing in short-term money markets. They have the advantage over bank accounts of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a small fee. Although no sector limit applies to money market funds, the Authority will take care to diversify its liquid investments over a variety of providers to ensure access to cash at all times.

Strategic pooled funds: Bond, equity and property funds, including exchange traded funds, that offer enhanced returns over the longer term but are more volatile in the short term. These allow the Authority to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but can be either withdrawn after a notice period or sold on an exchange, their performance and continued suitability in meeting the Authority's investment objectives will be monitored regularly.

Real estate investment trusts: Shares in companies that invest mainly in real estate and pay the majority of their rental income to investors in a similar manner to pooled property funds. As with property funds, REITs offer enhanced returns over the longer term but are more volatile especially as the share



price reflects changing demand for the shares as well as changes in the value of the underlying properties.

Other investments: This category covers treasury investments not listed above, for example unsecured corporate bonds and unsecured loans to companies and universities. Non-bank companies cannot be bailed-in but can become insolvent placing the Authority's investment at risk.

Operational bank accounts: The Authority may incur operational exposures, for example through current accounts, collection accounts and merchant acquiring services, to any UK bank with credit ratings no lower than BBB- and with assets greater than £25 billion. These are not classed as investments but are still subject to the risk of a bank bail-in, and balances will therefore be kept below £100,000 per bank. The Bank of England has stated that in the event of failure, banks with assets greater than £25 billion are more likely to be bailed-in than made insolvent, increasing the chance of the Authority maintaining operational continuity. all

Risk assessment and credit ratings: Credit ratings are obtained and monitored by the Authority's treasury advisers, who will notify changes in ratings as they occur. The credit rating agencies in current use are listed in the Treasury Management Practices document. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made,
- any existing investments that can be recalled or sold at no cost will be, and
- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "negative watch") so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

Other information on the security of investments: The Authority understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support, reports in the quality financial press and analysis and advice from the Authority's treasury management adviser. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may otherwise meet the above criteria.

Reputational aspects: The Authority is aware that investment with certain counterparties, while considered secure from a purely financial perspective, may leave it open to criticism, valid or otherwise, that may affect its public reputation, and this risk will therefore be taken into account when making investment decisions.

When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008, 2020 and 2022, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Authority will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market



conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Authority's cash balances, then the surplus will be deposited with the UK Government or other local authorities. This will cause investment returns to fall but will protect the principal sum invested.

Investment limits: The Authority's revenue reserves available to cover investment losses are forecast to be £2.2 million on 31st March 2026 and £2 million on 31st March 2027. In order that no more than 10% of available reserves will be put at risk in the case of a single default, the maximum that will be lent unsecured to any one organisation (other than the UK Government) will be £200,000 million. A group of entities under the same ownership will be treated as a single organisation for limit purposes.

Credit risk exposures arising from non-treasury investments, financial derivatives and balances greater than £250,000 in operational bank accounts count against the relevant investment limits.

Limits are also placed on fund managers, investments in brokers' nominee accounts and foreign countries as below. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries.

Table 4: Additional investment limits

	Cash limit
Any group of pooled funds under the same management	£500,000 per manager
Investments held in a broker's nominee account	£250,000 per broker

Liquidity management: The Authority uses purpose-built cash flow forecasting to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a prudent basis to minimise the risk of the Authority being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the Authority's medium-term financial plan and cash flow forecast.

The Authority will spread its liquid cash over at least four providers (e.g. bank accounts and money market funds), of which will be UK domiciled, to ensure that access to cash is maintained in the event of operational difficulties at any one provider.

Document History

Date	Action	Notes
December 2026	Adopted by Full Council 3 December 2025	Strategy provided by Arlingclose
December 2027	To be reviewed	

List of Payments made between 01/10/2025 and 31/10/2025

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/10/2025	Driver & Vehicle Licensing Age	DD- WV69AS	£30.18	WV69ASU RD TAX/Driver & Vehicl
01/10/2025	ALLSTAR Business Solutions Ltd	DD1	£78.54	E2020963253/ALLSTAR Business S
01/10/2025	PHS Group plc	DD4	£2,844.83	71580264/GAC LOOSE MAT/PHS Gro
06/10/2025	NFU Mutual Insurance	DD- CAR IN	£485.74	759519/25-26/VEHICLE INSURANCE
06/10/2025	Refund Overpaid Allotment fee	REFUND ALL	£5.00	Refund OVERPAID ALLOT FEE
06/10/2025	Refund Overpaid Allotment fee	REFUNDALLO	£5.00	Refund OVERPAID ALLOT FEE
06/10/2025	Refund Overpaid Allotment fee	REFUND ALL	£35.00	Refund OVERPAID ALLOT FEE
06/10/2025	Jack Poulton & Sons Ltd	BACS1	£720.00	WHEELER GRAB LOAD GREEN WASTE
06/10/2025	Stotfold News Magazine	BACS1	£240.00	leaflet insertion Stotfold New
06/10/2025	SparkX Ltd	BACS2	£7,418.40	SUPPLY & FIT 5 M GALVANISHED C
06/10/2025	Real Christmas Trees Ltd	BACS3	£2,028.00	1000027560/25.348/Real Christm
06/10/2025	Ocean Creative Cooperation Ltd	BACS4	£277.80	JUBLIEE MEADOW A1 MAP + PARKI
06/10/2025	Multi Utility Services Trainin	BACS5	£4,097.20	FIRE SAFETY CONSULTANCY ADVICE
06/10/2025	Mid Beds Locksmiths	BACS6	£27.54	6 pin cyclinder keys
06/10/2025	Bugs 'n' Things Pest Control L	BACS7	£78.00	WASP NEST
06/10/2025	Ryalls Building Supplies Ltd	BACS8	£324.39	Repair materila
06/10/2025	Kingfisher Direct Ltd	BACS9	£761.17	SET OF STEEL BOLTS FOR THE BIN
06/10/2025	Jim Caddy	BACS10	£2,820.00	TREES WORK
06/10/2025	Filmbank Distributors LTD T/A	BACS11	£525.60	FILM LICENCE - STOSIST04
06/10/2025	Event Insurance Services Limit	BACS12	£975.00	XMAS EVENT INSURANCE
06/10/2025	Legionella Control Internation	BACS13	£1,146.00	LCA Training
06/10/2025	Countrywide Ground Maintenance	BACS15	£7,059.49	649334/Countrywide Ground Main
06/10/2025	Barriers Direct/ trading name	BACS16	£506.81	6 Bollards for the GAC Car par
06/10/2025	APSE	BACS17	£375.60	WEBINAR - MAKINF SPACE FOR NAT
06/10/2025	Sundown Ltd	BACS1	£54.00	Propcorn for Screen on the Gre

06/10/2025	Reimburse - TOWN RANGER	REIMBURSEM	£68.00	TOWN RANGER RIMBUSREM
06/10/2025	HAVEN WATER VALERIE	REIM WATER	£70.00	HAVEN WATER VALERIE
06/10/2025	Reimburse - Town Mayor	BACS1	£153.50	REIM - REFERSHEMNT/MACMILLAN C
06/10/2025	REIMBU- Macmillan Refshment Expen	REIM- SR	£82.37	REIM - REFERSHEMNT/MACMILLAN C
06/10/2025	Wilstead Haulage Ltd	BACS1	£360.00	SKIP AT A RD
06/10/2025	ZULU Safety Ltd	BACS2	£648.00	FIRST AID AT SCREEN ON THE GRE
08/10/2025	ALLSTAR Business Solutions Ltd	DD2	£57.40	E2021022023/ALLSTAR Business S
08/10/2025	SMG Business Solutions Ltd	DD16	£1,724.16	SMG92612/25.487/SMG Business S
09/10/2025	Central Beds Council	DD - CBC	£991.00	33035024/25-26/SIMPSON CENTRE
09/10/2025	Central Beds Council	DD-CBC	£524.00	33037809/25-26/PT SIMPSON CENT
09/10/2025	Central Beds Council	DD- CBC1	£314.00	CEMETERY RATE 2025/26
10/10/2025	BANK CHAPS PYM FEE	BANK CHAP	£28.00	BANK CHAPS PYM FEE
11/10/2025	YORKSHIRE GAS AND POWER	DD16	£1,813.10	1120136/GAC/YORKSHIRE GAS AND
12/10/2025	EE Limited	DD15	£352.76	V02395050502/EE Limited
15/10/2025	ALLSTAR Business Solutions Ltd	DD3	£80.93	E2021049427/ALLSTAR Business S
16/10/2025	Oct Bank Bulk Pymt Fee	DD	£4.50	Oct Bank Bulk Pymt Fee
16/10/2025	Sage UK	DD10	£88.80	INV21505131/Sage UK
17/10/2025	SCREEN OF THE GREEN HELPER	SCREEN ON	£30.00	SCREEN OF THE GREEN HELPER FOO
17/10/2025	NIGEL VENNEEAR MILEAGE CLAIM	CLL MILEAG	£18.00	NIGEL VENNEEAR MILEAGE CLAIM
17/10/2025	Patrick Harris NR4A	REFUND OVE	£324.00	Patrick Harris NR4A OVERPAYMEN
17/10/2025	Water Refill Group	BACS1	£8,100.00	Outdoor bottler filling statio
17/10/2025	VAUGHTONS - WH DARBY LTD	BACS2	£400.68	SINGLE MITRED RIBBON
17/10/2025	Society of Local Council Clerk	BACS3	£475.00	TOWN CLERK MEMBERSHIP FEE
17/10/2025	Reactive Doors Ltd	BACS03	£1,164.00	RD19022/25.470/Reactive Doors
17/10/2025	Radio Links Communications Ltd	BACS5	£189.60	25508/25.433/Radio Links Commu
17/10/2025	Clarid Service Ltd t/a Minster	BACS6	£3,651.43	1469/Clarid Service Ltd t/a Mi
17/10/2025	Michael Gray	BACS7	£150.00	football session
17/10/2025	Lucretia Holland Support	BACS	£120.00	RIVERSIDE FOOTBALL
17/10/2025	J R Scaffolding (Hitchin) Ltd	BACS12	£516.00	CEMETERY BELL TOWER REPAIRS

17/10/2025	Hertfordshire County Council	BACS15	£310.88	H102501456/25.507/Hertfordshir
17/10/2025	Halo Security Solutions Ltd	BACS17	£3,849.23	INTRUDER ALARM @ SIMPSON CENTRE
17/10/2025	Griggs Electricial Ltd	BACS18	£192.00	EICR CHECK @A RD
17/10/2025	Copycare	BACS20	£223.11	45448/25.475/Copycare
17/10/2025	Chubb Fire & Security Ltd	BACS21	£442.12	SIMPSON CENTRE FIRE ALARM
17/10/2025	Charles Wilson Engineers Ltd	BACS23	£48.00	1204865/25.501/Charles Wilson
17/10/2025	Central Beds Council	BACS25	£140.00	A RD LICENCE FEE/Central Beds
17/10/2025	BRCC	BACS26	£1,500.00	3994/25.476/BRCC
17/10/2025	Bradders Ltd	BACS27	£456.00	INV8480/25.499/Bradders Ltd
17/10/2025	Boyd Sport & PlayLtd t/a sport	BACS28	£153.60	REPLACEMENT BRUSHES BOOT WIPER
17/10/2025	Auckland Manufacturing Ltd	BACS29	£232.72	3 SIGNS
17/10/2025	Steven Buck	BACS30	£121.75	REIMBUR- BOPHA WOODEN + ITEMS
17/10/2025	Wanderbus	BACS1	£4,500.00	GRANT/Wanderbus
17/10/2025	Crown Gas & Power Ltd - GAC Ga	DD20	£677.28	3698367/GAC/Crown Gas & Power
17/10/2025	Crown Gas & Power Ltcd- Memori	DD22	£127.89	3698468/MEMO HALL/Crown Gas &
17/10/2025	British Gas Lite	DD1	£33.84	12587492/British Gas Lite
20/10/2025	Central Beds Council	DD-CBC2	£106.00	CAR PARK RATE 25/26
20/10/2025	Central Beds Council	DD-CBC 3	£449.00	MEMORIAL HAL RATE 25/26
20/10/2025	OCT 25 STAFF SALARY	OCT STAFF	£25,797.30	OCT 25 STAFF SALARY
20/10/2025	LGPS OCT PENSION	LGPS OCT P	£3,439.40	LGPS OCT PENSION
20/10/2025	NEST OCT PENSION	OCT NEST P	£1,539.71	NEST OCT PENSION
20/10/2025	HMRC PAYE & NI PAYMENT	HMRC OCT	£9,114.76	HMRC PAYE & NI PAYMENT
21/10/2025	OCT BARCLAY CREDIT CARD	OCT BARCLA	£2,469.72	OCT BARCLAY CREDIT CARD PAYMEN
21/10/2025	Worldpay Ltd	DD7	£83.22	388657363/Worldpay Ltd
21/10/2025	Utilita - The Simpson centre	DD2	£341.10	2025-09/1/SIMPSON/Utilita - Th
21/10/2025	Utilita Energy Ltd - A Rd	DD6	£293.89	2025-09/1/A RD ELECTRICITY/Uti
21/10/2025	Utilita Energy Ltd - REC Brook	DD10	£33.88	2025-09/1/Utilita Energy Ltd -
21/10/2025	Utilita Energy Ltd - MUGA	DD	£79.75	2025 09/01/MUGA ELECTRICITY/Ut
22/10/2025	ALLSTAR Business Solutions Ltd	DD5	£4.80	E2021078241/ALLSTAR Business S

22/10/2025	Utilita Energy Ltd - Memorial	DD5	£166.27	2025-09/1/MEMO HALL/Utilita En
29/10/2025	ALLSTAR Business Solutions Ltd	DD6	£52.85	E2021095012/ALLSTAR Business S
29/10/2025	SSE - STREET LIGHT +BROOK	DD3	£4.34	IV03605371/SSE - STREET LIGHT
29/10/2025	Integrated Business Telecom Lt	DD12	£62.40	4858955/Integrated Business Te
30/10/2025	SSE - STREET LIGHT +BROOK	DD1	£4.34	IV03613462/SSE - STREET LIGHT
31/10/2025	Central Beds Council	DD -CBC	£1,331.00	GAC RATE 25/26
31/10/2025	BANK SERVICE CHARGE	DD	£34.95	BANK SERVICE CHARGE
31/10/2025	SSE - STREET LIGHT +BROOK	DD2	£4.19	IV03615870/SSE - STREET LIGHT
31/10/2025	Pitney Bowes	DD5	£86.59	4100177200/Pitney Bowes
31/10/2025	Cawleys	DD1	£403.78	33742385/Cawleys
	Total		£114,330.18	

Cash Received between 01/10/2025 and 31/10/2025

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
20/10/2025	1/11 MEMO HALL HIRE FEE H I	1/11 MEMO	1/11 MEMO HALL HIRE FEE H E	£55.50
02/10/2025	CCLA Investment Interest	INCOME	Investment Interest Income OCT	£3,531.74
08/10/2025	2/11 MEMO HALL BOOKING	2/11 Memo	2/11 MEMO HALL BOOKING	£58.96
17/10/2025	25/10 MEMO HALL HIRE A B09	25/10 MEMO	25/10 MEMO HALL HIRE A B09	£41.62
16/10/2025	26/10 MEMO HALL HIRE FEE K	26/10 MEMO	26/10 MEMO HALL HIRE FEE K G	£41.62
01/10/2025	ANTIQUES 19/11 MEMO HALL	ANTIQUES C	ANTIQUES 19/11 MEMO HALL	£472.00
06/10/2025	BURIAL PLOT 26 TRANSFER	WP16347	BURIAL PLOT 26 TRANSFER	£110.00
01/10/2025	CR12B C S ALLOT FEE	CR12B ALLO	CR12B C S ALLOT FEE	£35.00
16/10/2025	CR12C C SP ALLOT FEE	CR12C ALLO	CR12C C SP ALLOT FEE	£35.00
01/10/2025	CR13 C JF ALLOT FEE	CR13	CR13 C JF ALLOT FEE	£70.00
02/10/2025	CR16B ALLOT FEE T JB	CR16B ALLO	CR16B ALLOT FEE T JB	£35.00
13/10/2025	CR20B ALLOT FEE C L	CR20B ALLO	CR20B ALLOT FEE C L	£35.00
02/10/2025	CR22A ALLOT FEE S G	CR22A ALLO	CR22A ALLOT FEE S G	£35.00
03/10/2025	CR23A ALLOT FEE H S	CR23A ALLO	CR23A ALLOT FEE H S	£35.00
02/10/2025	CR24B ALLOT FEE A D	CR24B ALLO	CR24B ALLOT FEE A D	£35.00
14/10/2025	CR32A ALLOT FEE S +T	CR32A ALLO	CR32A ALLOT FEE S +T	£35.00
01/10/2025	CR33 ALLOT FEE	CR33 ALLOT	CR33 ALLOT FEE	£35.00
02/10/2025	CR34A ALLOT FEE C M	CR34A ALLO	CR34A ALLOT FEE C M	£35.00
10/10/2025	CR35A M	WP16351	CR35A M	£35.00
07/10/2025	CR39A ALLOT FEE M B	CR39A ALLO	CR39A ALLOT FEE M B	£35.00
03/10/2025	CR42A +43A M G ALLOT FEE	CR42A +43A	CR42A +43A M G ALLOT FEE	£70.00
02/10/2025	CR42B ALLOT FEE	CR42B ALLO	CR42B ALLOT FEE	£35.00
03/10/2025	CR43B ALLOT FEE N JM	CR43B ALLO	CR43B ALLOT FEE N JM	£35.00
14/10/2025	CR45A +46A G D	CR45A + 46	CR45A +46A G D	£70.00
13/10/2025	CR45B+46B ALLOT FEE M Y J	CR45B + 46	CR45B+46B ALLOT FEE M Y J	£70.00
07/10/2025	CR47A+B ALLOT FEE P L	CR47A+B	CR47A+B ALLOT FEE P L	£70.00
13/10/2025	CR49A ALLOT FEE E JL	CR49A ALLO	CR49A ALLOT FEE E JL	£35.00
06/10/2025	CR50A +51A ALLOT FEE	WP16346	CR50A +51A ALLOT FEE	£70.00
10/10/2025	CR50B ALLOT FEE C K	CR50B ALLO	CR50B ALLOT FEE C K	£35.00
10/10/2025	CR50B ALLOT FEE C K	CR50B ALLO	CR50B ALLOT FEE C K	£35.00
13/10/2025	CR51B ALLOT FEE D C	CR51B ALLO	CR51B ALLOT FEE D C	£35.00
01/10/2025	CR7B ALLOT FEE -S G	CR7B ALLOT	CR7B ALLOT FEE -S G	£35.00
20/10/2025	GOR 674 PLOT TRANSFER PUF PLOT		GOR 674 PLOT TRANSFER	£101.00
28/10/2025	HMRC VAT	HMRC VAT	HMRC VAT	£29,001.07
16/10/2025	Interment Fee C B	INTERMENT	Interment Fee C B	£270.00
02/10/2025	MEMO HALL 30/11 HIRE	WP/16337	MEMO HALL 30/11 HIRE	£60.12
16/10/2025	MEMORIAL TREE & PLAQUE	WP16354	MEMORIAL TREE & PLAQUE	£375.00
24/10/2025	NEVIELL FUNERAL DIRECTOR	NFS	NEVIELL FUNERAL DIRECTOR	£735.00
07/10/2025	NR12A ALLOT FEE A C	NR12A ALLO	NR12A ALLOT FEE A C	£70.00
03/10/2025	NR12B ALLOT FEE H SBC	NR12B ALLO	NR12B ALLOT FEE H SBC	£35.00

01/10/2025	NR14A ALLOT FEE	280/16344	NR14A ALLOT FEE	£35.00
02/10/2025	NR15 ALLOT FEE A PR	NR15 ALLOT	NR15 ALLOT FEE A PR	£70.00
21/10/2025	NR16B ALLOT FEE + DEPOSIT	280/16358	NR16B ALLOT FEE + DEPOSIT	£70.00
21/10/2025	NR25B ALLOT FEE M H	NR25B ALLO	NR25B ALLOT FEE M H	£17.50
01/10/2025	NR3 ALLOT FEE	NR3 ALLOT	NR3 ALLOT FEE	£35.00
16/10/2025	NR36 ALLOT FEE	WP16355	NR36 ALLOT FEE	£70.00
06/10/2025	NR4A ALLOT FEE H J P C D	NR4A ALLOT	NR4A ALLOT FEE H J P C D	£359.00
03/10/2025	NR5A ALLOT FEE B R	NR5A ALLOT	NR5A ALLOT FEE B R	£35.00
03/10/2025	NR6 ALLOT FEE	WP/16345	NR6 ALLOT FEE	£70.00
20/10/2025	PLOT TRANSFER GOR674 PUR PLOT		PLOT TRANSFER GOR674	£9.00
20/10/2025	PURCHASE BURIAL GORA 783 WP/16353		PURCHASE BURIAL GORA 783	£380.00
22/10/2025	PURCHASE BURIAL PLOT 841 WP16363		PURCHASE BURIAL PLOT 841	£1,140.00
06/10/2025	PURCHASE BURIAL PLOT S S WP16348		PURCHASE BURIAL PLOT S S	£380.00
21/10/2025	PURCHASE CEMETERY PLOT J WP16357		PURCHASE CEMETERY PLOT J H	£380.00
21/10/2025	PURCHASE PLOT + INTERMEN WP16361		PURCHASE PLOT + INTERMENT	£650.00
01/10/2025	Sales Recpts Page 3365		Sales Recpts Page 3365	£119.88
03/10/2025	Sales Recpts Page 3366		Sales Recpts Page 3366	£126.26
03/10/2025	Sales Recpts Page 3367		Sales Recpts Page 3367	£55.50
06/10/2025	Sales Recpts Page 3368		Sales Recpts Page 3368	£216.44
06/10/2025	Sales Recpts Page 3369		Sales Recpts Page 3369	£332.96
07/10/2025	Sales Recpts Page 3370		Sales Recpts Page 3370	£166.66
13/10/2025	Sales Recpts Page 3371		Sales Recpts Page 3371	£134.88
14/10/2025	Sales Recpts Page 3372		Sales Recpts Page 3372	£810.00
14/10/2025	Sales Recpts Page 3373		Sales Recpts Page 3373	£3,830.00
20/10/2025	Sales Recpts Page 3374		Sales Recpts Page 3374	£41.62
27/10/2025	Sales Recpts Page 3375		Sales Recpts Page 3375	£153.00
29/10/2025	Sales Recpts Page 3376		Sales Recpts Page 3376	£241.42
30/10/2025	Sales Recpts Page 3377		Sales Recpts Page 3377	£119.88
31/10/2025	Sales Recpts Page 3378		Sales Recpts Page 3378	£395.45
20/10/2025	Sales Recpts Page 3379		Sales Recpts Page 3379	£50.00
23/10/2025	Sales Recpts Page 3380		Sales Recpts Page 3380	£25.00
24/10/2025	Sales Recpts Page 3381		Sales Recpts Page 3381	£401.88
24/10/2025	Sales Recpts Page 3382		Sales Recpts Page 3382	£810.00
02/10/2025	Sales Recpts Page 3383		Sales Recpts Page 3383	£75.00
21/10/2025	Sales Recpts Page 3384		Sales Recpts Page 3384	£650.00
17/10/2025	Sales Recpts Page 3385		Sales Recpts Page 3385	£651.20
27/10/2025	Sales Recpts Page 3386		Sales Recpts Page 3386	£50.00
20/10/2025	Sales Recpts Page 3387		Sales Recpts Page 3387	£4,640.00
17/10/2025	SQUARELL HITCHIN RD HIRE WP16356		SQUARELL HITCHIN RD HIRE	£55.00
09/10/2025	STALL FEE FOR XMAS EVENT WP16349		STALL FEE FOR XMAS EVENT	£18.00
			Total	£53,914.16

Detailed Income & Expenditure by Budget Heading 01/11/2025

Month No: 8

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	455	1,500	1,045		1,045	30.4%	
206 Maintenance and Repairs	1,059	208	7,000	6,792		6,792	3.0%	
MUGA :- Indirect Expenditure	2,950	664	8,500	7,836	0	7,836	7.8%	0
Net Expenditure	(2,950)	(664)	(8,500)	(7,836)				
<u>22 Street Light</u>								
203 Electricity	9,031	3,030	10,000	6,970		6,970	30.3%	
206 Maintenance and Repairs	9,649	26,278	40,000	13,722		13,722	65.7%	
Street Light :- Indirect Expenditure	18,680	29,308	50,000	20,692	0	20,692	58.6%	0
Net Expenditure	(18,680)	(29,308)	(50,000)	(20,692)				
9000 plus Transfer from EMR	(10,351)	0	0	0				
Movement to/(from) Gen Reserve	(29,031)	(29,308)	(50,000)	(20,692)				
<u>23 Allotments</u>								
2002 Income - CR Service Charge	855	0	650	650			0.0%	
2003 Income - Allotments Norton Rd	2,445	2,520	2,400	(120)			105.0%	
2009 Income- Allotments Common Rd	0	3,225	0	(3,225)			0.0%	
Allotments :- Income	3,299	5,745	3,050	(2,695)			188.4%	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	3,870	(1,550)	(5,420)				
<u>25 Hitchin Road Rec</u>								
202 Water Rates	146	54	300	246		246	17.9%	
203 Electricity	2,085	1,549	1,000	(549)		(549)	154.9%	
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	2,506	12,450	9,944	0	9,944	20.1%	0
Net Expenditure	(3,482)	(2,506)	(12,450)	(9,944)				

Detailed Income & Expenditure by Budget Heading 01/11/2025

Month No: 8

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>26 Brook Street Car Park/Toilets</u>								
201 Rates	1,060	1,060	1,200	140		140	88.4%	
202 Water Rates	186	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)				
<u>27 Open Spaces</u>								
2005 Income - Open Space Other	8,924	9,645	8,000	(1,645)			120.6%	
2012 Income - Football Pitch Grant	11,784	0	7,860	7,860			0.0%	
Open Spaces :- Income	20,708	9,645	15,860	6,215			60.8%	0
205 Legal Fees / Inspections	600	1,439	3,500	2,061		2,061	41.1%	
206 Maintenance and Repairs	31,399	14,421	30,000	15,579		15,579	48.1%	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	3,690	7,500	3,810		3,810	49.2%	
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	4,107	15,000	10,893		10,893	27.4%	
409 Tree Surgery	0	7,820	15,000	7,180		7,180	52.1%	
Open Spaces :- Indirect Expenditure	78,634	69,136	108,634	39,498	0	39,498	63.6%	30,465
Net Income over Expenditure	(57,926)	(59,491)	(92,774)	(33,283)				
9000 plus Transfer from EMR	0	30,465	0	(30,465)				
Movement to/(from) Gen Reserve	(57,926)	(29,026)	(92,774)	(63,748)				
<u>32 Verges</u>								
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 01/11/2025

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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	1,842	3,500	1,658		1,658	52.6%	
235 Pitch Maintenance	0	0	8,000	8,000		8,000	0.0%	
Arlesey Rd Playing Field :- Indirect Expenditure	<u>4,715</u>	<u>1,842</u>	<u>11,500</u>	<u>9,658</u>	<u>0</u>	<u>9,658</u>	<u>16.0%</u>	<u>0</u>
Net Expenditure	(4,715)	(1,842)	(11,500)	(9,658)				
34 Green Wheel								
233 Green Wheel Expenditure	1,500	1,500	1,500	0		0	100.0%	
Green Wheel :- Indirect Expenditure	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	(1,500)	(1,500)	(1,500)	0				
36 MUGA Arlesey Road								
203 Electricity	0	243	3,000	2,757		2,757	8.1%	
206 Maintenance and Repairs	0	1,285	5,000	3,715		3,715	25.7%	
MUGA Arlesey Road :- Indirect Expenditure	<u>0</u>	<u>1,528</u>	<u>8,000</u>	<u>6,472</u>	<u>0</u>	<u>6,472</u>	<u>19.1%</u>	<u>0</u>
Net Expenditure	0	(1,528)	(8,000)	(6,472)				
Public Realm :- Income	28,378	19,761	23,010	3,249			85.9%	
Expenditure	115,369	110,405	214,484	104,079	0	104,079	51.5%	
Net Income over Expenditure	(86,991)	(90,644)	(191,474)	(100,830)				
plus Transfer from EMR	(10,351)	30,465	0	(30,465)				
Movement to/(from) Gen Reserve	(97,342)	(60,179)	(191,474)	(131,295)				

Cemetery

41 Cemetery								
4001 Income - Burials	19,090	11,730	12,000	270			97.8%	
4002 Income - Memorials & Plaques	9,431	3,931	5,000	1,069			78.6%	
4003 Income - Chapel lease	2,000	1,167	2,250	1,083			51.8%	
4005 Income - Plot Purchase	11,274	13,425	7,500	(5,925)			179.0%	
Cemetery :- Income	<u>41,795</u>	<u>30,253</u>	<u>26,750</u>	<u>(3,503)</u>			<u>113.1%</u>	<u>0</u>
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	1,465	5,000	3,535		3,535	29.3%	
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 01/11/2025

Month No: 8

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	5,336	17,500	12,164	0	12,164	30.5%	0
Net Income over Expenditure	27,519	24,916	9,250	(15,666)				
9000 plus Transfer from EMR	(7,117)	0	0	0				
Movement to/(from) Gen Reserve	20,402	24,916	9,250	(15,666)				
Cemetery :- Income	41,795	30,253	26,750	(3,503)			113.1%	
Expenditure	14,276	5,336	17,500	12,164	0	12,164	30.5%	
Net Income over Expenditure	27,519	24,916	9,250	(15,666)				
plus Transfer from EMR	(7,117)	0	0	0				
Movement to/(from) Gen Reserve	20,402	24,916	9,250	(15,666)				

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	2,046	1,000	(1,046)		(1,046)	204.6%	
Simpson Centre :- Indirect Expenditure	15,973	11,434	9,075	(2,359)	0	(2,359)	126.0%	0
Net Income over Expenditure	(7,978)	(11,434)	(9,075)	2,359				

52 Memorial Hall

5001 Income - Mem Hall	29,167	18,015	25,000	6,985			72.1%	
Memorial Hall :- Income	29,167	18,015	25,000	6,985			72.1%	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	1,001	3,500	2,499		2,499	28.6%	
509 Electricity	1,964	1,134	2,300	1,166		1,166	49.3%	
511 Cleaning Contract & Compliance	0	6,941	10,000	3,059		3,059	69.4%	
Memorial Hall :- Indirect Expenditure	10,367	13,931	22,600	8,669	0	8,669	61.6%	0
Net Income over Expenditure	18,800	4,085	2,400	(1,685)				

Detailed Income & Expenditure by Budget Heading 01/11/2025

Month No: 8

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	67,424	14,000	(53,424)		(53,424)	481.6%	20,223
518 Bin Hire	2,929	1,998	3,500	1,502		1,502	57.1%	
538 Service Contracts	19,530	5,602	6,500	898		898	86.2%	
Building - General :- Indirect Expenditure	40,808	75,024	24,000	(51,024)	0	(51,024)	312.6%	20,223
Net Expenditure	(40,808)	(75,024)	(24,000)	51,024				
9000 plus Transfer from EMR	0	20,223	0	(20,223)				
Movement to/(from) Gen Reserve	(40,808)	(54,801)	(24,000)	30,801				
55 Greenacre Centre								
5008 Income -GAC	1,113	1,857	1,500	(357)			123.8%	
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	2,790	24,462	21,672			11.4%	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	3,595	9,000	5,405		5,405	39.9%	
509 Electricity	16,689	9,547	20,000	10,453		10,453	47.7%	
537 Cleaning Contract	15,685	9,943	16,000	6,057		6,057	62.1%	
Greenacre Centre :- Indirect Expenditure	57,445	39,366	65,000	25,634	0	25,634	60.6%	0
Net Income over Expenditure	(56,332)	(36,577)	(40,538)	(3,961)				
9001 less Transfer to EMR	(218)	0	0	0				
Movement to/(from) Gen Reserve	(56,114)	(36,577)	(40,538)	(3,961)				
Buildings Management :- Income	38,275	20,805	49,462	28,657			42.1%	
Expenditure	124,593	139,756	120,675	(19,081)	0	(19,081)	115.8%	
Net Income over Expenditure	(86,318)	(118,951)	(71,213)	47,738				
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)	(98,727)	(71,213)	27,514				

Governance & Resources

Detailed Income & Expenditure by Budget Heading 01/11/2025

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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	38,969	70,000	31,031			55.7%	
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	42,955	71,850	28,895			59.8%	740
206 Maintenance and Repairs	0	7	0	(7)		(7)	0.0%	
601 Staff Salaries	349,695	229,985	386,000	156,015		156,015	59.6%	
602 Employers NI	29,692	24,679	46,000	21,321		21,321	53.6%	
603 Ers Pension Contrib	41,003	30,782	44,500	13,718		13,718	69.2%	
604 Staff Training	5,928	4,633	7,000	2,367		2,367	66.2%	
605 Clerk's Expenses	345	262	500	238		238	52.4%	
607 Photocopier Costs	2,594	2,324	2,250	(74)		(74)	103.3%	
608 Telephone/Fax/ISDN	5,236	3,614	4,000	386		386	90.4%	
609 Postage	604	287	600	313		313	47.9%	
610 Stationery	4,841	2,301	2,750	449		449	83.7%	
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	2,930	5,000	2,070		2,070	58.6%	
614 Advertising	5,324	4,305	6,000	1,695		1,695	71.7%	
615 IT Services	28,000	17,471	25,000	7,529		7,529	69.9%	279
618 Subscription/Licence	17,598	17,273	14,000	(3,273)		(3,273)	123.4%	
619 PWLB Loan Repayments	16,199	7,834	20,000	12,166		12,166	39.2%	
620 Civic Allowance	1,664	428	2,000	1,572		1,572	21.4%	
621 Bank Charges	543	222	700	478		478	31.7%	
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	4,500	15,000	10,500		10,500	30.0%	
631 Councillor Training/Mileage	1,271	71	1,000	929		929	7.1%	
632 Professional Support	3,559	18,219	2,000	(16,219)		(16,219)	910.9%	
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	1,397	5,000	3,603		3,603	27.9%	
636 Vehicle Maintenance	2,641	1,591	5,000	3,409		3,409	31.8%	
637 Christmas Event	25,777	1,956	0	(1,956)		(1,956)	0.0%	
638 Stotfest	52,476	494	0	(494)		(494)	0.0%	
639 Com Engagment	14,752	9	0	(9)		(9)	0.0%	
641 Arlesey Rd Repayment (s106)	0	0	4,000	4,000		4,000	0.0%	
Governance & Resources :- Indirect Expenditure	653,282	402,135	624,160	222,025	0	222,025	64.4%	279
Net Income over Expenditure	(567,989)	(359,180)	(552,310)	(193,130)				
9000 plus Transfer from EMR	(6,274)	279	0	(279)				
9001 less Transfer to EMR	0	740	0	(740)				

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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)	(359,640)	(552,310)	(192,670)				
<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>								
6006 Event Income	0	16,177	6,000	(10,177)			269.6%	
Community Engagement :- Income	0	16,177	6,000	(10,177)			269.6%	0
637 Christmas Event	0	709	15,000	14,291	14,291		4.7%	
638 Stotfest	0	27,886	25,000	(2,886)	(2,886)		111.5%	
639 Com Engagment	0	13,731	14,000	269	269		98.1%	
642 Christmas Lights	0	96	24,000	23,905	23,905		0.4%	
643 General Events	0	9,854	12,000	2,146	2,146		82.1%	
644 Youth Engagement	0	270	8,000	7,730	7,730		3.4%	
Community Engagement :- Indirect Expenditure	0	52,545	98,000	45,455	0	45,455	53.6%	0
Net Income over Expenditure	0	(36,368)	(92,000)	(55,632)				
Governance & Resources :- Income	998,775	1,010,613	1,029,331	18,718			98.2%	
Expenditure	653,282	454,680	722,160	267,480	0	267,480	63.0%	
Net Income over Expenditure	345,493	555,933	307,171	(248,762)				
plus Transfer from EMR	(6,274)	279	0	(279)				
less Transfer to EMR	0	740	0	(740)				
Movement to/(from) Gen Reserve	339,219	555,473	307,171	(248,302)				
<u>Town Strategy</u>								
<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)				
<u>Managed Funds</u>								

Detailed Income & Expenditure by Budget Heading 01/11/2025

Month No: 8

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	608	0	(608)	(608)		0.0%	608
815 EMR-Public Realm Projects	12,758	16,200	0	(16,200)	(16,200)		0.0%	16,200
817 EMR-Rec Street Lighting	0	0	10,000	10,000	10,000		0.0%	
818 EMR Riverside MUGA	0	0	5,000	5,000	5,000		0.0%	
820 EMR-Estab Office Equipment	5,126	0	2,500	2,500	2,500		0.0%	
824 Christmas Lights	10,000	0	0	0	0		0.0%	
825 EMR - Sinking Fund-GAC	0	0	10,000	10,000	10,000		0.0%	
826 EMR Youth Work	4,950	0	0	0	0		0.0%	
828 EMR S106 Pix Brook Play Area	0	3,450	0	(3,450)	(3,450)		0.0%	3,450
833 EMR- S106 Greenacre Park	5,967	20,807	0	(20,807)	(20,807)		0.0%	20,807
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	5,883	0	(5,883)	(5,883)		0.0%	5,883
Earmarked Reserves :- Indirect Expenditure	232,239	60,258	42,500	(17,758)	0	(17,758)	141.8%	60,258
Net Income over Expenditure	(230,239)	(58,258)	(42,500)	15,758				
9000 plus Transfer from EMR	232,239	60,258	0	(60,258)				
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	60,258	42,500	(17,758)	0	(17,758)	141.8%	
Net Income over Expenditure	(230,239)	(58,258)	(42,500)	15,758				
plus Transfer from EMR	232,239	60,258	0	(60,258)				
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	1,083,432	1,128,553	45,121			96.0%	
Expenditure	1,139,760	770,552	1,121,319	350,767	0	350,767	68.7%	
Net Income over Expenditure	(30,537)	312,880	7,234	(305,646)				
plus Transfer from EMR	208,498	111,224	0	(111,224)				
less Transfer to EMR	1,782	2,740	0	(2,740)				
Movement to/(from) Gen Reserve	176,178	421,365	7,234	(414,131)				

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	1,392.00	233,015.26
9010 EMR - Teasel	450.00		450.00
9015 EMR - Public Realm Projects	51,003.31	-22,698.99	28,304.32
9017 EMR - Street Lights	54,890.00	10,000.00	64,890.00
9018 EMR - Riverside MUGA	11,148.34	5,000.00	16,148.34
9020 EMR - Estab Office Equip	0.00	2,221.00	2,221.00
9021 EMR - Election Fund	20,637.95		20,637.95
9025 EMR - GAC Sinking Fund	142,735.00	10,000.00	152,735.00
9026 EMR - Youth Work	5,410.40		5,410.40
9027 EMR - S106 GAC	203,510.00	-4,438.07	199,071.93
9028 EMR - S106 Pix Brook PA	434,385.00	-3,450.00	430,935.00
9030 EMR - Riverside Cpk Ext.	40,000.00		40,000.00
9031 EMR - S106 PC Ave	135,000.00		135,000.00
9032 EMR - Tree Work	28,374.00		28,374.00
9033 EMR - S106 Greenacre Park	788,779.05	-20,807.40	767,971.65
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	-29,414.55	121,790.53
	2,359,895.33	-65,984.88	2,293,910.45

STOTFOLD TOWN COUNCIL - WORK PROGRAMME 2025/26

Meeting Date	Agenda Publication Date	Agenda Item	Description	Responsible Officer	Report Deadline
28/01/2026	22/01/2026	Budget Approval 2026-27	To review the budget for 2026-27 and agree the precept	Town Clerk	19/01/2026
		Policy Review	To review the Co-option Policy	Town Clerk	
		Overview and Scrutiny Committee	To consider applications from residents to join this committee	Town Clerk	
		Simpson Centre Valuation	To receive quotes for valuation of Simpson Centre Site	Project Officer	
04/03/2026	26/02/2026	Risk Assessment	To review the risk management strategy and adopt the risk register	Town Clerk	23/02/2026
		Standing Orders	To review Standing Orders	Town Clerk	
		Financial Regulations	To review Financial Regulations	Town Clerk	
		Asset Register	To consider the updated Asset Register following a review	Town Clerk	
08/04/2026	Monday 30/03/2026 (Easter holidays)	Civility and Respect	To re-adopt the Civility and Respect Pledge	Town Clerk	24/03/2026