



STOTFOLD TOWN COUNCIL

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

22 January 2026

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 28 January 2026 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, OVV, COUNTY ASSOCIATIONS

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

AGENDA

001/26 APOLOGIES FOR ABSENCE

For Decision

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

002/26 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.

#interests

003/26 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.

004/26 MEMBERS ON OTHER AUTHORITIES

For Information

To receive and note the reports of CBC Ward Councillors.

005/26 COUNCIL MINUTES

For Decision

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

#councilminutes

006/26 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

For Information

Civic Attendance report attached for information.

#civicattendance

007/26 GROUNDS MAINTENANCE TENDER

For Decision

To consider submissions for the Town Council's Grounds Maintenance Contract and select a preferred supplier.

#groundsmaintenance

008/26 STREET LIGHT TENDER

For Decision

To consider submissions for the Town Council's Street Light Contract and select a preferred supplier.

#streetlights

009/26 SIMPSON CENTRE - ARCHITECTS AND PLANNING CONSULTANTS

For Decision

To receive valuations for architects and planning consultations in relation to the potential development of the Simpson Centre.

#planning

010/26 OVERVIEW AND SCRUTINY COMMITTEE

For Decision

To resolve to select candidates from submissions received to join the Overview and Scrutiny Committee.

#overviewandscrutiny

011/26 STRATEGIC PLAN 2025-26

For Decision

To receive a motion to revisit the decision of Full Council on 5 November 2025 to adopt the strategic plan, and in particular to cap the precept increase.

#strategicplan

012/26 FINANCE & RISK MANAGEMENT

012.1/26 Budget 2026-27

For Decision

To resolve to:

- a. Adopt the fees and charges 2026-27.
- b. Adopt the expenditure budget 2026-27 at £962,451.
- c. Notify CBC of the precept request for 2026-27 of £1,058,158.

#budget #precept

012.2/26 Expenditure

For Decision

To approve the expenditure for November 2025.

012.3/26 Income Received

For Information

To note the income received for November 2025.

013/26 COMMITTEE MINUTES

To receive the minutes of the following Committee meetings:

013.1/26 Public Realm Committee - 10 December 2025

For Information

To receive the minutes of this Committee for information purposes.

#publicrealm

013.2/26 Governance and Resources Committee - 17 December 2025

For Decision

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

That the following policies are adopted:

- a. Training and Development Policy
- b. Flexi Time Scheme
- c. Public Participation Policy
- d. Publication Scheme

013.3/26 Building Management Committee - 7 January 2026

For Information

To receive the minutes of this Committee for information purposes.

#buildingmanagement

013.4/26 Governance and Resources - 21 January 2026

For Decision

To receive the minutes of this Committee with the following recommendations:

- a. Fees and Charges are adopted (see Finance and Risk Management)
- b. Budget and Precept 2026-27 is adopted (see Finance and Risk Management)
- c. Calendar of Meetings 2026-27 is adopted
- d. Councillor Long Service and Civic Holder Recognition Policy is adopted
- e. Complaints Policy 2026 is adopted
- f. Health and Safety Policy Manual 2026 is adopted

014/26 CO-OPTION POLICY

For Decision

To review and re-adopt the Co-Option Policy.

#policy

015/26 LEASES

For Information

To note the signing of the following leases:

- a. Cafe at Greenacre Centre
- b. The Barn

016/26 **REPORTS FROM MEMBERS ON OUTSIDE BODIES**
For Information

017/26 **MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY**
For Information

018/26 **WORK PROGRAMME**
For Information

To note the work programme for Full Council.

019/26 **DATE OF NEXT MEETING**
For Information

Wednesday 4 March 2026.

020/26 **CONFIDENTIAL ITEM**

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

021/26 **SIMPSON CENTRE - LGA 1972 S172 CLARIFICATION**
For Information

To receive a confidential report with legal advice on the valuation of the Simpson Centre.



MINUTES OF THE MEETING OF TOWN COUNCIL HELD IN THE GREENACRE CENTRE, VALERAN WAYS, STOTFOLD SG5 4HG ON WEDNESDAY 3 DECEMBER 2025 AT 19:00

Present:

Cllr Smith (Deputy Mayor), Cllr Anderson, Cllr Bendell, Cllr Cooper, Cllr Dhaliwal, Cllr Hayes, Cllr Headington, Cllr Hyde, Cllr Matthews, Cllr Miller, Cllr Saunders, Cllr Talbot, Cllr Woods, Cllr Venneear

Apologies:

Cllr Buck

Also Present:

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

476/25 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Buck.

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

477/25 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

There were no declarations of interest.

478/25 PUBLIC SECTION

There were no members of the public present.

479/25 MEMBERS ON OTHER AUTHORITIES

CBC Ward Councillors provided a report on the current budget expectations and funding formula changes. It was highlighted that Central Bedfordshire Council is expected to receive £24 million less than under the previous funding formula, which will impact services significantly. The government expects Council tax to be raised by the full 5% to compensate for some of the shortfall. Updates were also given on local infrastructure projects, including cycleway improvements and planning permissions for new developments.

480/25 COUNCIL MINUTES

The minutes of the Council meeting held on 5 November 2025 were received.

Decision: It was **RESOLVED** that the minutes of the Council meeting held on 5 November 2025 were a true record of the meeting.



481/25 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

Members received the civic attendance report.

Decision: It was RESOLVED to note the report.

482/25 CLERK'S REPORT

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

Decision: It was RESOLVED to note the report.

483/25 REPORTS

483.1/25 Community Governance Review

Councillors considered the findings of the first round of consultations on the Community Governance Review. The proposal to reduce the number of councillors from 15 to 11 was met with opposition. Members highlighted the need for a larger council to ensure diversity and adequate representation, especially given the town's growth. Financial implications were discussed, but the primary concern was maintaining a complete cross-section of councillors. The Clerk was instructed to include these points in the Town Council's response and to consult with the Chair and Vice-Chair before submission.

Decision: It was RESOLVED to:

- a) **Note the recommendations from the first stage of the Community Governance Review to reduce the number of councillors from 15 to 11.**
- b) **Note the omissions in CBC's draft proposals relating to Astwick and parish boundary realignment**
- c) **Delegate to the Mayor, Deputy Mayor and Town Clerk to incorporate the comments from the meeting into the Town Council's response to the Community Governance Review.**

Task: Include the points raised in the Town Council's response and consult with the Mayor and Deputy Mayor before submission.

483.2/25 Cemetery Toilet Consultation

The results of the Cemetery Toilet Consultation were reviewed, revealing a 50/50 split between two options. Councillors debated whether to refurbish the existing building or demolish and rebuild using new materials. The refurbishment option was considered cost-effective and environmentally friendly, but concerns were raised about the structural integrity and long-term viability.

Members considered that the new build option was seen as more reliable and future-proof, despite higher costs. This option would be costed to include two unisex toilets to accommodate the visitors during funerals. Additionally, the integration of solar lights was positively received, highlighting the council's commitment to sustainable solutions.

Decision: It was RESOLVED:



- a) To note the outcome of the public consultation.
- b) That Option 2, should be costed to include options for one or two unisex toilets in the design and solar lighting.
- c) Consider next stage feasibility with a delivery plan, budget implications and proposed timescales at the Town Council meeting on 3 March 2026.

Action: Town Clerk to instruct Project Officer to implement decisions and report back to Full Council.

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

Members discussed the Smaller Authorities Proper Practices Panel consultation, focusing on the proper practices that need to be adhered to. The council unanimously agreed to delegate the authority to the Chair of Governance and Resources and the Town Clerk to submit the response on behalf of the council.

Decision: It was **RESOLVED** 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

Task: Prepare response to SAPP/CIPTA consultation and submit by 22 December 2025.

484/25 COMMITTEE MINUTES

484.1/25 Public Realm Committee - 12 November 2025

The minutes of the Public Realm Committee meeting held on 12 November 2025 were reviewed. The primary focus of the meeting was the proposal by Central Bedfordshire Council to recognise certain local green spaces as part of the preparations for the new Local Plan.

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

484.2/25 Community Engagement - 19 November 2025

The Community Engagement Committee minutes from the meeting on 19 November 2025 were reviewed. Several key decisions were made, including the formation of a working group to review the upcoming Stotfest 2026 event, with the group scheduled to meet in January.

The amended budget for 2026-2027 was recommended to the Governance and Resources Committee, focusing on income and sponsorship. The Committee approved a £3000 marketing commission to promote the Greenacre Centre. Quotes for extending the town's Christmas lights displays were to be obtained by March 26. A £3000 fund from earmarked reserves was approved to antisocial behaviour at Riverside. The resident survey for 2025-2026 will run from January to March, with a £50 prize draw to encourage participation. The Committee



supported the proposal to work with community groups and the library to offer IT literacy sessions through the Bedfordshire Rural Community Charity (BRCC). The decision on the BRCC community champions was deferred to October 2026. The event trader terms and conditions were reviewed and approved, set to go live on 1 January 2026. The communication policy and volunteer policy were recommended for adoption by the full council.

Decision: It was **RESOLVED** to:

- a) **Note the minutes**
- b) **Adopt the Communications Policy**
- c) **Adopt the Volunteer Policy**

485/25 FINANCE & RISK MANAGEMENT

485.1/25 Town Council Investments and Proposed Investment Strategy

The council reviewed the Town Council Investments and Proposed Investment Strategy for 2026-2027. The decision by the Governance and Resources Committee to engage an advisor to provide professional investment advice for a 12-month period at a cost of £9000 was confirmed. The attached investment strategy was discussed in detail, focusing on asset allocation and movement of funds based on professional advice.

Decision: It was **RESOLVED**:

- a) **To 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) **To 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.**

485.2/25 Expenditure

The council reviewed and approved the expenditure for October 2025.

Decision: It was **RESOLVED** to accept the expenditure report for October 2025.

485.3/25 Income Received

The income received for October 2025 was noted by the council. There were no significant discussions or concerns regarding the income details.

Decision: It was **RESOLVED** to note the income report for October 2025.

485.4/25 Income and Expenditure and Earmarked Reserves Reports

The council reviewed the year-to-date income and expenditure report along with the Earmarked Reserves.

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



- a) **Income and expenditure report**
- b) **Earmarked reserves report.**

486/25 REPORTS FROM MEMBERS ON OUTSIDE BODIES

- 486/25.1 Councillor Smith reported on the BATPC AGM held on 16 October 2025, highlighting the discussions on water infrastructure and flood management.
- 486/25.2 Councillor N Venneear and Councillor Talbot reported on the Scout AGM held on 10 November 2025. They noted that all scout groups are currently covered with leaders, although there are no Beavers groups.

487/25 MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

- 487/25.1 Cllr Talbot in his capacity as Chairman of Stotfold Good Neighbour Group reported on the group being awarded the Kings Award for Voluntary Service. The Town Council congratulated the group for this prestigious award, the only recipient in Bedfordshire in 2025.
- 487/25.2 Cllr Anderson reported on her attendance at CBC Town and Parish Council Forum on the environment. Carbon Literacy training is available to all councillors.
- 487/25.3 Cllr Cooper thanked the Buildings Management Committee for awarding a free hire to the Community Christmas Fayre, which raised over £1450 for Pippins Nursery.
- 487/25.4 Cllr Smith thanked all councillors and staff for making the Christmas lights switch on event such a success.

488/25 WORK PROGRAMME

The council received the work programme for Full Council.

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

489/25 DATE OF NEXT MEETING

The next meeting of the Town Council is scheduled for Wednesday, 28 January 2025.

490/25 CONFIDENTIAL ITEM

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

491/25 Simpson Centre

The Council received a confidential report on the sale of the Simpson Centre site.

Decision: It was **RESOLVED** to:



- a) **Note the analysis of Options 1–3 for disposal of the Simpson Centre site.**
- b) **Obtain quotations for the appointment of a Planning Consultant**
- c) **Seek Pre Application Advice from Central Bedfordshire once a planning consultant has been appointed.**
- d) **Request a further report once the Pre-App outcome and formal valuation advice have been received.**

Task: Obtain quotes for Planning Consultant

SIGNED BY CHAIR:

MINUTES APPROVED (date):

DRAFT



STOTFOLD TOWN COUNCIL

Deputy-Mayor's Civic Attendances December 2025/ January 2026

Sunday 7 December – Sandy Christmas Carol Service in aid of the Town Mayor's Charity [Chums](#)

Monday 22 December – Candlelit Carol Service with Readings at St Guthlac's church.

Thursday 8 January – Buffet with the Bishop of Bedford.



Sandy Christmas Carol Concert 2025



Buffet event with the Bishop of Bedford Jan 2026

STOTFOLD TOWN COUNCIL

COMMITTEE:	FULL COUNCIL
MEETING DATE:	28 JANUARY 2026
REPORTING OFFICER:	SUSAN RILEY, DEPUTY CLERK CHARLIE ALLAN, OPEN SPACES OFFICER
REPORT TITLE:	GROUNDS MAINTENANCE TENDER EVALUATION
DECISION TYPE:	FOR DECISION

1. PURPOSE OF THE REPORT

The purpose of this report is to present the outcome of the officer evaluation of tenders received for the Grounds Maintenance Contract 2026–27, and to provide Members with a comparative assessment of the submissions received, to support a decision on contract award.

2. RECOMMENDATION

That Full Council:

- a) Notes the outcome of the tender evaluation process and the comparative assessment of submissions set out in this report.
- b) Appoints a grounds maintenance contractor from the options listed in the report, noting the budgetary constraints.
- c) Authorises the Town Clerk to enter contract arrangements with the successful bidder.

3. BACKGROUND

3.1 Stotfold Town Council invited tenders for the provision of grounds maintenance services covering:

- Grass cutting (verges, open spaces, recreation grounds, pitches)
- Grounds maintenance (hedges, shrubs, hardstanding, allotments)
- Cemetery grounds maintenance
- Biodiversity creation and ongoing maintenance

3.2 The tender process was undertaken in accordance with the Council's Standing Orders and Financial Regulations, using a published evaluation framework with the following weightings:

- Price – 50%
- Quality – 20%
- Experience – 20%
- Environment / Biodiversity – 10%

3.3 Five tenders were received by the closing date and evaluated consistently against the Invitation to Tender and Specification of Works. One tender was received after the closing date and has not been evaluated.

- 3.4 Whilst price forms 50% of the evaluation weighting, the Council is not required to accept the lowest tender. Prices have therefore been considered alongside quality, experience, health and safety assurance, biodiversity delivery and overall delivery risk.

4. EVALUATION METHODOLOGY

- 4.1 Each submission was assessed by officers against:
- Mandatory compliance requirements, including insurance, waste carrier registration, health and safety documentation and competence evidence;
 - Alignment with the Specification of Works, including service scope, sensitivity of sites and biodiversity requirements;
 - Health & safety robustness, public interface management and risk controls;
 - Organisational capacity, resilience and financial standing;
 - Contract management and reporting arrangements.
- 4.2 Each contractor was given an overall officer RAG rating to reflect relative risk and assurance.

5. COMPARATIVE ASSESSMENT OF TENDERS

5.1 Contractor 1

Summary:

Contractor 1 submitted a comprehensive, well-structured and fully compliant tender. The submission demonstrated strong operational maturity, extensive task-specific risk assessments, robust training and competence evidence, and clear capacity to deliver the contract with minimal risk to the Council.

Strengths:

- Fully compliant with all mandatory requirements
- Extensive and current health & safety documentation
- Strong competence and training evidence
- Low contract management burden
- Clear understanding of biodiversity and public-facing environments

Risks:

- None identified that would materially impact delivery

5.2 Contractor 2

Summary:

Contractor 2 submitted a strong and detailed tender with excellent operational systems, particularly around programming, reporting and large-scale service delivery. The submission demonstrates high capability but carries a material compliance issue at tender stage.

Strengths:

- Strong method statement aligned to the Specification
- Excellent digital reporting and audit systems
- Detailed task- and site-specific risk assessments
- Significant experience in comparable local authority environments

Risks / Issues:

- A current Waste Carrier Licence was not evidenced at tender stage
- Greater organisational complexity and reliance on subcontracting
- Higher contract management overhead than Contractor 1

5.3 Contractor 3**Summary:**

Contractor 3 submitted a compliant tender but with limited organisational maturity and financial resilience. While enthusiasm and customer focus are evident, the bid relies heavily on narrative assurances rather than evidenced systems.

Strengths:

- Detailed contract-specific RAMS
- Good understanding of public-facing risks
- Strong customer service ethos

Risks / Issues:

- Young company with limited trading history
- Unaudited financial information
- Heavy reliance on key individuals
- Limited evidence of capacity, resilience or formal reporting systems

5.4 Contractor 4**Summary:**

Contractor 4 submitted a compliant and well-presented tender with strong health & safety documentation and a clear understanding of the Specification. However, organisational scale and contract management systems are more limited.

Strengths:

- Clear, contract-specific RAMS
- Strong focus on public safety and biodiversity protection
- Compliant insurance and waste carrier registration

Risks / Issues:

- Small, owner-managed organisation
- Limited formal performance monitoring and reporting
- Lower organisational resilience compared to larger bidders

5.5 Contractor 5**Summary:**

Contractor 5 submitted a compliant and tender with good health & safety documentation and a clear understanding of the Specification. They are a smaller organisation, with experience of working with principal authorities and are local. They may lack the organisational scale and contract management systems to maintain the contract effectively.

Strengths:

- Clear health and safety, RAMS which are specific for the contract
- Previous experience of working for principal authority
- Local to the area

Risks / Issues:

- Small, owner-managed organisation
- Limited formal performance monitoring and reporting
- Lower organisational resilience compared to larger bidders

5.6 Contractor 6

Summary:

Contractor has submitted a compliant and credible tender with adequate health & safety controls and a clear understanding of the Specification of Works.

Strengths:

- Compliant tender submission.
- Adequate health and safety
- Strong focus on public safety and biodiversity protection
- Single point of accountability

Risks / Issues:

- Small, owner-managed organisation
- Limited capacity and contract management systems
- No training evidence
- Limited financial assurance

7. FINANCIAL IMPLICATIONS

- 7.1 With the additional constraints on the Town Council budget, a sum of £68,000 has been added to the 2026/27 budget for the entire grounds' maintenance budget. Therefore, any contract price above this sum would not be within budget.

8. IMPLICATIONS

Strategic Plan	The contract supports delivery of high-quality public spaces, biodiversity objectives and community wellbeing.
Risk Management	Awarding the contract to the lowest-risk bidder reduces operational, reputational and health & safety risks.
Legal	The procurement process has been conducted in line with the Council's Standing Orders and Financial Regulations.
Resources / Stakeholders	A stable and well-resourced contractor reduces pressure on officers and ensures consistent service delivery for residents.
Financial	The recommended option represents best overall value for money.
Contracts / Procurements	The contract will be let for an initial period of one year, with extension options as set out in the tender documentation.
Crime and Disorder	Well-maintained public spaces contribute positively to community safety and perceptions of place.
Biodiversity and Environment	The contract supports biodiversity protection and enhancement through managed cutting regimes and ecological controls.
Equalities	No adverse equalities impacts identified.

Residents Impact Assessment

Residents benefit from safe, well-maintained green spaces delivered to a consistent standard.

GDPR

All submissions handled in line with Council's GDPR policies

Appendix A - Grounds Maintenance Contract 2026–27

Tender Comparison Summary Table

Evaluation Area	Contractor 1	Contractor 2	Contractor 3	Contractor 4	Contractor 5	Contractor 6
Tender Compliance	Fully compliant	Conditionally compliant (clarification required)	Compliant	Compliant	Compliant	Compliant
Form of Tender & Pricing	Complete and clear	Complete and clear	Complete	Complete	Complete	Complete
Insurance Levels	Meets / exceeds requirements	Exceeds requirements	Meets minimum	Meets minimum	Meets minimum	Meets minimum
Waste Carrier Registration	Upper Tier – current	<i>Not evidenced at tender stage</i>	Evidenced	Lower Tier – current	Evidenced	Lower tier – current
Health & Safety Policy & Systems	Very strong, comprehensive	Very strong, corporate systems	Adequate but less structured	Strong for size of organisation	Strong for size of organisation	Adequate
Task-Specific RAMS	Extensive and current	Extensive and detailed	Detailed but generic	Detailed and contract-specific	Detailed and contract specific	Adequate, adapted
Training & Competence Evidence	Robust training matrix and certificates	Structured CPD and competence framework	Limited examples only	Key individuals evidenced	Key individuals evidenced	Key individuals evidenced
Understanding of Specification	Strong and consistent	Strong and well-structured	Basic, less outcomes-focused	Good understanding	Strong understanding	Good
Biodiversity & Ecology	Integrated into operations	Explicit biodiversity workstreams	Referenced but limited evidence	Clear commitment and controls	Integrated into operations	Basic controls
Contract Management & Reporting	Low officer burden	Strong digital systems but more complex	Informal, narrative-based	Informal, limited systems	Informal	Informal

Evaluation Area	Contractor 1	Contractor 2	Contractor 3	Contractor 4	Contractor 5	Contractor 6
Organisational Capacity & Resilience	High	High	Low	Moderate	Moderate	Moderate
Financial Standing	Established contractor	Strong audited accounts	Limited / unaudited	Limited evidence	Limited evidence	Limited evidence
Key Risks Identified	None material	Compliance clarification required	Capacity and continuity risk	Capacity and resilience risk	Capacity and resilience	Capacity and continuity

Appendix B - Grounds Maintenance Contract 2026–27

Price Comparison (Annual Costs – Excluding VAT)

Work Element	Contractor 1	Contractor 2	Contractor 3	Contractor 4	Contractor 5	Contractor 6
Verges – grass cutting	£16,400	£12,050.75	£30,240	£18,500	£15,900	£16,200
Additional verge cut (per cut)	£855.55	£669.48	£1,890	£1,050	£750	£900
Open spaces / recreation grounds	£14,256	£12,695.19	£30,240	£26,000	£22,500	£17,600
Arlesey Road pitch	£1,370	£6,798.36	£2,960	£2,500	£2,000	£3,000
Grounds maintenance (general)	£10,880	£7,150.07	£3,915	£14,500	£11,200	£6,400
Cemetery grounds maintenance	£22,500	£26,483.24	£17,640	£9,500	£8,500	£13,500
Allotments (Common Road)	£2,156	£2,053.65	£945	£225	£300	£600
Allotments (Norton Road)	£1,760	£2,329.37	£975	£225	£300	£600
Biodiversity – creation (one-off)	£2,250	£2,618.92	£7,995	£3,000	£2,500	£1,200
Biodiversity – maintenance (annual)	£800	£1,245.54	£5,670	£1,000	£800	£5600
Total Annual Contract Value	£72,372	£73,425.09	£100,580	£75,450	£64,000	£64,700

Note: All prices are as submitted in the Form of Tender and exclude VAT.

STOTFOLD TOWN COUNCIL

COMMITTEE:	FULL COUNCIL
MEETING DATE:	28 JANUARY 2026
REPORTING OFFICER:	SUSAN RILEY, DEPUTY CLERK CHARLIE ALLAN, OPEN SPACES OFFICER
REPORT TITLE:	STREET LIGHTING CONTRACT
DECISION TYPE:	FOR DECISION

1. PURPOSE OF THE REPORT

- 1.1 To present the outcome of the tender exercise for the Street Lighting Maintenance, Upgrade and Energy Efficiency Contract (2026–2029), to summarise the evaluation of submitted tenders, and to seek Council’s approval to proceed to contract award, subject to final clarifications where required.
- 1.2 There is also the potential for additional technical support offered by one bidder in relation to the Council’s Unmetered Power Supply reconciliation, which Members may wish to take into account as part of the overall value-for-money assessment.

2. RECOMMENDATION

That Full Council:

- a) Notes the outcome of the tender evaluation process for the Street Lighting Maintenance, Upgrade and Energy Efficiency Contract (2026–2029).
- b) Considers the options for awarding the contract as outlined in item 6 below and advises the Town Clerk on their preferred option.
- c) Authorises the Town Clerk, in consultation with the Chair of Public Realm and relevant Members, to:
 - Seek final clarifications from the preferred bidder(s), where required; and
 - Proceed to contract award in accordance with the option agreed by Council.

3. BACKGROUND

- 3.1 Stotfold Town Council is responsible for the ongoing maintenance, safety, and energy performance of approximately 260 street lighting assets across the town. The existing arrangements required review to ensure continued compliance with statutory duties, improved asset data accuracy, value for money, and progress towards energy efficiency and carbon reduction objectives.
- 3.2 In October 2025, the Council approved the procurement of a new Street Lighting Maintenance, Upgrade and Energy Efficiency Contract for a period of three years, with the option to extend, commencing on 1 April 2026.
- 3.3 The tender was advertised in accordance with procurement requirements, and tender documentation set out the Council’s expectations in relation to:

- routine and reactive maintenance,
- emergency response,
- inspection and testing,
- asset management and reporting,
- phased LED lantern upgrades,
- health and safety compliance,
- sustainability and social value.

3.4 Four compliant submissions were received by the closing date and were evaluated by officers against the published criteria.

4. TENDER EVALUATION SUMMARY

4.1 The tender submissions were evaluated by officers using the criteria set out in the Invitation to Tender (ITT). Each submission was assessed independently against the published criteria to ensure fairness, transparency, and consistency. The evaluation considered both qualitative and financial factors, recognising that value for money is determined by a balance of cost, service quality, risk, and long-term sustainability.

4.2 The following key principles guided the evaluation:

- compliance with the ITT specification.
- ability to deliver statutory and contractual obligations.
- cost certainty and financial risk over the contract term.
- quality of service delivery and governance arrangements.
- health and safety management.
- contribution to sustainability and social value.

All evaluations were anonymised prior to comparison.

4.3 A key outcome of the evaluation was that bidders proposed different commercial approaches, broadly falling into two categories:

- Fixed annual maintenance fee models, offering high budget certainty; and
- Schedule-of-rates models, where overall annual cost is dependent on fault volumes, reactive works, and external factors such as weather events or vandalism.

4.4 Headline Findings

- One bidder offered a fully fixed annual maintenance cost, providing the highest level of budget certainty.
- Two bidders offered asset-based or rate-card pricing, resulting in lower headline figures but higher exposure to cost variability.
- One bidder submitted the strongest technical and health & safety proposal, with comprehensive method statements, governance arrangements, and community liaison provisions, but without a capped annual maintenance cost.

4.5 Across all bids:

- LED lantern replacement costs were broadly consistent and in line with market expectations.
- The most significant financial differentiator was reactive maintenance and emergency response pricing, rather than planned works.

5. COST COMPARISON

- The lowest-risk financial option is the bidder offering a fixed annual maintenance fee, where most routine, reactive, and emergency works are included within a single annual sum.
- Other bids may appear less expensive at headline level but expose the Council to increased costs in years with higher fault levels or unforeseen incidents.
- Officers advise Members that headline cost alone does not represent best value without considering cost certainty and risk over the life of the contract.
- Contractor 1 is also offering to support the Town Council in its reconciliation of the unmetered power supply issues. This support is subject to the availability and accuracy of third-party data held by the Distribution Network Operator and energy supplier, and any resulting financial benefit cannot be quantified at this stage.

A detailed anonymised cost comparison table is included as an appendix to this report.

6. Options Available

Option 1 – Award Based on Budget Certainty

Proceed to contract award with the bidder offering a fixed annual maintenance fee, subject to final contractual clarification.

Advantages:

- High budget predictability
- Reduced exposure to reactive cost escalation

Considerations:

- Sustainability and service enhancements may rely on post-award implementation

Option 2 – Award Based on Highest Quality Submission

Proceed with the bidder achieving the highest overall quality score, subject to clarification of annual cost controls.

Advantages:

- Strongest health & safety and operational governance
- Clear sustainability and social value commitments

Considerations:

- Greater exposure to variable costs unless caps are agreed

Option 3 – Seek Best and Final Offers

Invite the two highest-scoring bidders to submit revised offers based on:

- a capped or fixed annual maintenance model, and
- confirmed response times and KPIs.

Advantages:

- Enables Council to balance quality and cost certainty
- Strengthens value-for-money assurance

Considerations:

- Short delay to contract award

7. FINANCIAL IMPLICATIONS

7.1 Expenditure on Street Lights

	Electricity		Maintenance	
	Budget	Actual	Budget	Actual
2026/27	£15,000		£20,000	
2025/26 (YTD)	£10,000	£4,972	£40,000	£33,213
2024/25	£30,000	£9,031	£20,000	£10,351
2023/24	£22,000	£6,534	£20,000	£7,179

7.2 LED street light upgrade phase 2 and 3 from EMR currently standing at £64,890. The prices for the next 2 phases of street light upgrade were quoted by the existing contractor and will be subject to change if a new contractor is appointed.

Phase 2 – £16,429

Phase 3 - £15,055

8. IMPLICATIONS

Strategic Plan	The contract supports the Council's objectives around safe infrastructure, asset management, sustainability, and community wellbeing.
Risk Management	A fixed or capped pricing model reduces exposure to unplanned financial pressures arising from reactive maintenance and emergency incidents.
Legal	Procurement has been undertaken in line with the Council's financial regulations. Final award will be subject to acceptance of the Council's terms and conditions.
Resources / Stakeholders	Officers will manage the contract through regular performance monitoring, reporting, and liaison with the appointed contractor.
Financial Implications	The contract represents a significant revenue commitment over the next three years. Members are asked to consider not only annual cost but cost predictability over the contract term.
Contracts / Procurements	This report seeks authority to conclude the procurement and proceed to award.
Crime and Disorder	Well-maintained Street lighting contributes positively to community safety and crime prevention.
Biodiversity and Environment	LED upgrades and improved energy efficiency will reduce energy consumption and environmental impact.
Equalities	The contract includes requirements for safe working practices in public spaces, including consideration of vulnerable road users.
Residents Impact Assessment	Residents will benefit from improved reliability of lighting, faster fault response, and reduced disruption through planned maintenance and clear communication.
GDPR	All tender submissions handled in line with GDPR policies.

SUMMARY OF OFFICER ASSESSMENT

Contractor	Key Strengths	Key Risks	Overall Officer View
Contractor 1	Fixed costs, strong asset management, strong H&S, method statements	Inflation uplift, contractor-drafted SLA	Low risk, high certainty Assistance with unmetered power supply issues
Contractor 2	Competitive rates, sector experience	Insurance threshold, variable costs	Higher risk
Contractor 3	Capacity and experience	Variable costs, limited energy detail	Moderate risk
Contractor 4	Strongest H&S, method statements, social value	No cost cap	High quality, medium financial risk

COST COMPARISON

Contractor	Pricing Model	Indicative Annual Cost	Cost Certainty
Contractor 1	Fixed annual fee	£18,500 + VAT	High
Contractor 2	Asset fee + rates	~£9,880 + VAT*	Low
Contractor 3	Asset fee + rates	~£6,370 + VAT*	Low
Contractor 4	Schedule of rates	Not fixed	Medium

* Excludes reactive faults, emergency call-outs, materials, and traffic management.

LED LANTERN REPLACEMENT COSTS

Contractor	Cost per Lantern
Contractor 1	£325
Contractor 2	£325 (+ add-ons)
Contractor 3	£325
Contractor 4	£325 (assumed equivalent)

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL

MEETING DATE: 28 JANUARY 2026

REPORTING OFFICER: COLIN ROGERS, PROJECTS OFFICER

REPORT TITLE: SIMPSON CENTRE DISPOSAL -
APPOINTMENT OF PLANNING CONSULTANTS AND
ARCHITECT

1. PURPOSE OF THE REPORT

- 1.1 Following the Full Council decision on the 3rd December 2026 Officers have sought quotes from Planning Consultants to assist the Town Council in obtaining Pre-Application Advice.
- 1.2 Such advice is required so that Officers can obtain valuations to ensure compliance with s127 Local Government Act 1972 and to further assist Members when making a decision as to the method of disposal.
- 1.3 Upon seeking planning consultancy quotes, Officers have been advised that an Architect will need to be instructed to provide a block plan upon which the Local Planning Authority can comment. Whilst a block plan is the minimum requirement for seeking pre-application advice, officers have been advised that limited feasibility and contextual information is likely to result in more meaningful feedback from the Local Planning Authority and better inform Members' subsequent disposal decision.

2. RECOMMENDATION

- 2.1 Members are asked to consider the quotes below and appoint:

- a) a planning consultant; and
- b) an architect for the purposes of supporting pre-application advice only.

Any progression to outline or full planning permission, and any associated further commissions, would be subject to the outcome of pre-application advice.

3. BACKGROUND

3.1 Planning Consultants

The following quotes have been obtained. Each company has quoted in Modules or Stages.

They were asked to quote in the following brief:

“Stotfold Town Council is seeking planning consultancy support in relation to the future disposal of an asset known as the Simpson Centre (former library site). The Council is currently in the

early stages of evaluating disposal options and wishes to obtain professional advice to inform its decision-making.

We are exploring three potential disposal routes:

- a) Selling the site in its current condition (no planning permission).
- b) Selling the site with Outline Planning Permission for Over 55s/senior living accommodation.
- c) Selling the site with Full Planning Permission for Over 55s/senior living accommodation (with potential covenant).

To support this process, we require indicative fee proposals for the following:

1. Initial planning advice and review of the site, including relevant policy considerations and constraints.
2. Preparation and submission of a Pre-Application enquiry, including drafting the submission material and attending a pre-app meeting with Central Bedfordshire Council.
3. Support to secure Outline Planning Permission, including preparation of planning statements, coordination with appointed architects/surveyors, engagement with CBC Planning, and submission management.
4. Support to secure Full Planning Permission, including full application preparation, coordination of all required technical assessments/surveys, planning statements, liaison with CBC officers, and representation as required.
5. Any additional services you believe would add value in preparing the site for disposal.

For comparison purposes, we would be grateful if you could provide:

- A separate fee estimate for each of the three disposal options (a–c).
- Details of your hourly rates and any assumptions or exclusions.
- An outline of your experience with senior living/older persons housing schemes, if applicable.
- Commentary on any planning risks or constraints you feel are relevant at this stage.

The site is intended, at this stage, to be sold for Over 55s accommodation, subject to the outcome of pre-application advice and your professional input.

Please feel free to contact me if you require any further information to prepare your quotation.

The following link includes an information pack on the site, including the title documentation and information in respect of the neighbouring property. The shared water with the neighbouring property has now been resolved.

[!\[\]\(71f9d84356bec8aef5a389e4c1b7f2e3_img.jpg\) Simpson Centre - Information Pack](#)

Any disposal will need to comply with s127 Local Government Act 1972.”

4. QUOTES RECEIVED

4.1 Company A

This company replied as follows:

“Thank you for your request to quote for this project and for your detailed email. I enclose the requested Work Plan and Fee Proposals (WFPs) for disposal options A -C. I have made a couple of assumptions based on the information provided, but if you need anything amended, please let me know and we would be happy to do this.

Disposal Option A – No Planning Application: *I have assumed you would undertake Item 1 (Appraisal) potentially with Item 2 (Pre-app) and then dispose of the Site prior to an application being made. As such, the WFP for Option A covers these items. However, if you only wanted to instruct Module 1 in the first instance, that would be absolutely fine.*

Disposal Option B – Outline Planning: *This covers the above, plus the work required to submit for outline planning (Item 3).*

Disposal Option C – Full Planning: *This is the same as option B but reflects the slightly more involved work for a full application (Item 4).*

In terms of Item 5, I cannot think at this stage as to what additional services may be required to assist with disposal. As a courtesy, we provide complementary Planning Condition Trackers following successful application which may be useful for you to pass on to prospective buyers to help understand the requirements to implement any planning permission. If desired we could provide a quote to assist with the discharge of conditions at this stage also.

The WFPs outline all assumptions and exclusions, and I can advise that the quote is based on my hourly rate of £133.

Experience

Being based in Hitchin, we work very frequently within Central Bedfordshire as the adjacent authority. Our projects in CBC range from small scale residential, such as self-build homes and rural conversions to large scale residential and commercial work and advice. We are familiar with many officers and the general practices within the LPA. To date our work in CBC has not related to senior living/older person housing schemes however, we do often assist with such proposals, particularly on the larger residential development schemes which are required to provide a proportion of older person housing.

*We have an example of our previous C2 care home work on our website: **REDACTED**
We also have examples of delivering other specialist housing in CBC: **REDACTED & REDACTED***

Initial Risks

One of the risks to the proposal would be establishing the scope of the development offering without the end provider known. I assume that the proposal, as a speculative application, for over 55s/senior living accommodation is intended to be a specialist Class C3 (dwellinghouses) offering with limited care rather than a Class C2 residential institution (care home). Any such application will require STC, as applicant, to enter into a legal agreement to secure the housing as for older persons only. If it is of interest, at the Appraisal stage we can look at both specialist older persons housing and general housing to understand the best option based on site context and housing needs. It may be that general housing would better comply with s127 Local Government Act 1972.

Another risk is the Site's position behind and adjacent to existing dwellings on Hitchin Road, Hallworth Drive and High Street. Retaining sufficient amenity to all existing neighbours is likely to influence the scale and form of development that can be achieved.

We will also need to address Local Plan Policy HQ3 in respect of the loss of 'community infrastructure' to demonstrate that the building is surplus to requirements, there is better replacement provision or the use is no longer financially viable. Given the library has relocated to your new Greenacre Centre, this should not be problematic. I note that you have also undertaken community consultation on the future of the building and this should help with any proposal for redevelopment.

In February 2026, CBC are intending to publish their 'issues and options' consultation document for the New Local Plan, however, they do not expect to adopt this new plan until 2028 so it should not affect development proposals unless there was a significant delay to proceedings.

Hopefully this is useful for your consideration, but if you require anything further, please do let me know. If you would like to instruct any of the WFPF Options (or modules), please can you complete and returned the attached form with the relevant instruction reflected in 'estimated fee'."

Quote 1 – Option A (No Planning Application)

Total: £2,660

Quote 2 – Option B (Outline Planning Application)

Total: £5,985

Quote 3 – Option C (Full Planning Application)

Total: £6,650

4.2 Company B

Quote

Option A (No Planning Application) - Items 1 and 2 Total: £6,606

Option B (Outline Planning Application) – Items 1, 2 and 3 Total: £17,772

Option C (Full Planning Application) Items 1, 2 and 4 Total: £18,972

4.3 Company C (Officers have removed the Community Engagement and the Statement of Community Involvement elements of the quote for the sake of comparison)

Quote

Option A (No Planning Application) – Module 1 Total: £7,300

Option B (Outline Planning Application) Total: £17,510

Option C (Full Planning Application) Total: £18,700

The company has commented as follows in respect of quoting for an SCI.

“The SCI serves as a summary of the public consultation process whether this is online or in person and would be submitted as a standalone document as part of the planning application. It will demonstrate how local residents, stakeholders, councillors etc were contacted, the information presented to them, the responses received and how (where appropriate) these responses have been incorporated into the final design. Central Beds Council recommend engagement with the local community for minor applications (under 10 dwellings) and the submission of an SCI becomes mandatory for applications of 10 or more dwellings.

Given the public engagement that has been done on this site up to this point, it is recommended at this stage. However this can be flushed out during the pre-application engagement. In the event, it is decided not to formally engage via a public consultation, then this item could be removed. However, we would recommend that public consultation is undertaken in advance of any planning submission.”

4.4 Company D (Would be provided with Architect C Only)

Option A (No Planning Application) Total: £2,500

Option B (Outline Planning Application) Total: £5,000

Option C (Full Planning Application) Total: £6,000

Comparison Table

Planning Consultants

Quote	Option 1 Sell Site as is	Option 2 Outline Planning Permission	Option 3 Full Planning Permission
A	£2,660	£5,985	£6,650
B	£6,606	£17,772	£18,972
C	£7,300	£17,510	£18,700
D (to be instructed with Architect C)	£2,500	£5,000	£6,000

5. ARCHITECT QUOTES

The quotes have been supplied following this request from Officers:

“Our first step is to instruct a planning consultant and proceed with Pre-Application advice from Central Bedfordshire Council. This would then form the basis of a valuation of the site which will allow Councillors to make a decision as to whether they sell the site as is, with outline planning or full planning permission.

We have been advised that in order to do so, we will need a sketch plan to be used as a site/block plan which would form the basis of the Pre-Application advice.

Would you be able to provide a quote for this service, please? If possible, could you also quote to assist with the entire process should Councillors elect to sell with either full or outline planning permission, please?

Most of the architects have all stated that a quote for the entire process through to Full or Outline Planning Permission is difficult to provide at this early stage. Officers would therefore suggest instructing an architect purely for the pre-application advice process at this stage, treating quotes for the entire process as estimates at this stage. The selected architect could then be asked to provide more accurate quotes once Members have decided on a method of disposal.

Officers note that indicative fees for outline or full planning permission vary significantly between architects and are subject to refinement following pre-application advice, scheme complexity and Member direction.

5.1 Quote A

Initial Response:

“A block plan for a pre-app is the base minimum but to get a worthwhile response for your money, you normally need more.

We are usually asked to provide a short report (6 A4 pages) plus a block plan and very preliminary sketches or bubble diagrams and to be honest, without enough information, the pre-app response you will get will not be that helpful. Basically, if you don't provide much, they have very little to comment on apart from the absolute principle, whereas the more you provide, the more useful the response will be.

I would suggest that you appoint a planning consultant first as they will then explain the very best way forward to achieving success but without wasting your money. We act as Project Manager on lots of projects and work with some fabulous non expensive Planning Consultants so if you would like us to take the pain away from you and suggest a team, process and programme, we would be happy to help.

*Regarding the provision of a block plan, as we would love to work with you, we'll keep this to the minimum so this would be **@ £195 +VAT.***

Fees for the entire process through to Planning are a little more difficult without developing the sketch feasibilities previously discussed first to know what we are quoting on, but based on

*about a £1 million budget (not sure if this is correct?) and our previous correspondence, I would suggest that to a full planning submission would be approximately between **@ £18,000 to £26,000 +VAT.***

Following a meeting with Officers, this company sent a revised proposal:

SIMPSON CENTRE SITE

- 1. Regarding the provision of a block plan only, if this is all you need, we'll keep this to the minimum as mentioned before **@ a fee of £195 +VAT.***
- 2. For a pre app submission/ meeting, we are usually asked to provide a short report (6 A4 pages) plus a block plan and very preliminary sketches or bubble diagrams. To be honest, without enough information, the pre-app response you will get will not be that helpful. Basically, if you don't provide much, they have very little to comment on apart from the absolute principle, whereas the more you provide, the more useful the response will be. We could provide this **@ a fee of £2,250 +VAT.***
- 3. We can also request fee quotations from planning consultants to assist with preparation of a Pre Application submission if successful."*

Quote A Brochure

Block Plan Only Total: £195

Pre-Application Total: £2,250

Full/Outline Planning Permission Total: £18,000 - £26,000

5.2 Quote B

"Thank you for your email regarding the Simpson Centre. We would be happy to provide a sketch plan showing an option for re-development (Senior Living Development), which could be discussed at a pre-application meeting. We would recommend that this is accompanied by an existing site plan showing constraints and opportunities along with some site photographs to provide some context to the sketch plan proposals. This would include an initial review of surrounding building heights, which would inform the potential building height of any development. You mention that a planning consultant is to be instructed on the project and we would be happy to have an initial meeting with them to finalise the required outputs for the pre-app meeting. It would also be beneficial for us to attend the meeting.

We can complete the above work for a fee of £1,500 plus VAT.

At this stage it is difficult to provide any firm fee proposal figures for the Outline or Full planning application services until a better understanding of the scheme going forward is established. Once the planning consultant is appointed, we can discuss the strategy and requirements post pre-app with them and finalise a fee proposal with you."

When asked to clarify if their fee would be purely for a block/sketch plan only or would it include preparation of any supporting documents to go along with it for the use in the request for Pre-Application advice, they commented as follows:

*“Further to your call with **REDACTED** this morning I can confirm that the fee proposal includes some context information to support the pre-app discussions. This would include an existing site plan showing constraints and opportunities along with some site photographs to provide some context to the sketch plan proposals. In addition, an initial review of surrounding building heights, which would inform the potential building height and massing of any development. As mentioned in Gavin’s original email we would be happy discuss the detail of the submission with your planning consultant”*

Pre-Application Total: £1,500

Full/Outline Planning Permission Total: Not quoted

5.3 Quote C

Quote

1. Architectural services up to pre app:

I have clarified the 3 options that are included within the lump sum fee proposal attached, I am not sure this warrants further breakdown at pre-app stage.

2. Architectural Services post pre-app submission:

It is slightly tricky at this stage prior to pre-app stage to fix the fee for one of the planning approaches as either an outline or a Full application as the scope of work would reflect the complexities and level of justification required by the LPA which would be identified during the pre-app. However to assist I would suggest the following estimates (TBC at the end of stage .

- RIBA stage 2+ Outline planning for over 55s accommodation; £5,500+VAT*
- RIBA stage 3 Full Planning for a design of over 55s accommodation, (assumes brief development with an operator, a detailed stage 3 submission) Circa 18,000+VAT*
- The attached proposal sets out the other consultants that may be required as part of an outline or Full application stage.*

3. Planning consultancy Services post pre-app submission:

Planning Consultancy: I have clarified the scope of services up to pre-app stage on the attached.

Planning Consultancy: As above, the nature of the scope of work, depends on the outcome of the pre-app however as a guide:

- RIBA stage 2+ Outline planning, assistance preparing submissions and reports; £2,500+VAT*
- RIBA stage 3 Full Planning submission for a specific approach/design of over 55s accommodation; £3,500+VAT*
- The above figures assume any S106 monies will be administered by others, and do not include assistance with a planning appeal which would be dealt with on a time charge basis.*

4. Daily Rates

- For **REDACTED** see the attached document our rates are £475+VAT per day
- £80+VAT per hour rates for planning consultancy

5. Experience of over 55s housing:

- Todlaw independent care village and respite home.
- Over 55s flatted accommodation, Churchfields, Hertford.
- The Astley Ainslie masterplan,
- The Biggin Almshouses refurbishment Hitchin
- The Ramp House; a house designed to accommodate innovative independent living for a disabled occupant.

6. Planning commentary

The principle of the redevelopment of the site and the removal of a community asset /hub in this location should already be established, given the relocation of the Library. The key principles will revolve around:

- *The appropriateness of this residential use class on this site and its associated impacts will need to be justified, although the local plan does not specifically preclude or impose restrictions on this particular site.*
- *The site is within an urban block so the massing and specifics of various amenity issues, access, parking, overlooking, daylight will be material a pre-app stage.*
- *Environmental and servicing criteria are an opportunity for The Council*
- *There are successful precedents for this development in town centre locations around Hertfordshire, including in Hitchin, Harpenden and Letchworth.*
- *Community consultation regarding the proposals would be required and strongly recommended given the nature of the development and the previous public use of the site.”*

Pre-Application Total: £4,750

Outline Planning Permission Total: £5,500

Full Planning Permission Total: £18,000

5.4 Quote D – Provided by the company who provided Planning Consultant Quote C

Officers have not included the Community Engagement element of the quote in the comparison table below.

Quote

Pre-Application Total: £12,300

Outline Planning Permission Total: £19,860

Full Planning Permission Total: £18,000

Comparison Table

Architects

Quote	Block Plan Only	Pre-App (including block plan)	Outline/Full Planning Application
A	£195	£2,250	£18,000 - £26,000
B	No quote given	£1,500	No quote given
C	No quote given	£4,750	£5,500 (Outline) £18,000 (Full)
D	No quote given	£12,300	£19,860 (Outline) £22,410 (Full)

5.5 Officers note that whilst a basic block plan would meet the minimum technical requirement for submitting a pre-application enquiry, the majority of architects have advised that providing additional context — such as massing, constraints and high-level feasibility — is likely to result in more useful and actionable feedback from Central Bedfordshire Council. Officers therefore consider that a proportionate level of early architectural input represents better value for money and will more effectively support Members in determining whether to dispose of the site with no planning permission, outline planning permission, or full planning permission.

6. FINANCIAL IMPLICATIONS

6.1 Central Bedfordshire Council's fee for Pre-Application advice will be £1,823.47.

6.2 Following the Pre-Application advice and the number of units likely to be permissible on the site are established, we can then look to acquire valuations. The cost of valuations is likely to be between £3,000 and £5,000, formal quotes will be obtained and presented to Members once the Pre-Application Advice has been received.

6.3 There may be additional costs involved with a planning application, including the costs of the necessary surveys.

7. IMPLICATIONS

Strategic Plan

The appointment of planning consultants and an architect supports the Council's strategic objective to manage its assets effectively and to make informed decisions on the future disposal of the Simpson Centre.

Risk Management

There is a risk that limited pre-application information could result in less meaningful feedback from the Local Planning Authority. This is mitigated by appointing suitably experienced consultants and architects to provide proportionate feasibility input alongside the required block plan. Any progression beyond pre-application stage would be subject to further Member approval.

Legal

The process supports compliance with s127 of the Local Government Act 1972 by enabling informed valuations and

	consideration of disposal options. No disposal decision is made at this stage.
Resources / Stakeholders	Officer time will be required to coordinate consultants and prepare pre-application documentation. No staffing changes arise.
Contracts / Procurements	Appointments will be made in accordance with the Council's procurement arrangements. Any future commissions beyond pre-application would be subject to separate approval.
Crime and Disorder	No implications.
Biodiversity and Environment	No direct implications at this stage. Environmental matters would be considered as part of any future planning application.
Equalities	No direct implications. Equalities considerations would be assessed as part of any future development proposals.
Residents Impact Assessment	No immediate impact. Public engagement could be considered should the project progress beyond pre-application stage.
Sustainability / Climate Impact	No direct implications at this stage.
Data Protection and Privacy	No implications.

STOTFOLD TOWN COUNCIL

COMMITTEE:	FULL COUNCIL
MEETING DATE:	28 JANUARY 2026
REPORTING OFFICER:	EMMA PAYNE, TOWN CLERK
REPORT TITLE:	OVERVIEW AND SCRUTINY COMMITTEE
DECISION TYPE:	FOR DECISION

1. PURPOSE OF THE REPORT

- 1.1 To consider the appointment of four members of the public to serve on the Overview and Scrutiny Committee, in accordance with the Committee's adopted Terms of Reference.
- 1.2 At the Full Council meeting on 3 September 2026; Cllrs Buck, Smith, Headington and Bendell were appointed to the committee.

2. RECOMMENDATION

Members are asked to appoint four members of the public from the attached submissions to the Overview and Scrutiny Committee.

3. BACKGROUND

- 3.1 At its meeting on 3 September 2025, Full Council agreed to establish an Overview and Scrutiny Committee and adopted its Terms of Reference
- 3.2 The Terms of Reference provide that the Committee shall comprise of four Town Councillors and four members of the public, with public members selected through an open application process to ensure a broad representation of the community. The Committee operates in an advisory capacity, with no delegated decision-making powers, and reports its findings and recommendations to the appropriate committee or to Full Council.
- 3.3 Following approval, the opportunity to apply was publicised and eight applications were received by the closing date for the four available public member positions. This strong response reflects an enhanced interest in the Town Council and could lead to new councillors at the elections in 2027.
- 3.4 To support fairness, transparency, and objectivity, applications have been anonymised prior to consideration by Members. This approach aligns with good governance practice and mirrors the principles set out in the Council's Co-option Policy, including equality of opportunity, impartial assessment, and selection based on merit, skills, and suitability for the role.
- 3.5 For the sake of good order, the Committee's Terms of Reference are attached along with the work programme.

4. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from the appointment of public members to the Overview and Scrutiny Committee. Officer support will be provided within existing staffing resources.

5. IMPLICATIONS

Strategic Plan:	Supports objectives relating to strong governance, transparency, and community engagement.
Risk Management:	Enhances independent oversight of council services and supports early identification of risks or underperformance.
Legal:	Appointments are made in accordance with the adopted Terms of Reference; the committee has no delegated authority.
Resources / Stakeholders:	Requires proportionate officer support and commitment from appointed members.
Financial Implications:	No additional cost to the Council.
Contracts / Procurements:	None.
Crime and Disorder:	None directly.
Biodiversity and Environment:	May be considered where relevant as part of service reviews.
Equalities:	An anonymised application process supports equality, fairness, and inclusive participation.
Residents Impact Assessment:	Strengthens resident confidence in council decision-making and service oversight.
GDPR	Candidates data will be handled in line with the Council's adopted data processing policies

Candidate A

[View results](#)

Respondent

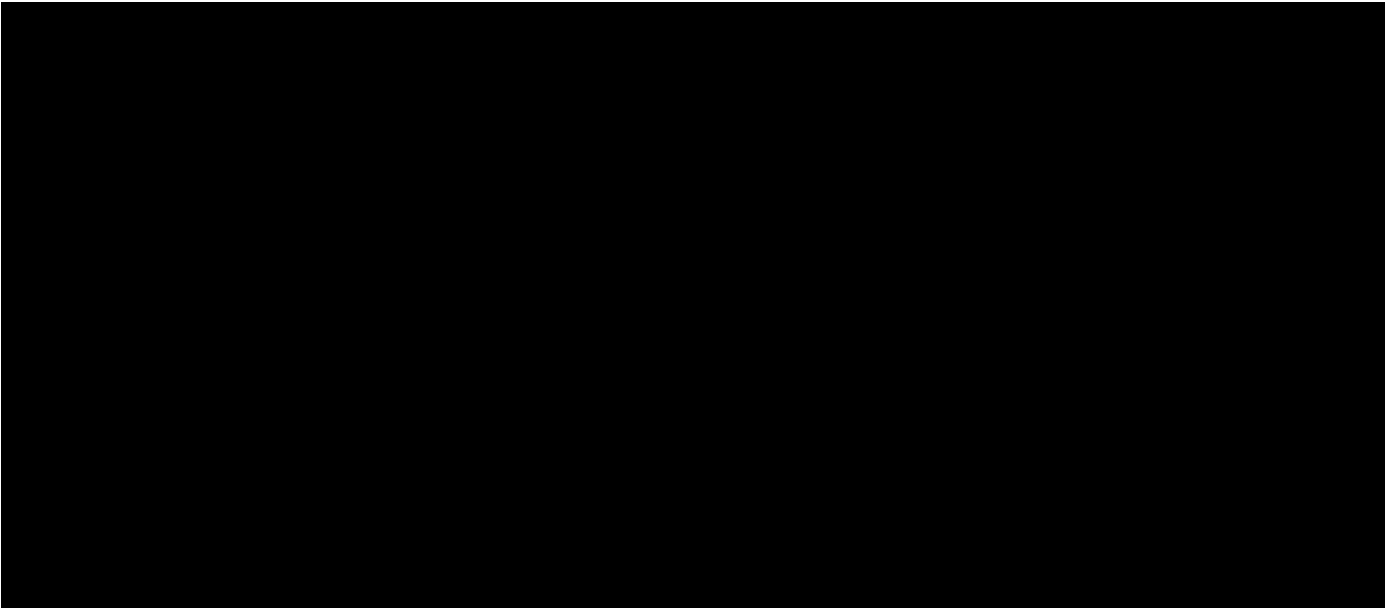
1

Anonymous

10:02

Time to complete

Personal Details



Eligibility

5. Are you aged 18 or over? *

Yes

No

About you

6. Why would you like to join the Overview and Scrutiny Committee? *

I have previously served as a town councillor but the time commitment didn't fit with my parenting and work schedules. My interest in the local community is undiminished and this feels like an opportunity to serve Stotfold in a manner that is slightly more manageable.

I think the Town Council does an amazing job for our community, and while I anticipate you'll receive applications from people who specifically seek to change things, my interest is to help preserve the amazing place we live, ensuring that the efforts of the council team remain productive and aligned to the community needs.

7. What skills, experience or personal qualities would you bring to the role? *

I have some awareness of the processes and capabilities of local government from my time as a Councillor, which will help ensure my involvement is focused and appropriate to the areas in which the Council can operate.

I am a communications professional, and have worked for 25 years in the field of technology (despite not being technical). I think this shows my ability to take on new information, process it and make decisions. Communications requires an ability to listen, hear and process the opinions and needs of others. I ask intelligent questions that are focused on outcomes. In my professional role I work with people from around the world and am exceptionally good at creating a welcoming and constructive environment even when grappling with conflict situations on occasion.

Most of all, I've lived in Stotfold for a decade, with a son who has attended Roecroft and is now at Etonbury. We use a lot of local facilities (we love the new library) and always attend local events. I know Stotfold well and can help represent it's citizens in this role.

Commitment

The committee will meet at least four times a year, usually in the evenings.

8. Are you able to commit to attending these meetings? *

- Yes
- No
- At least 3 of 4 meetings

Equal Opportunities

To ensure inclusivity and diversity, please answer the following questions. These responses are optional but we do need to make reasonable adjustments for the right candidate.

9. Do you consider yourself to have a disability? *

- Yes
- No
- Prefer not to say

Declaration

10. I confirm that the information given is correct to the best of my knowledge *

- Yes

Candidate B

[View results](#)

Respondent

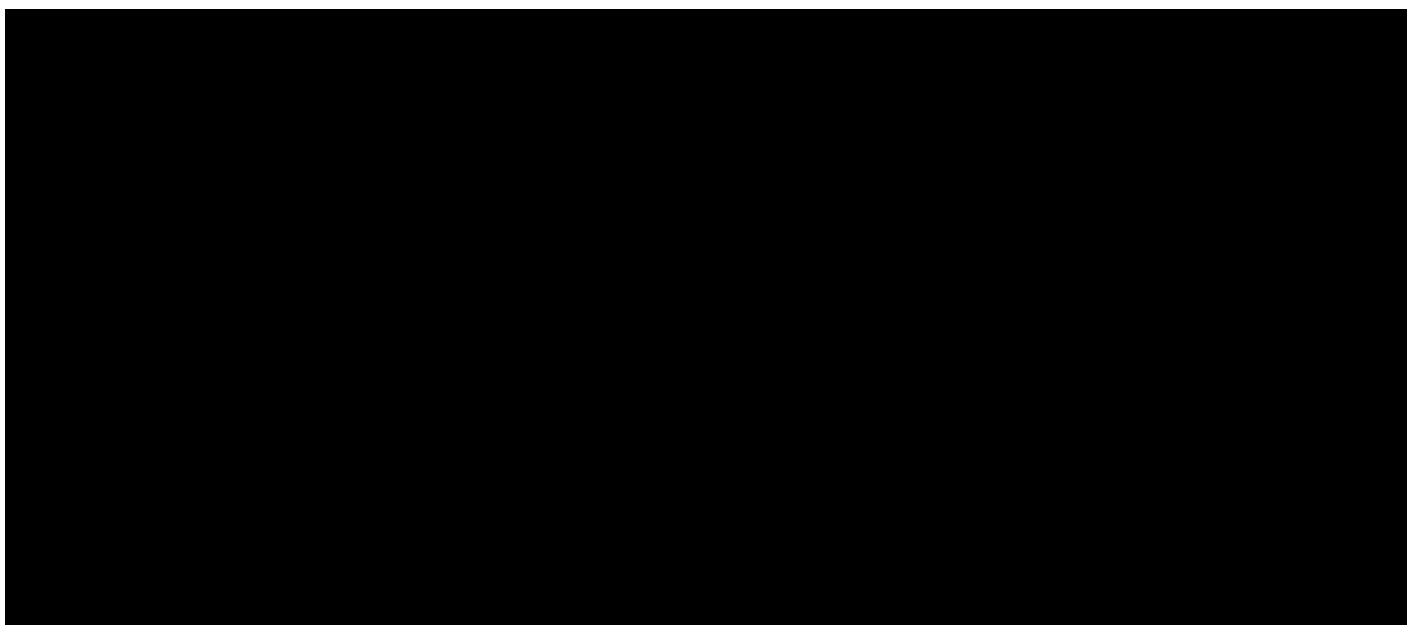
2

Anonymous

17:40

Time to complete

Personal Details



Eligibility

5. Are you aged 18 or over? *

Yes

No

About you

6. Why would you like to join the Overview and Scrutiny Committee? *

As a resident for Stotfold I want to be involved in council and community.

7. What skills, experience or personal qualities would you bring to the role? *

I use to work in the railway industrial and was a company council member. This meant that we would meet to discuss and review policies and procedures before they were implemented.

These covered a wide range of topics covering legislation, and local arrangements, Human Resources, etc.

I believe that my experience would be an asset to the committee.

Commitment

The committee will meet at least four times a year, usually in the evenings.

8. Are you able to commit to attending these meetings? *

- Yes
- No
- At least 3 of 4 meetings

Equal Opportunities

To ensure inclusivity and diversity, please answer the following questions. These responses are optional but we do need to make reasonable adjustments for the right candidate.

9. Do you consider yourself to have a disability? *

- Yes
- No
- Prefer not to say

Declaration

10. I confirm that the information given is correct to the best of my knowledge *

- Yes

Candidate C

[View results](#)

Respondent

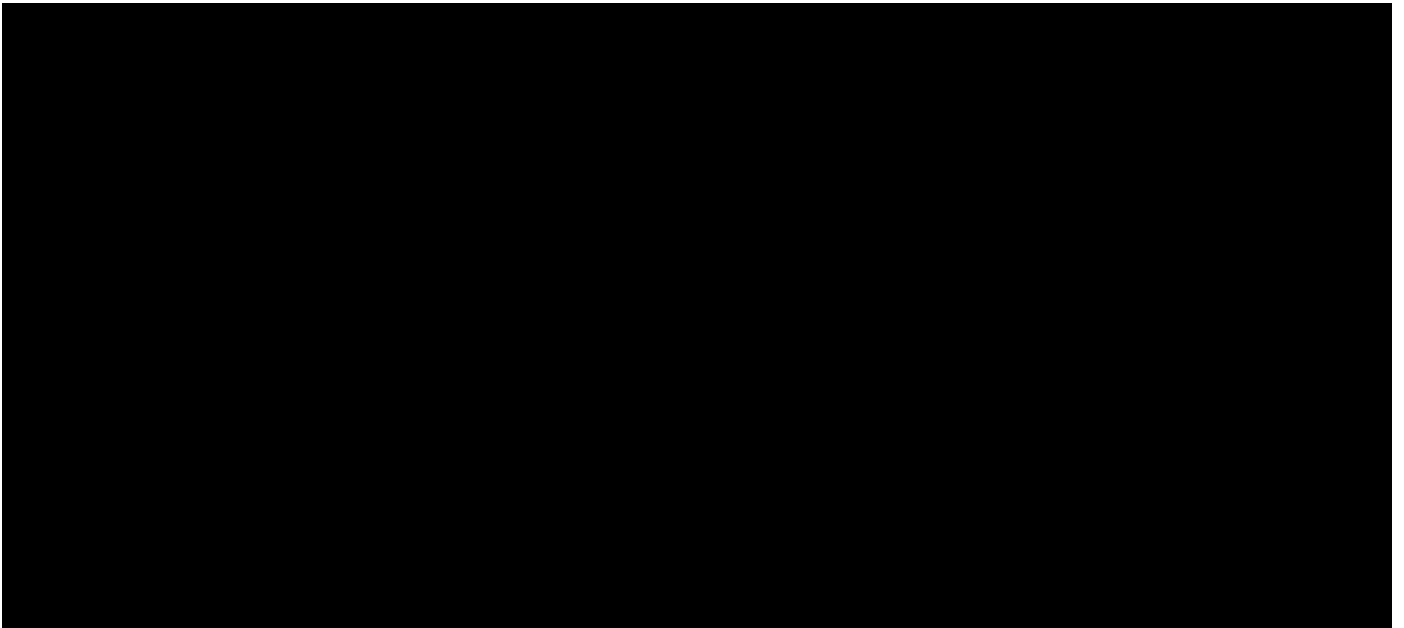
3

Anonymous

19:10

Time to complete

Personal Details



Eligibility

5. Are you aged 18 or over? *

Yes

No

About you

6. Why would you like to join the Overview and Scrutiny Committee? *

By joining the Overview and Scrutiny committee it will enable myself to contribute to the council functions. As I have been a resident of Stotfold for 15yrs and feel that it is appropriate to my time back to the community that I live in. Membership of the committee will enable members to have an insight to how a local council operates at all levels which will give me the information to make a decision if I decide to stand for a councillor position the future. I hope that my experience in business and the armed forces will give me a broad range of experience to contribute to improving and maintain all that is good about Stotfold.

7. What skills, experience or personal qualities would you bring to the role? *

I am a senior manager in business with a £9m budget. I am used to contributing to projects, and meetings to ensure all sides of a discussion are heard. I have previously served 24yrs in Army Reserve reaching the rank of Capt, leading platoons and companies to various countries around the world gaining a broad knowledge of how different people interact with each other to achieve a target. I have a calm demeanor, accepting of different opinions, but ready to question to gain a full understanding.

The above qualities I believe make me suitable to become a member of the Stotfold Council Overview and Scrutiny committee

Commitment

The committee will meet at least four times a year, usually in the evenings.

8. Are you able to commit to attending these meetings? *

- Yes
- No
- At least 3 of 4 meetings

Equal Opportunities

To ensure inclusivity and diversity, please answer the following questions. These responses are optional but we do need to make reasonable adjustments for the right candidate.

9. Do you consider yourself to have a disability? *

- Yes
- No
- Prefer not to say

Declaration

10. I confirm that the information given is correct to the best of my knowledge *

- Yes

Candidate D

[View results](#)

Respondent

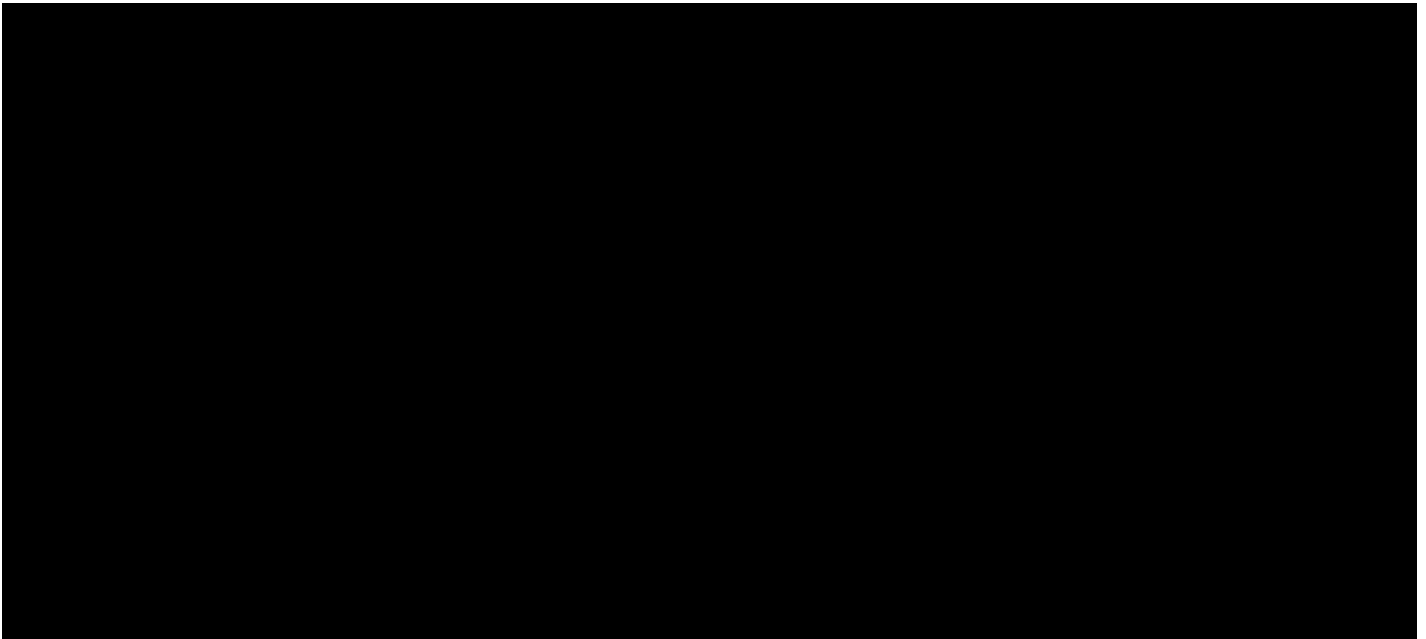
4

Anonymous

09:31

Time to complete

Personal Details



Eligibility

5. Are you aged 18 or over? *

Yes

No

About you

6. Why would you like to join the Overview and Scrutiny Committee? *

My experience working in numerous senior management roles, coupled with my care for the environment and our community, would make me a constructive, innovative, and progressive voice for our community. As a member of a three-generation household in Stotfold, we have been exposed to the full range of services, from nursery and school to healthcare and elderly care.

I am a technology optimist and see the great potential in technology to improve both quality and efficiency in service provision to ordinary folk.

7. What skills, experience or personal qualities would you bring to the role? *

As a senior manager and director in different organisations, with a strong emphasis on technology, I bring business acumen, knowledge of best practice and procedures, a good grasp of employment law, and experience in building strong, collaborative cultures. Budget management, people management, communication (written and verbal) and stakeholder management are all part of my day-to-day responsibilities. I am renowned for being able to switch from the micro to the macro in using insight and data to find solutions to problems. I will bring energy and positivity, with a focus on authenticity, to the discharge of my duties in the committee.

Commitment

The committee will meet at least four times a year, usually in the evenings.

8. Are you able to commit to attending these meetings? *

- Yes
- No
- At least 3 of 4 meetings

Equal Opportunities

To ensure inclusivity and diversity, please answer the following questions. These responses are optional but we do need to make reasonable adjustments for the right candidate.

9. Do you consider yourself to have a disability? *

- Yes
- No
- Prefer not to say

Declaration

10. I confirm that the information given is correct to the best of my knowledge *

- Yes

Candidate E

[View results](#)

Respondent

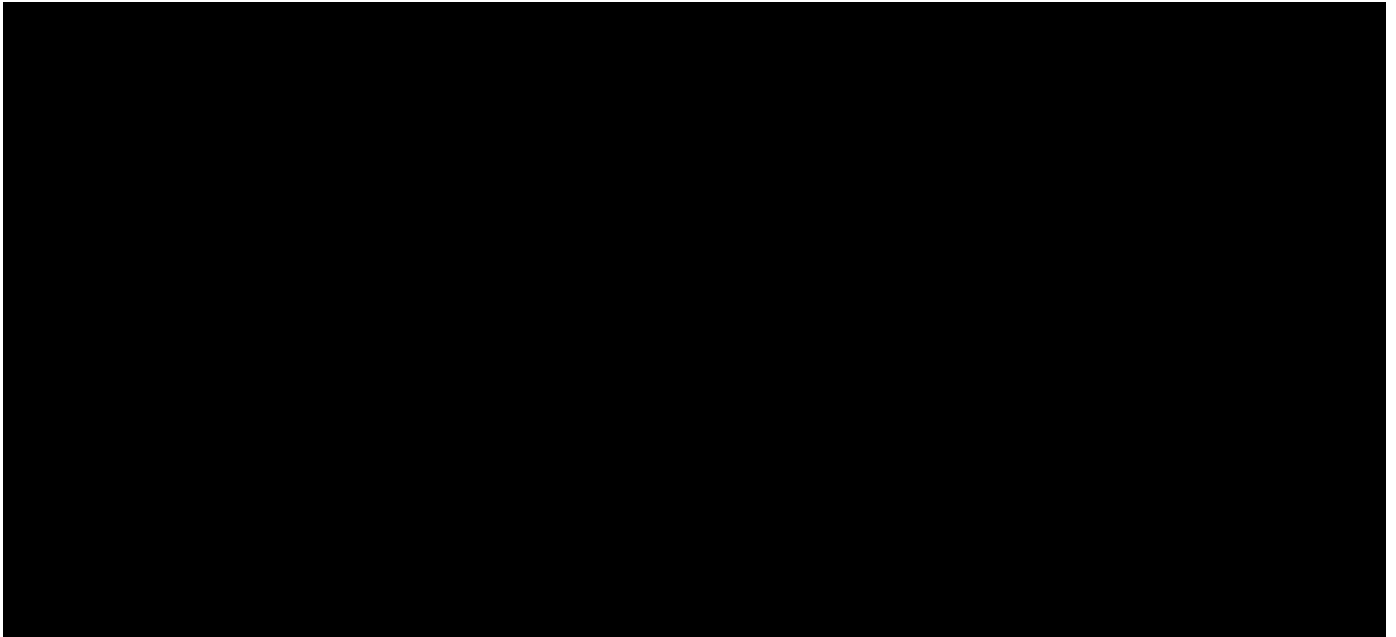
5

Anonymous

27:07

Time to complete

Personal Details



Eligibility

5. Are you aged 18 or over? *

Yes

No

About you

6. Why would you like to join the Overview and Scrutiny Committee? *

I believe I can be a voice for the young people in this town.

Both nationally and locally, changes have been made, be it intentional or unintentional, that have left young people feeling ignored, trapped and, often most dangerously, bored.

The people of Stotfold love to complain about anti-social behaviour from youths in puffer jackets on their bmx bikes, and yet are still complicit in continuing an environment where behaviour like that fosters.

As a young person who has lived in Stotfold my whole life, who speaks to dozens of Stotfold residents daily as a cashier at the Co-op, and who was fortunate enough to not fall into patterns of behaviour that lead to criminal activity, I believe it's my duty to offer a helping hand to the next generation of young people in our town.

7. What skills, experience or personal qualities would you bring to the role? *

As mentioned in my prior answer, I am a cashier at our local Co-op. This means I spend upwards of 30 hours a week doing very little except speaking to local people, about local issues.

I was also, for almost a full year, the head of Etonbury Academy's debate club. As head of the club, I gained invaluable experience in conversational skills, particularly with people I wholeheartedly disagreed with. Additionally, I was also often arguing for a point which I may have personally disagreed with.

My friends and family would describe me as both pragmatic and ruthlessly optimistic, both qualities necessary for pushing policy change.

My managers at the Co-op would describe me as very quick to adapt to new issues and willing to tackle any issue head-on, even if I'm not entirely familiar with how the issue has arisen.

Commitment

The committee will meet at least four times a year, usually in the evenings.

8. Are you able to commit to attending these meetings? *

- Yes
- No
- At least 3 of 4 meetings

Equal Opportunities

To ensure inclusivity and diversity, please answer the following questions. These responses are optional but we do need to make reasonable adjustments for the right candidate.

9. Do you consider yourself to have a disability? *

- Yes
- No
- Prefer not to say

Declaration

10. I confirm that the information given is correct to the best of my knowledge *

- Yes

Candidate F

[View results](#)

Respondent

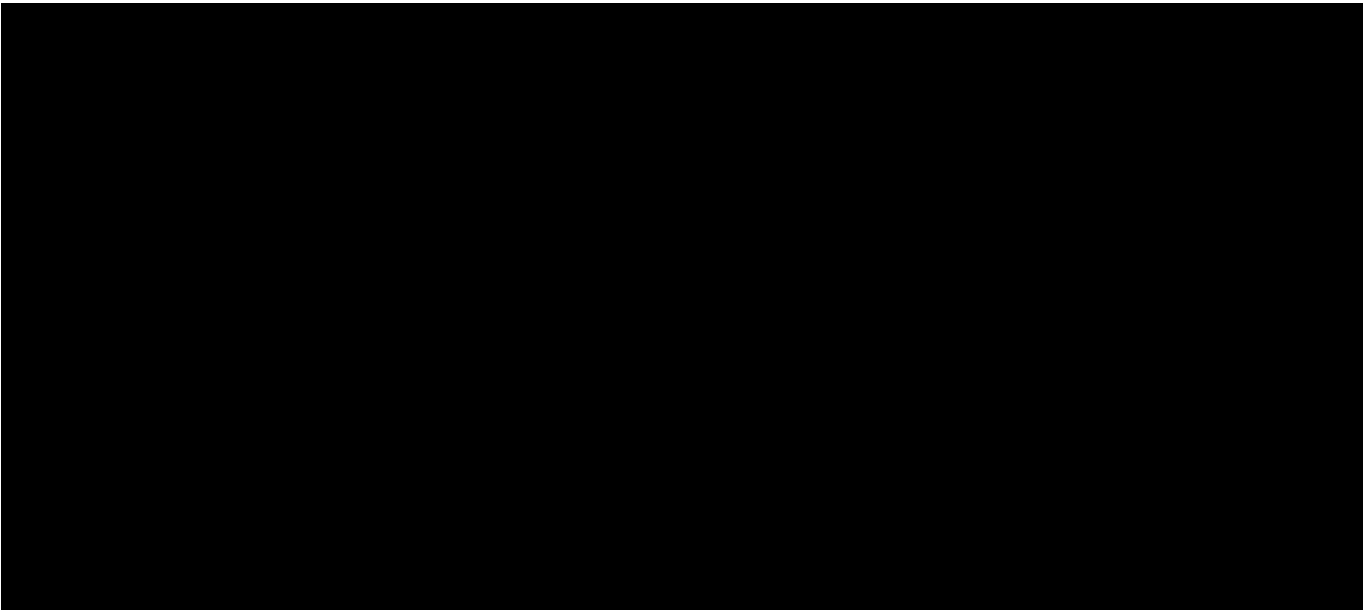
6

Anonymous

27:46

Time to complete

Personal Details



Eligibility

5. Are you aged 18 or over? *

Yes

No

About you

6. Why would you like to join the Overview and Scrutiny Committee? *

I would like to join the Committee because I care about the future of Stotfold and want to play an active role in ensuring our local services are delivered effectively and fairly. This committee offers a valuable opportunity to contribute to the transparency and accountability of the Town Council, and I believe my perspective as a resident can help highlight what matters most to our community.

I enjoy constructive discussion and believe that by working collaboratively, we can identify areas for improvement and celebrate what is working well. Joining the committee would allow me to use my skills to support better decision-making, while also learning more about how the council operates. Most importantly, I want to help ensure that Stotfold continues to thrive as a place where residents feel heard, valued, and well served.

I would like to use my skills and experience to benefit Stotfold and the Overview & Scrutiny Committee feels like the right opportunity for me to do this.

7. What skills, experience or personal qualities would you bring to the role? *

I have over 20 years experience as working in various businesses and as a qualified accountant I would bring a combination of skills, experience, and personal qualities that make me well-suited to contribute effectively to the Committee:

- Analytical skills – I am able to review information carefully, ask constructive questions, and consider different perspectives before reaching conclusions.
- Communication – I enjoy clear, respectful discussion and can express ideas in a way that encourages collaboration rather than conflict.
- Community focus – I care about Stotfold and want to ensure that local services are managed in a way that benefits residents.
- Problem-solving mindset – I look for practical solutions and am comfortable weighing up options to help make fair, balanced decisions.
- Reliability and commitment – I take responsibilities seriously and would dedicate the time needed to prepare for meetings and contribute fully.
- Open-mindedness – I value listening to others, learning from different viewpoints, and working as part of a team to achieve the best outcomes.

Together, these qualities mean I can play an active role in scrutinising council services, ensuring transparency, and helping Stotfold continue to thrive.

Commitment

The committee will meet at least four times a year, usually in the evenings.

8. Are you able to commit to attending these meetings? *

- Yes
- No
- At least 3 of 4 meetings

Equal Opportunities

To ensure inclusivity and diversity, please answer the following questions. These responses are optional but we do need to make reasonable adjustments for the right candidate.

9. Do you consider yourself to have a disability? *

- Yes
- No
- Prefer not to say

Declaration

10. I confirm that the information given is correct to the best of my knowledge *

- Yes

Candidate G

[View results](#)

Respondent

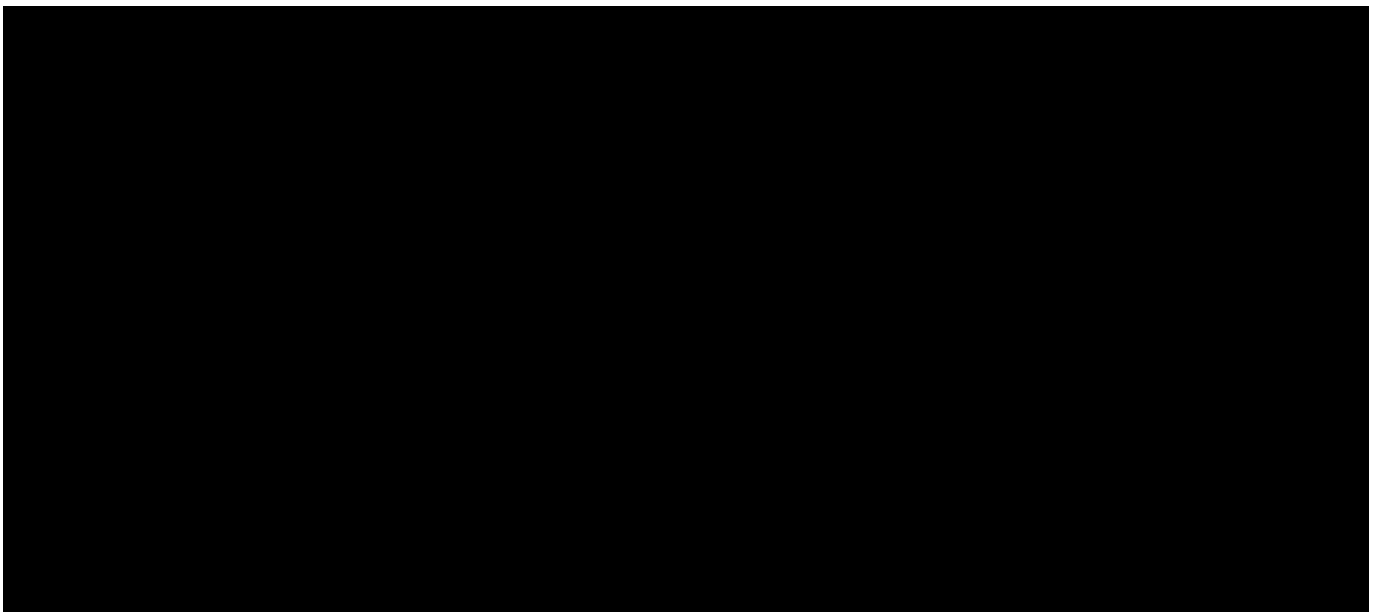
7

Anonymous

05:42

Time to complete

Personal Details



Eligibility

5. Are you aged 18 or over? *

Yes

No

About you

6. Why would you like to join the Overview and Scrutiny Committee? *

I'm very interested in how our council spends the money it receives from the residents of the town ..how it decides what to purchase and why.

7. What skills, experience or personal qualities would you bring to the role? *

I am retired so have the time to be involved.
I have spent the last 40 years in a professional occupation, many in a university where I worked well in a team.
I have strengths in analysis and listening to others.
I have often been complimented on my people- skills

Commitment

The committee will meet at least four times a year, usually in the evenings.

8. Are you able to commit to attending these meetings? *

- Yes
- No
- At least 3 of 4 meetings

Equal Opportunities

To ensure inclusivity and diversity, please answer the following questions. These responses are optional but we do need to make reasonable adjustments for the right candidate.

9. Do you consider yourself to have a disability? *

- Yes
- No
- Prefer not to say

Declaration

10. I confirm that the information given is correct to the best of my knowledge *

- Yes

Candidate H

[View results](#)

Respondent

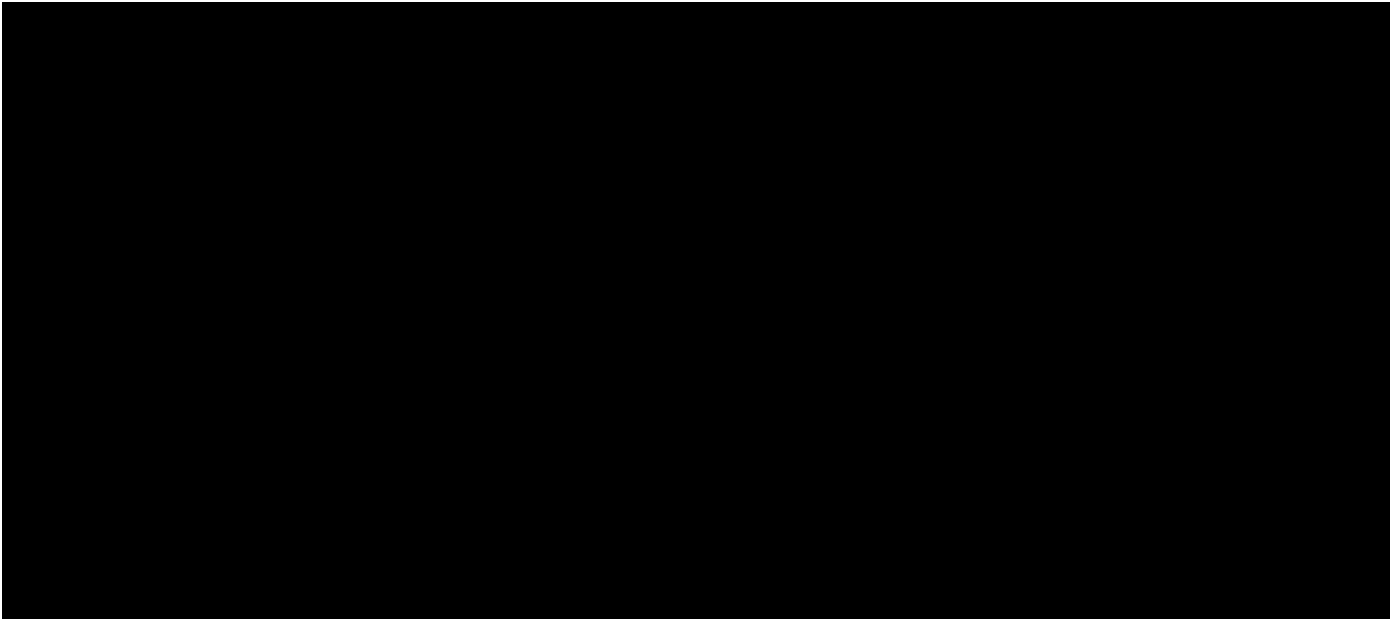
8

Anonymous

13:24

Time to complete

Personal Details



Eligibility

5. Are you aged 18 or over? *

Yes

No

About you

6. Why would you like to join the Overview and Scrutiny Committee? *

I believe it is important that decisions are effective, efficient and serve the local community. It is important that the local council improve services and are held to account.

7. What skills, experience or personal qualities would you bring to the role? *

In a previous role as school governor, held for over 15 years, I would often hold school leaders to account, ensuring the best outcomes for pupils. I have previously worked as a school business manager, strategically leading on finance, health & safety, compliance. I have developed many policies in all areas I managed.

In my current role as local authority finance manager for school sustainability, I work with school leaders and governors supporting the schools to avoid or return from a deficit budget position.

I believe it is important to listen to the needs of local residents and work with leaders to ensure the best outcomes for all stakeholders.

Commitment

The committee will meet at least four times a year, usually in the evenings.

8. Are you able to commit to attending these meetings? *

- Yes
- No
- At least 3 of 4 meetings

Equal Opportunities

To ensure inclusivity and diversity, please answer the following questions. These responses are optional but we do need to make reasonable adjustments for the right candidate.

9. Do you consider yourself to have a disability? *

- Yes
- No
- Prefer not to say

Declaration

10. I confirm that the information given is correct to the best of my knowledge *

- Yes

STOTFOLD TOWN COUNCIL

COMMITTEE:	FULL COUNCIL
MEETING DATE:	28 JANUARY 2026
REPORTING OFFICER:	EMMA PAYNE, TOWN CLERK
REPORT TITLE:	STRATEGIC PLAN
DECISION TYPE:	FOR DECISION

1. PURPOSE OF THE REPORT

To provide clarity to Members on the status of the adopted Strategic Plan 2025–2030, to respond to recent requests to revisit the Plan, and to outline appropriate mechanisms for review, monitoring, and delivery.

2. RECOMMENDATION

Members are asked to:

- a) Consider the motion by five councillors to revisit the Strategic Plan 2025-30 in relation to the setting of the precept.
- b) Reaffirm that any future review of the Strategic Plan will take place in accordance with the scheduled review arrangements set out within the Plan.

3. BACKGROUND

- 3.1 The Strategic Plan 2025–2030 was developed through a structured process, informed by consultation, officer input, and Member engagement. The Plan was reviewed by Governance and Resources on 29 October 2025, and adopted by Council 5 November 2025, establishing agreed priorities, principles for decision-making, and a framework for delivery over the five-year period.
- 3.2 Following adoption, comments have been raised suggesting that the Strategic Plan should be revisited. In accordance with Standing Orders, a motion has been submitted by five councillors to revisit the decision to adopt the Strategic Plan in relation to the setting of the precept.
- 3.3 While ongoing discussion around delivery and prioritisation is both appropriate and expected, it is important to distinguish between: revisiting or rewriting the Strategic Plan, and refining how the agreed priorities are delivered.
- 3.4 The Strategic Plan itself includes provision for:
 - delivery through committee work programmes,
 - monitoring and reporting of progress, and
 - a scheduled mid-term review to allow for evidence-based reassessment where required.

4. FINANCIAL IMPLICATIONS

- 4.1 The Strategic Plan feeds into the medium to long term financial plan and implementing the strategic plan has a knock-on effect for future budgeting.

6. IMPLICATIONS

Strategic Plan	This report supports the effective implementation of the Strategic Plan 2025–2030 by reinforcing its status as the Council’s agreed strategic framework and focusing Member activity on delivery and monitoring.
Risk Management	Reopening the Strategic Plan prematurely could introduce strategic drift and delivery risk. Maintaining a stable framework mitigates the risk of delay and inconsistency.
Legal	There are no direct legal implications. Maintaining clarity around adopted decisions supports good governance and audit assurance.
Resources / Stakeholders	Clear strategic direction provides certainty for officers, partners, and stakeholders, enabling more effective planning and engagement.
Financial Implications	No direct financial implications arise from this report. However, clarity of strategic priorities supports effective budget setting and resource allocation.
Contracts / Procurements	No direct implications. Strategic stability supports longer-term procurement planning where applicable.
Crime and Disorder	No direct implications.
Biodiversity and Environment	No direct implications.
Equalities	No direct implications. Maintaining a stable strategic framework supports consistent consideration of equalities across Council activity.
Residents Impact Assessment	A clear and stable Strategic Plan supports more effective delivery of services and outcomes for residents.
GDPR	No direct implication.

MOTION TO FULL COUNCIL 28 JANUARY 2026

We, the undersigned, move that Full Council reconsider its decision of 5 November 2025 to adopt the Strategic Plan, specifically the provision concerning the cap on the precept increase.

Signed & Dated

1. Steve Buck.
2. [Signature]
3. [Signature]
4. [Signature]
5. [Signature]

STOTFOLD TOWN COUNCIL

COMMITTEE:	GOVERNANCE AND RESOURCES
MEETING DATE:	28 JANUARY 2026
REPORTING OFFICER:	EMMA PAYNE, TOWN CLERK AND RFO
REPORT TITLE:	BUDGET 2026/27
DECISION TYPE:	FOR DECISION

1. PURPOSE OF THE REPORT

To recommend that the budget and precept are adopted as set out in the report and appendices.

2. RECOMMENDATION

2.1 That Members resolve to:

- a) Adopt the fees and charges for 2026-27
- b) Set the 2026/27 gross revenue budget at £955,327 as set out in the report; and
- b) Agree the 2026/27 precept at £1,058,158, a 10% increase on a Band D property

3. BACKGROUND

3.1 After the first round of committee budgets, the Town Council's precept needed to be increased by 20% to cover the budget recommended by the Committees alongside a capital budget and earmarked reserve contributions.

3.2 A budget workshop was held on 11 December 2025 to review these budgets and there were several recommendations including:

- Reducing the capital budget by the following:
 - Simpson Centre Fees of £50,000 to be borrowed by S106
 - More detailed Memorial Hall designs to be shelved until funding realised from sale of Simpson Centre
 - Removal of potential projects for Outdoor BBQ at Riverside, additional shade at Greenacre Park; RC Track
- Dropping the Screen on the Green with a saving of £4,500
- Reducing the staff training budget from £7,000 to £5,000

3.3 The HR budget has been included in the budget with the proposed new staff structure which was agreed at Governance and Resources on 21 January 2026. This includes a 4% increase which is the nationally awarded pay rise determined by the National Joint Council (NJC) and the unions and is agreed nationally. In addition, an incremental pay rise has been factored into the HR budget which will be awarded to staff subject to satisfactory performance management in February/March 2026 and will be effective from 1 April 2026.

- 3.3 There is a reduction in the LGPS Pension Contribution following the triennial three year valuation. There is a new contribution rate of 17.8% with a flat fee of £5,450 per employer. This equates to a saving of £4717,05. The Nest pension contributions remain the same at 7%.
- 3.4 All Committee budgets can be found in the appendix section of this report. There are also a capital budget and update on earmarked reserves (EMR). Best endeavours have been used to present this information accurately and assessments are based on the best data held at the time of writing the report and developing the budget.
- 3.5 Please note that in adopting this recommendation, all the requisite EMRs, accrual and budget movements and changes contained in the appendices updated from 1 April 2026. Any additional changes formally made to budgets and EMR/accrual movements between now and April 2026 will also be actioned before the end of year shut down.
- 3.6 The Council's current with regards to General Reserves is to hold a minimum of three to six months of Net Revenue Expenditure (NRE). General reserves held as of 31/3/2025 were £272,830 which meets these criteria.

4. PRECEPT AND BAND D

- 4.1 CBC have advised that there is an increase in the tax base in 2026/27 of 41 properties to 3,763.
- 4.2 There may be a variation in the council tax base after the current consultation on council tax relief scheme is agreed but CBC have agreed that they will hold to its current Council Tax base regardless of any future decisions. This may mean a decrease in the council tax in future years.
- 4.3 The current Band D is £263.31. A 10% increase will see it increased to £281.20, an increase of 49p per week.

6. IMPLICATIONS

Strategic Plan	The proposed budget and precept options support delivery of the Council's Strategic Plan.
Risk Management	A 10% increase reduces financial risk by strengthening resilience and reducing reliance on reserves for recurring expenditure.
Legal	The Council is required to set a balanced budget and precept in accordance with the Local Government Finance framework.
Resources / Stakeholders	The decision will affect staffing capacity, service sustainability, and the Council's ability to respond to operational pressures. It will also impact residents through changes to the Band D council tax charge.
Financial Implications	A 10% increase provides additional income, improving financial flexibility and reducing pressure on earmarked and general reserves.
Contracts / Procurements	No direct implications arising from the decision itself; however, budget headroom affects the Council's ability to manage contract inflation and future procurement pressures.
Crime and Disorder	No direct implications.
Biodiversity and Environment	Budget capacity influences the Council's ability to maintain and enhance environmental assets and initiatives.

Equalities

Full Council tax is not currently paid by low-income households which is being consulted on by CBC.

Residents Impact Assessment

Residents will experience an increase in the Band D charge.

PUBLIC REALM FEES AND CHARGES

	2024/25	2025/26	Proposed 2026/27	Notes
Open Spaces				
Senior football	£50.00	£55.00	£55.00	
Junior football - casual	£30.00			
Stotfold Junior FC (non exclusive use of The Green, Hitchin Road, Riverside and Arlesey Road)	£5,000.00	£7,500.00	£7,500.00	No known agreement in place with Stotfold Juniors FC
Fun fairs/circus				
Non-operating days (per day)	£33.00	£70.00	£100.00	
Operating days (per day)	£66.00	£70.00	£100.00	
Commercial use - per session	£10.00			
Allotments				
CR Service Charge	£600.00	£600.00	£600.00	Should be reviewed every 5 years - last review date unknown
Half Plot	£35.00	£35.00	£40.00	Reviewed July 2025 - increase from September
Full Plot	£70.00	£70.00	£80.00	2026
Cemetery				
Burial				
Exclusive Right of Burial	£700.00	£760.00	£790.00	
Child under 3 years (baby section)	£325.00	£350.00	£365.00	
Interment				
Adult	£400.00	£435.00	£450.00	
Child under 3 years	£225.00	£245.00	£255.00	
Child between 3-18	£400.00	£435.00	£450.00	
Ashes in grave space	£225.00	£245.00	£255.00	
Re-registering EROB	£100.00	£110.00	£115.00	
Scattering of ashes	£100.00	£110.00	£115.00	
Memorial Permits				
Beacon, Upper Lawn, New & Old Section	£450.00	£485.00	£505.00	
Baby section	£150.00	£160.00	£165.00	
Lower Lawn (flat plaque)	£275.00	£300.00	£315.00	

Additional subscription	£100.00	£110.00	£115.00
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Lower Garden of Rest, Beacon Garden of Rest, Walled Garden of Rest

Purchase of Plot	£350.00	£380.00	£400.00
Interment	£250.00	£270.00	£280.00
Plaque fee	£150.00	£160.00	£165.00

Cemetery Memorials

Trees	TBC	Cost of tree plus 20%	
Benches	TBC	Cost of Bench plus 20% for ongoing maintenance	

Certain fees above are subject to 3 times standard rate for non-residents

BUILDING MANAGEMENT - FEES AND CHARGES

	2024/25	2025/26	2026/27	Notes
Memorial Hall				
Main Hall	£17.00	£18.50	£18.50	No VAT
Rear Hall	£12.00	£13.00	£13.00	No VAT
Greenacre Centre				
Community Room	£17.00	£18.50	£18.50	Plus VAT = £22.20 ph
Maple Room	£17.00	£18.50	£18.50	Plus VAT = £22.20 ph
Double hire charge if non-resident				
£250 damage deposit				
25% holding deposit				
10% regular hirer discount				

Community Engagement

	2025/26	2026/27	Notes
Food vendor at Stotfest	£50	£250	
Food vendors at general events	£30-£100	£50	
Craft or Business at Stotfest	£18	£30 or £40	£30 for Stotfold Business, £40 for others
Craft staff at general events	£20-£40	£20-40	Discretion to officers depending on size and productivity
Charity Stalls	No charge	No charge	

Annual Budget - By Centre (Actual YTD Month 9)

Note: Stotfold Town Council Budget 2026-27

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
21	<u>MUGA</u>											
203	Electricity	2,250	1,892	0	0	1,500	0	1,500	540	1,500	0	0
206	Maintenance and Repairs	5,000	1,059	0	0	7,000	0	7,000	208	3,000	0	0
207	Grass Cutting Contract	0	0	0	0	0	0	0	0	3,000	0	0
	Overhead Expenditure	7,250	2,950	0	0	8,500	0	8,500	748	7,500	0	0
	Movement to/(from) Gen Reserve	(7,250)	(2,950)			(8,500)		(8,500)	(748)	(7,500)		
22	<u>Street Light</u>											
203	Electricity	30,000	9,031	0	0	10,000	0	10,000	4,972	15,000	0	0
206	Maintenance and Repairs	20,000	9,649	0	0	40,000	0	40,000	33,213	20,000	0	0
	Overhead Expenditure	50,000	18,680	0	0	50,000	0	50,000	38,185	35,000	0	0
9000	plus Transfer from EMR	0	-10,351	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(50,000)	(29,031)			(50,000)		(50,000)	(38,185)	(35,000)		
23	<u>Allotments</u>											
2002	Income - CR Service Charge	600	855	0	0	650	0	650	0	650	0	0
2003	Income - Allotments Norton Rd	2,000	2,445	0	0	2,400	0	2,400	2,520	2,600	0	0
2009	Income- Allotments Common Rd	0	0	0	0	0	0	0	3,225	0	0	0
	Total Income	2,600	3,299	0	0	3,050	0	3,050	5,745	3,250	0	0
202	Water Rates	1,000	488	0	0	1,000	0	1,000	1,044	1,500	0	0
206	Maintenance and Repairs	1,000	481	0	0	2,000	0	2,000	600	2,000	0	0
207	Grass Cutting Contract	0	0	0	0	0	0	0	0	4,500	0	0
226	Pest Control - Allotments	750	520	0	0	1,000	0	1,000	0	750	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: Stotfold Town Council Budget 2026-27

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
236 RBS Support Allotment	600	359	0	0	600	0	600	381	650	0	0
Overhead Expenditure	3,350	1,848	0	0	4,600	0	4,600	2,025	9,400	0	0
Movement to/(from) Gen Reserve	(750)	1,451			(1,550)		(1,550)	3,720	(6,150)		
25 Hitchin Road Rec											
202 Water Rates	500	146	0	0	300	0	300	54	300	0	0
203 Electricity	1,450	2,085	0	0	1,000	0	1,000	1,674	1,900	0	0
207 Grass Cutting Contract	0	0	0	0	0	0	0	0	1,400	0	0
231 Bowls Club Grant	3,650	1,251	0	0	3,650	0	3,650	0	3,650	0	0
239 Hitchin Road Building	0	0	0	0	7,500	0	7,500	903	2,000	0	0
Overhead Expenditure	5,600	3,482	0	0	12,450	0	12,450	2,631	9,250	0	0
Movement to/(from) Gen Reserve	(5,600)	(3,482)			(12,450)		(12,450)	(2,631)	(9,250)		
26 Brook Street Car Park/Toilets											
201 Rates	1,500	1,060	0	0	1,200	0	1,200	1,060	1,400	0	0
202 Water Rates	500	186	0	0	500	0	500	144	500	0	0
203 Electricity	600	350	0	0	600	0	600	85	650	0	0
206 Maintenance and Repairs	2,000	1,964	0	0	2,000	0	2,000	1,135	2,000	0	0
241 Ranger Welfare	0	0	0	0	0	0	0	2,239	0	0	0
Overhead Expenditure	4,600	3,560	0	0	4,300	0	4,300	4,663	4,550	0	0
9000 plus Transfer from EMR	0	0	0	0	0	0	0	-2,239	0	0	0
Movement to/(from) Gen Reserve	(4,600)	(3,560)			(4,300)		(4,300)	(6,902)	(4,550)		
27 Open Spaces											

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Annual Budget - By Centre (Actual YTD Month 9)

Note: Stotfold Town Council Budget 2026-27

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
2005	Income - Open Space Other	7,000	8,924	0	0	8,000	0	8,000	9,755	10,000	0	0
2007	Income - UKSPF Grant	0	0	0	0	0	0	0	4,076	0	0	0
2012	Income - Football Pitch Grant	0	11,784	0	0	7,860	0	7,860	0	7,860	0	0
	Total Income	7,000	20,708	0	0	15,860	0	15,860	13,831	17,860	0	0
205	Legal Fees / Inspections	3,500	600	0	0	3,500	0	3,500	1,439	2,000	0	0
206	Maintenance and Repairs	30,000	31,399	0	0	30,000	0	30,000	17,644	20,000	0	0
207	Grass Cutting Contract	5,000	0	0	0	7,844	0	7,844	23,532	12,100	0	0
209	Lease Costs	300	0	0	0	5,000	0	5,000	0	0	0	0
211	River Ivel Drainage	20	10	0	0	20	0	20	10	0	0	0
212	Skip Hire	7,000	7,650	0	0	7,500	0	7,500	5,090	10,000	0	0
213	Subscriptions/Licences	250	36	0	0	200	0	200	0	0	0	0
216	Skate Park	0	0	0	0	0	0	0	8,843	0	0	0
223	Teasel /Centenery Wood	1,500	0	0	0	1,500	0	1,500	298	1,000	0	0
225	Water Meter - The Green	70	69	0	0	70	0	70	37	100	0	0
237	Floral Planting	3,000	2,590	0	0	3,000	0	3,000	392	1,000	0	0
238	Pitchpower Expense	0	36,281	0	0	0	0	0	32,493	41,400	0	0
240	PPE	0	0	0	0	2,000	0	2,000	67	1,000	0	0
241	Ranger Welfare	0	0	0	0	18,000	0	18,000	5,391	0	0	0
242	Play Area Maintenance	0	0	0	0	15,000	0	15,000	6,161	8,000	0	0
243	Public Realm App	0	0	0	0	0	0	0	0	10,000	0	0
409	Tree Surgery	0	0	0	0	15,000	0	15,000	8,080	15,000	0	0
601	Staff Salaries	0	0	0	0	0	0	0	0	267,688	0	0
602	Employers NI	0	0	0	0	0	0	0	0	33,897	0	0
603	Ers Pension Contrib	0	0	0	0	0	0	0	0	22,375	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: Stotfold Town Council Budget 2026-27

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	50,640	78,634	0	0	108,634	0	108,634	109,477	445,560	0	0
	27 Net Income over Expenditure	-43,640	-57,926	0	0	-92,774	0	-92,774	-95,646	-427,700	0	0
9000	plus Transfer from EMR	0	0	0	0	0	0	0	30,465	0	0	0
	Movement to/(from) Gen Reserve	<u>(43,640)</u>	<u>(57,926)</u>			<u>(92,774)</u>		<u>(92,774)</u>	<u>(65,182)</u>	<u>(427,700)</u>		
32	<u>Verges</u>											
2006	Income - Agency Grants	4,015	4,371	0	0	4,100	0	4,100	4,371	4,100	0	0
	Total Income	4,015	4,371	0	0	4,100	0	4,100	4,371	4,100	0	0
207	Grass Cutting Contract	5,000	0	0	0	5,000	0	5,000	0	17,000	0	0
	Overhead Expenditure	5,000	0	0	0	5,000	0	5,000	0	17,000	0	0
	Movement to/(from) Gen Reserve	<u>(985)</u>	<u>4,371</u>			<u>(900)</u>		<u>(900)</u>	<u>4,371</u>	<u>(12,900)</u>		
33	<u>Arlesey Rd Playing Field</u>											
201	Rates	1,000	0	0	0	0	0	0	0	0	0	0
207	Grass Cutting Contract	0	0	0	0	0	0	0	0	8,000	0	0
232	Utilities	3,500	4,715	0	0	3,500	0	3,500	2,150	3,500	0	0
235	Pitch Maintenance	8,000	0	0	0	8,000	0	8,000	0	0	0	0
	Overhead Expenditure	12,500	4,715	0	0	11,500	0	11,500	2,150	11,500	0	0
	Movement to/(from) Gen Reserve	<u>(12,500)</u>	<u>(4,715)</u>			<u>(11,500)</u>		<u>(11,500)</u>	<u>(2,150)</u>	<u>(11,500)</u>		
34	<u>Green Wheel</u>											
233	Green Wheel Expenditure	1,500	1,500	0	0	1,500	0	1,500	1,500	1,500	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: Stotfold Town Council Budget 2026-27

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	1,500	1,500	0	0	1,500	0	1,500	1,500	1,500	0	0
	Movement to/(from) Gen Reserve	(1,500)	(1,500)			(1,500)		(1,500)	(1,500)	(1,500)		
36	<u>MUGA Arlesey Road</u>											
203	Electricity	0	0	0	0	3,000	0	3,000	285	2,000	0	0
206	Maintenance and Repairs	0	0	0	0	5,000	0	5,000	1,285	2,000	0	0
	Overhead Expenditure	0	0	0	0	8,000	0	8,000	1,570	4,000	0	0
	Movement to/(from) Gen Reserve	0	0			(8,000)		(8,000)	(1,570)	(4,000)		
41	<u>Cemetery</u>											
4001	Income - Burials	15,000	19,090	0	0	12,000	0	12,000	14,395	15,000	0	0
4002	Income - Memorials & Plaques	4,000	9,431	0	0	5,000	0	5,000	3,198	7,000	0	0
4003	Income - Chapel lease	2,000	2,000	0	0	2,250	0	2,250	1,500	2,250	0	0
4005	Income - Plot Purchase	10,000	11,274	0	0	7,500	0	7,500	15,685	10,000	0	0
	Total Income	31,000	41,795	0	0	26,750	0	26,750	34,778	34,250	0	0
207	Grass Cutting Contract	0	0	0	0	0	0	0	0	22,000	0	0
401	Rates	5,800	3,144	0	0	5,600	0	5,600	3,144	3,500	0	0
402	Water Rates	300	98	0	0	300	0	300	106	300	0	0
404	Maintenance/Repairs & Ex Cuts	4,500	7,082	0	0	5,000	0	5,000	1,782	5,000	0	0
405	Grounds Maintenance Contract	5,000	0	0	0	5,000	0	5,000	0	0	0	0
408	Pest Control	650	489	0	0	1,000	0	1,000	0	750	0	0
409	Tree Surgery	10,000	2,883	0	0	0	0	0	0	0	0	0
411	RBS Annual Support Cem Package	600	580	0	0	600	0	600	617	650	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: Stotfold Town Council Budget 2026-27

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	26,850	14,276	0	0	17,500	0	17,500	5,649	32,200	0	0
41 Net Income over Expenditure	4,150	27,519	0	0	9,250	0	9,250	29,129	2,050	0	0
9000 plus Transfer from EMR	0	-7,117	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>4,150</u>	<u>20,402</u>			<u>9,250</u>		<u>9,250</u>	<u>29,129</u>	<u>2,050</u>		
51 Simpson Centre											
5003 Income - The Simpson Centre	4,570	3,845	0	0	0	0	0	0	0	0	0
5004 Income - Library Utilities	2,000	2,210	0	0	0	0	0	0	0	0	0
5005 Income - Library Lease	2,565	1,940	0	0	0	0	0	0	0	0	0
Total Income	<u>9,135</u>	<u>7,995</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
505 Rates - Simpson	9,100	9,798	0	0	7,875	0	7,875	11,865	12,000	0	0
507 Water Charges - Simpson	400	906	0	0	200	0	200	292	350	0	0
510 Electricity - Simpson	4,500	5,269	0	0	1,000	0	1,000	2,435	2,500	0	0
538 Service Contracts & Compliance	0	0	0	0	0	0	0	0	350	0	0
Overhead Expenditure	<u>14,000</u>	<u>15,973</u>	<u>0</u>	<u>0</u>	<u>9,075</u>	<u>0</u>	<u>9,075</u>	<u>14,592</u>	<u>15,200</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(4,865)</u>	<u>(7,978)</u>			<u>(9,075)</u>		<u>(9,075)</u>	<u>(14,592)</u>	<u>(15,200)</u>		
52 Memorial Hall											
5001 Income - Mem Hall	16,000	29,167	0	0	25,000	0	25,000	21,141	32,000	0	0
5007 Income - Inpost Lockers	0	0	0	0	0	0	0	0	800	0	0
Total Income	<u>16,000</u>	<u>29,167</u>	<u>0</u>	<u>0</u>	<u>25,000</u>	<u>0</u>	<u>25,000</u>	<u>21,141</u>	<u>32,800</u>	<u>0</u>	<u>0</u>
504 Rate	5,100	4,491	0	0	5,300	0	5,300	4,491	5,250	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: Stotfold Town Council Budget 2026-27

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
506	Water Charges	1,600	518	0	0	1,500	0	1,500	364	1,500	0	0
508	Gas	4,000	3,394	0	0	3,500	0	3,500	1,237	3,500	0	0
509	Electricity	2,300	1,964	0	0	2,300	0	2,300	1,264	2,500	0	0
511	Cleaning Contract & Compliance	0	0	0	0	10,000	0	10,000	10,482	0	0	0
512	Maintainence	0	0	0	0	0	0	0	117	5,000	0	0
518	Bin Hire	0	0	0	0	0	0	0	0	2,200	0	0
537	Cleaning Contract	0	0	0	0	0	0	0	0	3,000	0	0
538	Service Contracts & Compliance	0	0	0	0	0	0	0	0	2,000	0	0
	Overhead Expenditure	13,000	10,367	0	0	22,600	0	22,600	17,954	24,950	0	0
	Movement to/(from) Gen Reserve	3,000	18,800			2,400		2,400	3,186	7,850		
53	<u>Building - General</u>											
512	Maintainence	12,000	18,349	0	0	14,000	0	14,000	71,163	0	0	0
518	Bin Hire	5,250	2,929	0	0	3,500	0	3,500	2,400	0	0	0
538	Service Contracts & Compliance	16,000	19,530	0	0	6,500	0	6,500	5,602	0	0	0
	Overhead Expenditure	33,250	40,808	0	0	24,000	0	24,000	79,165	0	0	0
9000	plus Transfer from EMR	0	0	0	0	0	0	0	20,223	0	0	0
	Movement to/(from) Gen Reserve	(33,250)	(40,808)			(24,000)		(24,000)	(58,941)	0		
55	<u>Greenacre Centre</u>											
5007	Income - Inpost Lockers	0	0	0	0	0	0	0	0	1,000	0	0
5008	Income -GAC	15,000	1,113	0	0	1,500	0	1,500	2,260	5,000	0	0
5009	Income - Solar Panels FIT	400	0	0	0	400	0	400	1,009	1,000	0	0
5010	Income - Library Lease	0	0	0	0	18,000	0	18,000	0	18,000	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: Stotfold Town Council Budget 2026-27

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
5011	Income - Cafe Lease	0	0	0	0	562	0	562	0	6,300	0	0
5012	Income - Service Charge	0	0	0	0	4,000	0	4,000	0	6,000	0	0
	Total Income	15,400	1,113	0	0	24,462	0	24,462	3,269	37,300	0	0
504	Rate	15,400	15,968	0	0	17,000	0	17,000	15,968	16,500	0	0
506	Water Charges	4,000	530	0	0	3,000	0	3,000	573	3,000	0	0
508	Gas	7,500	8,574	0	0	9,000	0	9,000	4,427	9,000	0	0
509	Electricity	18,500	16,689	0	0	20,000	0	20,000	11,103	22,000	0	0
512	Maintainence	0	0	0	0	0	0	0	0	3,000	0	0
518	Bin Hire	0	0	0	0	0	0	0	0	2,300	0	0
537	Cleaning Contract	13,500	15,685	0	0	16,000	0	16,000	15,391	17,000	0	0
538	Service Contracts & Compliance	0	0	0	0	0	0	0	0	4,500	0	0
	Overhead Expenditure	58,900	57,445	0	0	65,000	0	65,000	47,462	77,300	0	0
	55 Net Income over Expenditure	-43,500	-56,332	0	0	-40,538	0	-40,538	-44,193	-40,000	0	0
9001	less Transfer to EMR	0	-218	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(43,500)	(56,114)			(40,538)		(40,538)	(44,193)	(40,000)		
56	Arlesey Road Barn											
512	Maintainence	0	0	0	0	0	0	0	0	1,500	0	0
519	Rent	0	0	0	0	0	0	0	0	7,800	0	0
520	Security - CCTV	0	0	0	0	0	0	0	0	320	0	0
522	Hire Charge - Welfare Units	0	0	0	0	0	0	0	0	8,610	0	0
532	Utilities	0	0	0	0	0	0	0	0	2,000	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	20,230	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: Stotfold Town Council Budget 2026-27

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>(20,230)</u>		
61 Governance & Resources											
6002 Income - Leases	0	0	0	0	0	0	0	20	0	0	0
6003 Income - Miscellaneous	50	5,180	0	0	50	0	50	2,359	0	0	0
6004 Income - Interest Received	25,000	73,943	0	0	70,000	0	70,000	45,527	100,000	0	0
6008 Income - Mayor Event	300	52	0	0	300	0	300	25	0	0	0
6009 Stotfest	0	6,118	0	0	0	0	0	0	0	0	0
6010 Income - Insurance Recharge	0	0	0	0	1,500	0	1,500	2,140	5,000	0	0
Total Income	25,350	85,293	0	0	71,850	0	71,850	50,071	105,000	0	0
601 Staff Salaries	344,691	349,695	0	0	386,000	0	386,000	259,713	144,713	0	0
602 Employers NI	24,428	29,692	0	0	46,000	0	46,000	27,796	18,587	0	0
603 Ers Pension Contrib	51,063	41,003	0	0	44,500	0	44,500	34,696	18,670	0	0
604 Staff Training	5,000	5,928	0	0	7,000	0	7,000	7,447	5,000	0	0
605 Clerk's Expenses	500	345	0	0	500	0	500	262	150	0	0
607 Photocopier Costs	750	2,594	0	0	2,250	0	2,250	2,324	2,500	0	0
608 Telephone/Fax/ISDN	4,000	5,236	0	0	4,000	0	4,000	4,168	4,500	0	0
609 Postage	600	604	0	0	600	0	600	285	600	0	0
610 Stationery	2,750	4,841	0	0	2,750	0	2,750	2,927	4,000	0	0
611 Insurances	12,000	10,792	0	0	15,000	0	15,000	14,930	16,000	0	0
612 Audit Fees	3,000	2,640	0	0	3,200	0	3,200	2,800	3,200	0	0
613 Legal Fees	5,000	8,814	0	0	5,000	0	5,000	3,742	7,500	0	0
614 Advertising	6,000	5,324	0	0	6,000	0	6,000	6,593	15,000	0	0
615 IT Services	15,000	28,000	0	0	25,000	0	25,000	18,908	25,000	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: Stotfold Town Council Budget 2026-27

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
618	Subscription/Licence	10,000	17,598	0	0	14,000	0	14,000	18,030	24,000	0	0
619	PWLB Loan Repayments	20,000	16,199	0	0	20,000	0	20,000	7,834	8,000	0	0
620	Civic Allowance	1,500	1,664	0	0	2,000	0	2,000	654	2,000	0	0
621	Bank Charges	600	543	0	0	700	0	700	254	700	0	0
622	Charity Donation	0	0	0	0	0	0	0	1,986	0	0	0
627	Travel Expenses	250	331	0	0	250	0	250	0	300	0	0
630	Grants	15,000	13,215	0	0	15,000	0	15,000	7,573	5,000	0	0
631	Councillor Training/Mileage	1,000	1,271	0	0	1,000	0	1,000	211	1,000	0	0
632	Professional Support	2,000	3,559	0	0	2,000	0	2,000	18,219	3,000	0	0
633	Vehicle Repayments (s106)	2,410	0	0	0	2,410	0	2,410	0	2,410	0	0
634	Vehicle Insurance	5,000	5,250	0	0	5,000	0	5,000	7,507	7,700	0	0
635	Vehicle Fuel	5,000	2,498	0	0	5,000	0	5,000	1,542	4,000	0	0
636	Vehicle Maintenance	5,000	2,641	0	0	5,000	0	5,000	2,765	5,000	0	0
637	Christmas Event	15,000	25,777	0	0	0	0	0	0	0	0	0
638	Stotfest	50,000	52,476	0	0	0	0	0	0	0	0	0
639	Com Engagment	15,000	14,752	0	0	0	0	0	0	0	0	0
641	Arlesey Rd Repayment (s106)	4,000	0	0	0	4,000	0	4,000	0	4,000	0	0
	Overhead Expenditure	626,542	653,282	0	0	624,160	0	624,160	453,166	332,530	0	0
	61 Net Income over Expenditure	-601,192	-567,989	0	0	-552,310	0	-552,310	-403,095	-227,530	0	0
9000	plus Transfer from EMR	0	-6,274	0	0	0	0	0	279	0	0	0
9001	less Transfer to EMR	0	0	0	0	0	0	0	740	0	0	0
	Movement to/(from) Gen Reserve	(601,192)	(574,263)			(552,310)		(552,310)	(403,556)	(227,530)		
62	Precept											

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Stotfold Town Council Budget 2026-27

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6005 Precept	913,482	913,482	0	0	951,481	0	951,481	951,481	1,058,158	0	0
Total Income	913,482	913,482	0	0	951,481	0	951,481	951,481	1,058,158	0	0
Movement to/(from) Gen Reserve	913,482	913,482			951,481		951,481	951,481	1,058,158		
63 Community Engagement											
6006 Event Income	0	0	0	0	6,000	0	6,000	19,654	3,400	0	0
6009 Stotfest	0	0	0	0	0	0	0	0	9,000	0	0
6011 Income- Christmas Lights Swit	0	0	0	0	0	0	0	0	2,275	0	0
Total Income	0	0	0	0	6,000	0	6,000	19,654	14,675	0	0
637 Christmas Event	0	0	0	0	15,000	0	15,000	13,868	12,450	0	0
638 Stotfest	0	0	0	0	25,000	0	25,000	28,380	28,775	0	0
639 Com Engagment	0	0	0	0	14,000	0	14,000	14,115	5,000	0	0
642 Christmas Lights	0	0	0	0	24,000	0	24,000	529	29,000	0	0
643 General Events	0	0	0	2,000	10,000	0	12,000	11,470	7,919	0	0
644 Youth Engagement	0	0	0	-2,000	10,000	0	8,000	3,580	7,500	0	0
Overhead Expenditure	0	0	0	0	98,000	0	98,000	71,941	90,644	0	0
Movement to/(from) Gen Reserve	0	0			(92,000)		(92,000)	(52,288)	(75,969)		
71 Town Strategy											
701 Town Strategy	4,000	0	0	0	4,000	0	4,000	118	0	0	0
Overhead Expenditure	4,000	0	0	0	4,000	0	4,000	118	0	0	0
Movement to/(from) Gen Reserve	(4,000)	0			(4,000)		(4,000)	(118)	0		

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Stotfold Town Council Budget 2026-27

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
85 Earmarked Reserves												
7001 Income - Grants & Donations	0	0	0	0	0	0	0	4,871	0	0	0	0
8002 Income EMR - Cemetery	0	2,000	0	0	0	0	0	2,000	0	0	0	0
Total Income	0	2,000	0	0	0	0	0	6,871	0	0	0	0
806 EMR -Buildings Fund	0	113,713	0	0	10,000	0	10,000	30,930	45,000	0	0	0
809 EMR - PCemetery Projects/Paths	0	5,930	0	0	0	0	0	608	0	0	0	0
815 EMR-Public Realm Projects	0	12,758	0	0	0	0	0	16,613	0	0	0	0
817 EMR-Rec Street Lighting	0	0	0	0	10,000	0	10,000	0	0	0	0	0
818 EMR Riverside MUGA	0	0	0	0	5,000	0	5,000	0	0	0	0	0
820 EMR-Estab Office Equipment	0	5,126	0	0	2,500	0	2,500	0	0	0	0	0
824 Christmas Lights	0	10,000	0	0	0	0	0	0	0	0	0	0
825 EMR - Sinking Fund-GAC	0	0	0	0	10,000	0	10,000	11,584	10,000	0	0	0
826 EMR Youth Work	0	4,950	0	0	0	0	0	0	0	0	0	0
828 EMR S106 Pix Brook Play Area	0	0	0	0	0	0	0	3,450	0	0	0	0
830 EMR - Riverside C/pk Extension	0	0	0	0	0	0	0	400	0	0	0	0
833 EMR- S106 Greenacre Park	0	5,967	0	0	0	0	0	20,807	0	0	0	0
835 EMR -S106 A Rd MUGA, Gym outdr	0	0	0	0	5,000	0	5,000	0	0	0	0	0
836 EMR- Facilities Team Setup	0	0	0	0	0	0	0	1,531	0	0	0	0
839 EMR - Ground Main Contract	0	73,795	0	0	0	0	0	23,532	0	0	0	0
840 EMR - Skate Park	0	0	0	0	0	0	0	0	35,000	0	0	0
Overhead Expenditure	0	232,239	0	0	42,500	0	42,500	109,455	90,000	0	0	0
85 Net Income over Expenditure	0	-230,239	0	0	-42,500	0	-42,500	-102,584	-90,000	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Stotfold Town Council Budget 2026-27

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
9000 plus Transfer from EMR	0	232,239	0	0	0	0	0	109,455	0	0	0
9001 less Transfer to EMR	0	2,000	0	0	0	0	0	2,000	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>(42,500)</u>		<u>(42,500)</u>	<u>4,871</u>	<u>(90,000)</u>		
Total Budget Income	1,023,982	1,109,223	0	0	1,128,553	0	1,128,553	1,111,211	1,307,393	0	0
Expenditure	916,982	1,139,760	0	0	1,121,319	0	1,121,319	962,451	1,228,314	0	0
Net Income over Expenditure	<u>107,000</u>	<u>-30,537</u>	<u>0</u>	<u>0</u>	<u>7,234</u>	<u>0</u>	<u>7,234</u>	<u>148,760</u>	<u>79,079</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	208,498	0	0	0	0	0	158,183	0	0	0
less Transfer to EMR	0	1,782	0	0	0	0	0	2,740	0	0	0
Movement to/(from) Gen Reserve	<u>107,000</u>	<u>176,178</u>			<u>7,234</u>		<u>7,234</u>	<u>304,203</u>	<u>79,079</u>		

List of Payments made between 01/11/2025 and 30/11/2025

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
03/11/2025	KEY REFUND CEM	KEY REFUND	£10.00	KEY REFUND CEM
03/11/2025	Wilstead Haulage Ltd	BACS1	£360.00	SKIP HIRE
03/11/2025	Water Hygiene Centre	BACS2	£930.00	LEGIONELLA RISK ASSESSMENT
03/11/2025	T C Seemarks / Shot & Sand Bla	BACS3	£2,340.00	REMOVE GRAFFITI RIVERSIDE YOUT
03/11/2025	Stephen Riley	BACS4	£170.00	OCT WINDOW/25.521/Stephen Rile
03/11/2025	SparkX Ltd	BACS5	£5,580.00	NEW LANTERS + PHOTOCCELLS
03/11/2025	INTERNAL AUDIT FEE	BACS10	£350.00	INTERNAL AUDIT FEE
03/11/2025	Rosetone Contract Furniture Lt	BACS11	£516.60	RUSTIC BENCHES FOR XMAS
03/11/2025	Ocean Creative Cooperation Ltd	BACS12	£358.80	recreation ground banners
03/11/2025	Multi Utility Services Trainin	BACS15	£798.60	FIRSE TRAINING + RISK ASSEMENT
03/11/2025	Clarid Service Ltd t/a Minster	BACS16	£3,595.71	1605/MEMORIAL HALL/Clarid Serv
03/11/2025	Mid Beds Locksmiths	BACS17	£35.70	KEYS FOR BARN DOOR
03/11/2025	Ryalls Building Supplies Ltd	BACS18	£24.05	MEMORIAL HALL REPAIR MATERIAL
03/11/2025	Lucretia Holland Support	BACS20	£80.00	RIVERSIDE FOOTBALL
03/11/2025	Hertfordshire County Council	BACS25	£226.79	CLEANING MERIAL
03/11/2025	DKMS Charity	BACS26	£187.21	DONATION FOR SCREEN ON GREEN
03/11/2025	Countrywide Ground Maintenance	BACS30	£7,059.49	653878/GROUND MAIN/Countrywide
03/11/2025	Cloudyit Group	BACS31	£171.00	INV D 09298/25.489/Cloudyit Gr
03/11/2025	Arlingclose Limites	BACS33	£10,800.00	TREASURY MGM ADVISORY SERVICE
03/11/2025	C & D Farms	BACS36	£120.00	10359/25.508/C & D Farms
03/11/2025	Bradley Environmental Consulta	BACS35	£186.00	ASBESTOS MANAGMENT COURSE
03/11/2025	The Play Inspection Company Lt	BACS37	£360.00	life expectancy for play areas
03/11/2025	Driver & Vehicle Licensing Age	DD1	£30.18	WV69ASU RD TAX/Driver & Vehicl
03/11/2025	Trade Uk/Screwfix	DD1	£140.50	PADLOCK TOILET SEAT BATTERY
04/11/2025	NFU Mutual Insurance	DD1	£485.74	759519/25-26/VEHICLE INSURANCE

10/11/2025	Central Beds Council	DD2	£991.00	33035024/25-26/SIMPSON CENTRE
10/11/2025	Central Beds Council	DD3	£524.00	33037809/25-26/PT SIMPSON CENT
10/11/2025	Central Beds Council	DD5	£314.00	CEMETERY RATE 2025/26
10/11/2025	SMG Business Solutions Ltd	DD1	£1,724.16	SMG-92710/SMG Business Solutio
11/11/2025	YORKSHIRE GAS AND POWER	DD5	£1,866.97	GAC ELECTRICITY
12/11/2025	EE Limited	DD5	£351.10	V02405118551/EE Limited
12/11/2025	ALLSTAR Business Solutions Ltd	DD8	£9.58	E2021181041/ALLSTAR Business S
17/11/2025	SparkX Ltd	BACS8	£2,194.80	CALL OUT AND NEW LANTERNS + PH
17/11/2025	C & D Farms	BACS1	£900.00	10368/25.526/C & D Farms
17/11/2025	Wilstead Haulage Ltd	BACS2	£360.00	025336/25.555/Wilstead Haulage
17/11/2025	DANFO	BACS3	£454.03	INV0296/25.536/DANFO
17/11/2025	ZULU Safety Ltd	BACS4	£225.00	EMERGENCY CARE ASSIS
17/11/2025	Stotfold News Magazine	BACS5	£324.90	STOTFOLD CALENDAR
17/11/2025	Saunders Garage Limited	BACS6	£1,408.80	recovery from The Green to GAC
17/11/2025	XMAS SINGER -S BARKER	XMAS SINGE	£100.00	XMAS SINGER -S BARKER
17/11/2025	Principled Offsite Logistics L	BACS1	£3,323.02	462163/25.531/Principled Offsi
17/11/2025	Shadowplay - Mr L Whitehead	BACS2	£400.00	SPB005/25.455/Shadowplay - Mr
17/11/2025	Ocean Creative Cooperation Ltd	BACS5	£91.20	1691/25.525/Ocean Creative Coo
17/11/2025	Michael Gray	BACS6	£250.00	FOOTBALL SESSION
17/11/2025	Ryalls Building Supplies Ltd	BACS7	£46.44	100976/Ryalls Building Supplie
17/11/2025	Hertfordshire County Council	BACS08	£13.97	H102506372/25.519/Hertfordshir
17/11/2025	Halo Security Solutions Ltd	BACS8	£2,686.61	Barn Install of intruder alarm
17/11/2025	Garden City Sounds- Deniel All	BACS10	£200.00	2025/27/CHRISTMAS DJ/Garden Ci
17/11/2025	Glasdon U.K Limited	BACS13	£976.16	P/Ledger Electronic Payment
17/11/2025	Elancity - UK	BACS18	£3,000.00	RADAR SPEED SIGN
17/11/2025	Cloudyit Group	BACS20	£171.00	INV-D-09659/25.488/Cloudyit Gr
17/11/2025	MJH Plumbing & Drainage Ltd	BACS21	£420.00	UNBLOCK GAC TOILET
17/11/2025	Crown Gas & Power Ltd - GAC Ga	DD1	£998.58	3732164/GAC GAS/Crown Gas & Po
17/11/2025	Crown Gas & Power Ltcd- Memori	DD2	£247.91	3732162/MEMO HALL/Crown Gas &

17/11/2025	Sage UK	DD10	£88.80	INV21650267/Sage UK
18/11/2025	BANK NOV BULK PYMT	NOV BULK P	£4.50	BANK NOV BULK PYMT
18/11/2025	Utilita Energy Ltd - MUGA	DD2	£88.38	MUGA ELECTRICITY
18/11/2025	SSE - STREET LIGHT +BROOK	DD1	£565.67	8701110177/SSE - STREET LIGHT
18/11/2025	Utilita Energy Ltd - REC Brook	DD1	£131.89	2025-10/1/REC BROOK STR/Utilit
18/11/2025	Utilita Energy Ltd - Memorial	DD2	£136.78	2025-10/1/MEMO HALL/Utilita En
18/11/2025	Utilita Energy Ltd - A Rd	DD3	£323.29	2025-10/1/A ROAD/Utilita Energ
18/11/2025	Utilita - The Simpson centre	DD4	£466.23	2025-10/1/SIMPSON CENTRE/Utili
19/11/2025	British Gas Lite	DD3	£44.26	12903865/FOOTBALL GOAL/British
19/11/2025	Central Beds Council	DD7	£106.00	CAR PARK RATE 25/26
19/11/2025	Central Beds Council	DD8	£449.00	MEMORIAL HAL RATE 25/26
19/11/2025	XMAS CALENDAR SALE 3	XMAS CALEN	£17.66	XMAS CALENDAR SALE 3
19/11/2025	SSE - STREET LIGHT +BROOK	DD2	£1,473.07	IV03664160/SSE - STREET LIGHT
19/11/2025	Worldpay Ltd	DD6	£107.91	394397048/Worldpay Ltd
19/11/2025	ALLSTAR Business Solutions Ltd	DD7	£165.27	E2021206183/DIESEL/ALLSTAR Bus
19/11/2025	XMAS CALENDARS SALE	CORRECTXMA	-£17.66	XMAS CALENDARS SALE
20/11/2025	NOV STAFF SALARY	NOV STAFF	£24,802.09	NOV STAFF SALARY
20/11/2025	NOV LGPS PENSION PYMET	NOV LGPS P	£3,410.23	NOV LGPS PENSION PYMET
20/11/2025	BARCLAY CREDIT CARD NOV	BARCLAY NO	£2,538.25	BARCLAY CREDIT CARD NOV
21/11/2025	NOV NEST PENSION PYMENT	NOV NEST P	£1,345.68	NOV NEST PENSION PYMENT
21/11/2025	Royal British Legion	300575	£250.00	WREATH DONATION/Royal British
23/11/2025	Anglian Water- GAC/0423244701	DD9	£284.86	15800127/GAC WATER/Anglian Wat
26/11/2025	Integrated Business Telecom Lt	DD3	£62.40	4859790/Integrated Business Te
26/11/2025	ANNABELLA DEFALCO 30/11/25	BOOKING RE	£60.12	ANNABELLA DEFALCO 30/11/25 BOO
28/11/2025	Countrywide Ground Maintenance	BACS22	£7,059.49	658925/Countrywide Ground Main
28/11/2025	Chevron Traffic Management	BACS1	£1,149.60	rEMEMBRANCE PARADE ADMIN FEE+
28/11/2025	Broxap Ltd	BACS2	£1,746.00	BIKE REPAIR STATION
28/11/2025	Black & White Fire & Security	BACS3	£151.64	6 MONTHS FIRE ALARM MAIN + LOG
28/11/2025	Blackburn IT Services Ltd	BACS5	£180.00	ALLOT INSPECTION APP SERVICE

28/11/2025	AA Sherriff & Son	BACS6	£33,614.80	GAC PARK AUTUMN FERTILISER
28/11/2025	Home Counties Toilet Hire	BACS1	£342.00	HIRE TOILET 28.11 - 1.12
28/11/2025	Kingfisher Direct Ltd	BACS2	£761.17	DUAL LITTER BIN AND BOLTS
28/11/2025	London Lease Plan	BACS3	£357.60	GAC LEASE PLAN OFF PLAN
28/11/2025	Radio Links Communications Ltd	BACS7	£189.60	REMEMBRANCE RADIO HIRE
28/11/2025	Clarid Service Ltd t/a Minster	BACS8	£3,595.71	1742/GAC/Clarid Service Ltd t/
28/11/2025	Shefford Landscaping & Groundw	BACS9	£480.00	SOIL TESTING AT RIVERSIDE CAR
28/11/2025	SparkX Ltd	BACS10	£547.20	REPAIR STREET LIGHT
28/11/2025	The Doorstep Elves	BACS11	£500.00	The doorstep Elves on stage pe
28/11/2025	Wilstead Haulage Ltd	BACS12	£360.00	025548/25.539/Wilstead Haulage
28/11/2025	Flakt Group	BACS15	£573.46	Filters
28/11/2025	NOV HMRC PAYE /NI PYMENT	NOV HMRC P	£7,201.69	NOV HMRC PAYE /NI PYMENT
28/11/2025	Refund XMAS stall fee Cancellation	REFUND XMA	£18.00	Refund XMAS stall cancellation fee
28/11/2025	Refund cem key	REFUND CEM	£10.00	Refund cem key
28/11/2025	ANTIQUES DEPOSIT REFUND	DEPOSIT RE	£250.00	ANTIQUES DEPOSIT REFUND
28/11/2025	Reimburse - Town Mayor	BACS1	£221.00	BLAZER ACCESSORIES & XMAS JUMP
28/11/2025	5th Stotfold Brownie	BACS2	£159.00	GRAND PYMENT/5th Stotfold Brow
28/11/2025	Magpas Air Ambulance	BACS3	£1,500.00	GRANT/Magpas Air Ambulance
28/11/2025	St Mary's Church	BACS5	£984.00	NOV GRANT/St Mary's Church
28/11/2025	Stotfold Singers	BACS6	£430.00	NOV GRANT/Stotfold Singers
30/11/2025	NOV BANK SERVICE CHARGE	NOV BANK S	£30.15	NOV BANK SERVICE CHARGE
	Total		£158,806.39	

Stotfold Town Council Current Year 2025-26

Cash Received between 01/11/2025 and 30/11/2025

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
04/11/2025	CCLA Income Reinvestr	Income Rein	CCLA Income Reinvest	£5,731.27
17/11/2025	6 CALENDAR	WP/16380	6 CALENDAR	£36.00
03/11/2025	8/11/25 MEMO HALL	HALL BOOKI	8/11/25 MEMO HALL	£129.50
18/11/2025	CALENDAR DALE	WP/16386	CALENDAR DALE	£12.00
12/11/2025	CALENDAR SALE	282/16375	CALENDAR SALE	£6.00
13/11/2025	CALENDAR SALE	282/16378	CALENDAR SALE	£6.00
13/11/2025	CALENDAR SALE	282/16377	CALENDAR SALE	£6.00
17/11/2025	CALENDAR SALE	WP/16384	CALENDAR SALE	£12.00
17/11/2025	CALENDAR SALE	WP/16383	CALENDAR SALE	£12.00
17/11/2025	CALENDAR SALE	282/16379	CALENDAR SALE	£12.00
19/11/2025	CALENDAR SALE	282/16389	CALENDAR SALE	£6.00
19/11/2025	CALENDAR SALE	282/16387	CALENDAR SALE	£6.00
20/11/2025	CALENDAR SALE	282/16392	CALENDAR SALE	£6.00
20/11/2025	CALENDAR SALE	282/16391	CALENDAR SALE	£6.00
20/11/2025	CALENDAR SALE	282/16390	CALENDAR SALE	£12.00
21/11/2025	CALENDAR SALE	282/16395	CALENDAR SALE	£12.00
21/11/2025	CALENDAR SALE	282/16394	CALENDAR SALE	£12.00
24/11/2025	CALENDAR SALE	WP/16388	CALENDAR SALE	£6.00
24/11/2025	CALENDAR SALE	282/16398	CALENDAR SALE	£6.00
28/11/2025	CALENDAR SALE	282/16405	CALENDAR SALE	£12.00
24/11/2025	CALENDAR SALE +PO:	WP/16399	CALENDAR SALE+ PO	£14.50
11/11/2025	CALENDAR SALES	282/16373	CALENDAR SALES	£12.00
20/11/2025	CALENDAR SALES	282/16393	CALENDAR SALES	£30.00
11/11/2025	COPY FEE	282/16372	COPY FEE	£2.60
17/11/2025	COPY FEE	282/16385	COPY FEE	£2.00
11/11/2025	INTERMENT FEE	WP/16371	INTERMENT FEE	£270.00
04/11/2025	XMAS LIGHT STALL FI	WP/16369	X MAS LIGHT STALL I	£18.00
19/11/2025	Memo Hall 10&11/01/26	MEMO HALL	Memo Hall 10&11/01/26	£74.00
04/11/2025	Memo hall 14/12 bookin	MEMO HALL	Memo hall 14/12 bookir	£19.65
03/11/2025	MEMO HALL 15/11 BO	MEMO HALL	MEMO HALL 15/11 BO	£55.50
19/11/2025	Memo hall 17/01 bookin	MEMO HAL	Memo hall 17/01 bookir	£18.50
11/11/2025	Memo hall 21/12 bookin	MEMO HALL	Memo hall 21/12 bookir	£37.00
24/11/2025	MEMO HALL 6&13/12 B	MEMO HALL	MEMO HALL 6&13/12 B	£39.00
24/11/2025	PHOTOCOPY	282/16397	PHOTOCOPY	£1.50
03/11/2025	Sales Recpts Page 3388		Sales Recpts Page 338	£216.44
03/11/2025	Sales Recpts Page 3389		Sales Recpts Page 338	£238.41
04/11/2025	Sales Recpts Page 3390		Sales Recpts Page 339	£166.50
04/11/2025	Sales Recpts Page 3391		Sales Recpts Page 339	£122.40
04/11/2025	Sales Recpts Page 3392		Sales Recpts Page 339	£374.58

05/11/2025	Sales Recpts Page 3393	Sales Recpts Page 339	£62.43
07/11/2025	Sales Recpts Page 3394	Sales Recpts Page 339	£210.60
07/11/2025	Sales Recpts Page 3395	Sales Recpts Page 339	£166.66
12/11/2025	Sales Recpts Page 3396	Sales Recpts Page 339	£199.82
13/11/2025	Sales Recpts Page 3397	Sales Recpts Page 339	£126.26
18/11/2025	Sales Recpts Page 3398	Sales Recpts Page 339	£1,620.00
19/11/2025	Sales Recpts Page 3399	Sales Recpts Page 339	£50.00
19/11/2025	Sales Recpts Page 3400	Sales Recpts Page 340	£600.00
19/11/2025	Sales Recpts Page 3401	Sales Recpts Page 340	£45.00
24/11/2025	Sales Recpts Page 3402	Sales Recpts Page 340	£90.00
28/11/2025	Sales Recpts Page 3403	Sales Recpts Page 340	£159.84
28/11/2025	Sales Recpts Page 3404	Sales Recpts Page 340	£199.80
24/11/2025	Sales Recpts Page 3405	Sales Recpts Page 340	£50.00
03/11/2025	Sales Recpts Page 3406	Sales Recpts Page 340	£50.00
07/11/2025	Sales Recpts Page 3407	Sales Recpts Page 340	£50.00
20/11/2025	Sales Recpts Page 3408	Sales Recpts Page 340	£125.00
10/11/2025	Sales Recpts Page 3409	Sales Recpts Page 340	£50.00
12/11/2025	SQUIRREL HITCHIN RI WP/16374	SQUIRREL HITCHIN R	£55.00
13/11/2025	STOTFOLD GOLD DOM 282/16376	STOTFOLD GOLD DOI	£30.00
20/11/2025	STOTFOLD SINGERS 1BACS	STOTFOLD SINGERS	£47.25
19/11/2025	XMAS CALENDAR SAL 16396	XMAS CALENDAR SAL	£17.66
29/11/2025	XMAS LIGHT EVENT C SumUp/XMA	XMAS LIGHT EVENT C	£76.60
19/11/2025	XMAS LIGHT STALL FEWP/16382	XMAS LIGHT STALL FI	£18.00
21/11/2025	XMAS STALL FEE XMAS STALI	XMAS STALL FEE	£18.00
14/11/2025	XMAS TRADER XMAS	XMAS TRADER	£18.00
		Total	£11,895.27



MINUTES OF THE MEETING OF PUBLIC REALM COMMITTEE HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG4 5HG ON WEDNESDAY 10 DECEMBER 2025 AT 19:00

Present:

Cllr Brian Saunders, Cllr Bryony Woods, Cllr Jane Hyde, Cllr John Talbot, Cllr Jon Smith, Cllr Liz Anderson, Cllr Mary Cooper, Cllr Steve Hayes

Apologies:

Cllr Buck

Also Present:

S. Riley – Deputy Clerk
C. Rogers – Projects Officer

Remotely:

Cllr Steve Buck
E. Payne – Town Clerk

1. APOLOGIES FOR ABSENCE

The meeting commenced with a request for apologies for absence. Councillor Steve Buck's absence was noted and attributed to work commitments. No further apologies were presented.

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 Wednesday, 12 November 2025, were reviewed. Councillors confirmed they had read the minutes, and minor amendments were proposed. Specifically, it was suggested that the reference to 'Riverside' should be clarified to 'Riverside Recreation Ground' to avoid ambiguity. Additionally, Councillor John Talbot was not noted as present at the meeting, in which he was present. These corrections were agreed upon, and the minutes were accepted as amended.

Decision: It was **RESOLVED** that the minutes of the Public Realm Committee meeting held on 12 November 2025 were accepted as amended, with clarifications



regarding 'Riverside Recreation Ground' and the inclusion of Councillor John Talbot as present.

5. CLERK'S REPORT AND ACTION TRACKER

The Clerk presented the report and action tracker, highlighting progress on various ongoing matters. Attention was given to the resolution of long-standing issues, such as the footpath matter, which had been ongoing since 2017. Councillors expressed satisfaction with the progress made, especially regarding issues that had spanned several years.

Questions were raised about the hiring of open spaces and the condition of those spaces, with references to associated policies and reports to be discussed later in the meeting. The Clerk's report was noted.

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

6. REPORTS

6.1. Water Fountains

The discussion on water fountains focused on two proposed locations funded by UKSPF: The Green and Arlesey Road. Challenges regarding the Arlesey Road site were highlighted, primarily due to overlapping leases and ownership complexities. Councillors debated the logistics and costs associated with running a water feed from the toilet block versus Pendleton Way. Pendleton Way was deemed more cost-effective due to the shorter distance required for pipework.

Concerns were raised about escalating costs and the potential for funding withdrawal if the original proposal was altered. Ultimately, it was resolved to proceed with the Pendleton Way connection for Arlesey Road and delegate authority to appoint a plumber, with a cap of £2,000 for plumbing costs.

Decision: It was **RESOLVED** to proceed with the Pendleton Way connection for Arlesey Road and delegate authority to the Deputy Clerk to appoint a plumber, with a cap of £2,000 for plumbing costs.

Task: **Appoint a plumber for the Pendleton Way connection at Arlesey Road, ensuring plumbing costs do not exceed £2,000.**

The Projects Officer left the meeting: 19:31

6.2. Jubilee Meadow

Councillors reviewed the current position regarding the proposed transfer of Jubilee Meadow. Concerns were raised about the enforcement of the ecological management plan, which had not been adhered to by the developer. It was noted that the council would not assume ownership or management of the site until enforcement matters were resolved. Indicative ongoing maintenance costs and responsibilities were discussed, with particular focus on the grass-cutting regime and associated disposal costs. Councillors agreed to note the current position and requested further updates at the next meeting. They emphasised the importance of ensuring the site was properly managed before taking ownership.



Decision: It was **RESOLVED** not to assume ownership or management of Jubilee Meadow until enforcement matters regarding the ecological management plan were resolved.

Task: Provide an update on the enforcement matters regarding Jubilee Meadow at the future meeting.

6.3. Land Adjacent to Norton Road Allotments

The committee revisited a resident's request to purchase or trench across a small piece of land adjacent to the Norton Road Allotments. Members discussed the implications of allowing trenching on the land and reviewed the associated costs, including legal fees, valuation fees, officer costs, and reinstatement costs. It was agreed that all costs would need to be borne by the applicant, and presenting the full scope of costs might deter the applicant from proceeding.

While members expressed opposition to selling the land outright, they reached a principal agreement to allow trenching under specific conditions. These conditions included ensuring no negative impact on allotment holders and full reimbursement of all associated costs by the applicant.

Decision: It was **RESOLVED** to proceed with option A: allow trenching across a corner of the land adjacent to Norton Road Allotments, provided all associated costs, including legal fees, valuation fees, officer costs, and reinstatement costs, are fully reimbursed by the applicant.

Task: Prepare a detailed breakdown of all associated costs, including legal fees, valuation fees, officer costs, and reinstatement costs, for the applicant.

6.4. Open Spaces Hire Charge Review

The committee considered the proposal to revise the daily hire charge for open spaces, specifically The Green and Greenacre Centre, increasing it from £70 to £100 per day. Members expressed concerns regarding the significant rise in charges but acknowledged that the proposed rate remains competitive when compared to other local councils. Comparisons with neighbouring councils were reviewed, and the rationale for the increase was deemed reasonable. Following a vote, the decision to approve the revised hire charge was carried.

Additional discussions addressed the impact of consecutive weekend hires on the condition of the grounds. Members noted the detrimental effects caused by prolonged occupation and equipment left on-site. While the possibility of introducing restrictions on consecutive weekend hires was debated, the committee ultimately decided against implementing such measures. Instead, it was agreed to monitor the situation closely and enforce existing policies regarding site clearance and reinstatement to mitigate any adverse effects.

Decision: It was **RESOLVED** to increase the daily hire charge for open spaces, including The Green and Greenacre Centre, from £70 to £100 per day, effective from 1st April 2026.

Task: Monitor the condition of open spaces following consecutive weekend hires and ensure compliance with site clearance and reinstatement policies.



6.5. Open Spaces Hire Policy Review

The committee reviewed the current Open Spaces hire policy, focusing on the procedures for site occupation, clearance, and reinstatement. Members discussed concerns regarding extended hire durations and their impact on the condition of the grounds, referencing past incidents where equipment was left on-site for nearly two weeks. External assessments indicated minimal damage to the grass, alleviating some concerns.

Members debated the introduction of specific time limits for site occupation but ultimately agreed that the existing policy, which mandates site clearance within 24 hours and reinstatement within 48 hours, was sufficient to address these issues. It was further agreed that officers should retain discretion in granting early access or extended hire periods, ensuring flexibility while maintaining oversight.

The policy remains unchanged, with an emphasis on monitoring future hires to ensure compliance and prevent potential damage to open spaces.

Decision: It was **RESOLVED** to retain the existing Open Spaces hire policy.

Task: Assess the impact of extended hire durations on open spaces and provide updates to the committee as necessary.

7. HIGHWAYS REPORT

Councillor Smith provided a verbal report on various highways issues affecting the local area. The discussion highlighted persistent problems such as potholes and the deteriorating condition of road markings. Members expressed concerns about the challenges of reporting these issues to the relevant authorities and the lack of timely action to address them.

Specific locations, including Church Row and Norton Road, were identified as particularly problematic, with severe potholes posing safety risks to cyclists and other road users. Members emphasised the need for collective reporting to increase the likelihood of repairs being prioritised.

Additionally, concerns were raised regarding road sweeping and the visibility of road markings, which were often obscured by debris and leaves. It was suggested that the Rangers could be tasked with clearing curb side debris to improve road safety and visibility. The committee concluded the discussion with a commitment to continue reporting these issues and advocating for necessary repairs.

Task: Coordinate with the Rangers to ensure curb side debris is cleared regularly to improve road safety and visibility.

8. DELEGATED DECISIONS

The Town Clerk's delegated decisions were noted

9. WORK PROGRAMME

The work programme was noted with no further questions



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

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

11. DATE OF NEXT MEETING

Extra Meeting – 21 January 2026

Wednesday 11 March 2026

The meeting closed at 20:04

SIGNED BY CHAIR:

MINUTES APPROVED (date):

DRAFT



**MINUTES OF THE MEETING OF GOVERNANCE & RESOURCES COMMITTEE
HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON
WEDNESDAY 17 DECEMBER 2025 AT 19:00**

Present:

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

Apologies:

Cllr J Headington

Also Present:

E Payne, Town Clerk
S Riley, Deputy Clerk (Virtually)

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Headington.

Decision: It was RESOLVED to accept apologies

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION

There were no members of the public present.

4. MINUTES OF PREVIOUS MEETING

The minutes of the previous Governance & Resources Committee meeting held on 29 October 2025 were presented for approval.

Decision: It was RESOLVED that the minutes of the previous Governance & Resources Committee meeting held on 29 October 2025 were approved as a true record of the meeting.

5. CLERK'S REPORT AND ACTION TRACKER

Members noted the Clerk's report and that GDPR training for councillors had been offered in the bulletin. If Members could provide evidence that they had undertaken GDPR training in a work environment, then please advise the Clerk and this would be taken as proof of training.

Decision: It was RESOLVED to note the report.



6. REPORTS TO COMMITTEE

6.1. Policy Review

The committee reviewed the Training and Development Policy, Flexi Time Scheme, Public Participation Policy, and Publication Scheme. Councillor Matthews raised concerns about the training budget, questioning whether the proposed training could be accommodated within the proposed reduced budget. The discussion highlighted the importance of balancing policy aspirations with budget constraints.

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

- a) **Training and Development Policy**
- b) **Flexi Time Scheme**
- c) **Public Participation Policy**
- d) **Publication Scheme**

6.2. Review of VAT

The committee received a report from the VAT consultant regarding the Town Council's VAT partial calculation. The consultant's appointment was discussed, with Members requested to extend the current contract for a total of three years as there was a lot of background information that had to be provided in year 1 to enable the calculation.

Decision: It was **RESOLVED** to:

- a) **Note the VAT calculation**
- b) **Appoint Parkinson Partnership to undertake the VAT calculation for a further two years.**

Task: Clerk to apply for VAT status for the Greenacre Centre

Task: Clerk to advise the Parkinson Partnership about the extension of contract.

6.3. Review of S106 Obligations

Members discussed the S106 Developer Contributions and potential projects for future funding. Members reviewed the proposed project list and delegated authority to the Town Clerk to finalise the response to CBC. Concerns were raised about the accuracy of certain references in the report, prompting a discussion on the need for member input to ensure correct information.

Decision: It was **RESOLVED** to:

- a) **Approve the project list for S106 Developer Contributions**
- b) **Delegate authority to the Town Clerk to finalise the response to CBC including rectifying some of the inaccuracies in their report.**

Task: Clerk to respond to CBC S106 Developer Contributions

6.4. Unity Trust Bank - Fees and Charges

Members reviewed the updated fees and charges for administering the Town Council's current account. The discussion confirmed that the cost increase was



minimal, approximately £20 extra per year, which was considered reasonable given the volume of transactions.

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

6.5. Town Clerk's Study Leave

The Town Clerk's request for study leave to pursue an MA in Public Leadership was presented. The committee discussed the request, noting the importance of professional development.

Decision: It was **RESOLVED** to approve the Town Clerk's request for study leave to pursue an MA in Public Leadership.

6.6. Bank Reconciliations

Members were advised that Cllr Cooper has signed the bank reconciliations up to and including October 2025.

7. MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

There were no items.

8. WORK PROGRAMME

Members received the work programme for this committee.

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

9. DELEGATED DECISIONS

The Town Clerk's delegated decisions were presented, including details of Legionella training costs. The committee discussed the training expenses, noting the necessity of regular training for compliance with health and safety regulations.

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

10. DATE OF NEXT MEETING

Wednesday, 21 January 2026.

11. CONFIDENTIAL ITEMS

Decision: It was **RESOLVED** to exclude the public and press from the meeting for the discussion of confidential items, in accordance with the Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972. The committee voted to enter exempt session.



11.1. Staffing Matters

Members received a confidential report on staff recruitment.

Decision: It was **RESOLVED** to:

- a) **Recruit a Town Ranger supervisor, as outlined in the report.**
- b) **Recruit a Community Engagement Officer, as outlined in the report.**
- c) **Note the amendments to the staff structure will be presented to the meeting on 21 January 2026.**

11.2. Pension Scheme Revaluation

Members received a confidential report on the LGPS pension revaluation. Members noted that the final decision would be received at the end of March 2026.

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

SIGNED BY CHAIR:

MINUTES APPROVED (date):

DRAFT



STOTFOLD TOWN COUNCIL

TRAINING & DEVELOPMENT POLICY 2026

VERSION 2

POLICY STATEMENT

Stotfold Town Council is committed to the ongoing training and development of all Members, employees and volunteers to ensure high standards of service delivery and good governance. Training will be delivered equitably and in line with the Council's strategic plans and service objectives.

The Council will commit to:

- Develop employees, volunteers and Members to achieve the objectives of the Council.
- Regularly review and plan for training and development of employees, volunteers and Members.
- Regularly evaluate the investment in training and against agreed budgets and outcomes.

Aims and Objectives

- To ensure all individuals have the knowledge and skills required for their roles.
- To support the achievement of the Council's objectives and service delivery plans.
- To promote a culture of continuous improvement and professional development
- To support resilience, wellbeing, and leadership succession planning across the organisation.

Identification of Training Needs

There are various circumstances in which training needs may arise such as:

- Induction processes for new staff, councillors, and volunteers.
- Appraisals and performance reviews.
- Legislative and regulatory changes.
- Requests from individuals or line managers.
- Council priorities and service delivery requirements.
- Changes in internal systems
- New or reviewed qualifications become available.
- Accidents or professional error
- Introduction of new equipment including new working methods or practices
- Complaints to the Council
- Devolved services/delivery of new services.
- Emerging skills needs, including digital transformation, data management and accessibility requirements.

Equality, Diversity & Inclusion

The Council will provide equal access to training and development opportunities for all, making reasonable adjustments for those with protected characteristics in accordance with the Equality Act 2010.

Officers

An employee who feels they have a training need should in the first instance, discuss this with their line manager. Similarly, if it is felt that an employee needs training, the line manager will discuss this with the employee. Training needs should not be left to be identified during the annual appraisal process as they may arise throughout the year.

The training need will be reviewed and assessed against the objectives of the Council, the responsibilities of the role and the development of the employee.

The current or any new Clerk is expected to hold CiLCA or equivalent and the Clerk must be a Member of the Society of Local Council Clerks with training provided no less than the minimum requirement of Continuous Professional Development (12 points).

New Councillors and Employees

All new Councillors and employees will receive basic induction training on the workings of the Council, Council policies and governance. For staff this will include manual handling, cyber security and health and safety. For Councillors this will include Council finance, cyber security, assets and Code of Conduct Training.

Members

A Members folder will be provided for all newly elected Members setting out the Council's policies and procedures including Standing Orders and Financial Regulations.

If a Councillor feels they have a training need, they should discuss this in the first instance with the Clerk. They will be able to assess the request and ascertain whether this is something that all Councillors may be interested in/benefit from undertaking.

The Council will undertake a training needs analysis with Councillors soon after each Annual Meeting of the Council in May. This will encourage councillors to look at any personal development areas or knowledge gaps as a councillor that they wish to address and importantly, consider any training needs they feel they may have with regards to Committees they are member of following the Annual Meeting. This is particularly important with regards to committees who deal with human resources, finance and planning. On completing the training needs analysis, the results will be collated and reviewed by the Clerk, with training courses being identified by the Clerk.

Training should be prioritised to those Members who had not attended training previously. The Clerk will coordinate attendance to balance representation and share learning across the Council.

Member training will be approved by the Clerk in consultation with the Governance and Resources Committee Chair, to ensure consistency and transparency.

Volunteers

Volunteers will receive training relevant to the activities that they are undertaking. This will include health and safety, safeguarding (where applicable), and role-specific training to ensure volunteers can contribute safely and effectively.

Training Methods

Where possible, training will be offered in a variety of formats (e.g., online, in-person, blended) and at flexible times to accommodate diverse needs, including accessibility requirements and caring responsibilities.

There are different ways in which training, and development can be achieved:

- Internally - If training can be given utilising the in-house expertise and knowledge, this possibility will be explored. This often includes general IT training, training of specific work procedures or Council specific practices and legislation.
- Day Workshops/Seminars - When Council officers receive information on workshops and seminars, this is shared with employees and Councillors, where relevant
- Conferences - Details of conferences are shared with employees and Councillors, again where relevant.
- Professional Qualifications - Training towards a professional qualification will often be sourced from an external provider and completed at a local training establishment.
- External Training Providers - There are numerous trainers available. When sourcing training from an external provider, the Council will also seek to obtain the best price and where possible, from a nearby location. This may involve working with other local Councils to pool together to organise relevant training.

Financial Implications

Each year, as part of the annual budget setting process, the Council will include a training budget for employees and Councillors. When calculating this, any training needs identified in the annual appraisal process and councillors training needs analysis will be taken into consideration.

All training will be subject to budget availability and prioritised in line with Council objectives.

For approved courses, the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.

Employees or Councillors attending training outside of Stotfold, may submit an expense claim to cover travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

Recouping Costs

It is standard practice that where the Council is covering the costs of an employee's training course or qualification, (this being a course or qualification rather than a one-day course or workshop), a written agreement will be made where a repayment scale will apply (e.g., 100% if leaving within 6 months, 50% within 12 months, 25% within 18 months), unless otherwise agreed. Apprenticeships are excluded from this requirement.

Time Off Work

The Council will grant paid time off work for one off training courses lasting one day or less, providing these are approved with the line manager. Where a training course or workshops falls on an employee's non-working day, time off in lieu (TOIL) may be accrued for hours in attendance at the training.

An employee undertaking a longer training course or qualification *may request study leave or use TOIL, depending on the nature of the course and agreement with the Clerk.*

Where an employee requires time off work for an exam or study leave prior to an exam, the Council will be flexible to ensure this time off can be granted using either TOIL or annual leave, providing adequate notice is given by the employee.

Evaluation

Key performance indicators will be set annually (e.g., proportion of staff completing core training; councillors completing induction within 3 months; training budget spent vs allocated). These will be reported to the Governance and Resources Committee.

Record Keeping

Each employee and Councillor have a Training Log which is held by the Clerk. This log should be updated with any training undertaken. Copies of any attendance or qualification certificates should also be given to the Clerk to be held with these records.

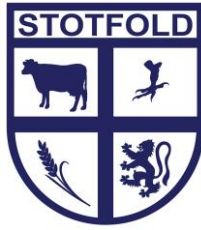
These records will be kept in accordance with the Council's Document Retention policy, after which they will be disposed of as confidential waste.

Reporting and Monitoring

Governance and Resources Committee is responsible for oversight of this policy. The Town Clerk will report annually on training undertaken, needs identified, outcomes, and expenditure.

Revisions:

Version	Date	Comments
1	Adopted January 2024	N/A
2	Reviewed January 2026	Reviewed against NALC and SLCC training policies



STOTFOLD TOWN COUNCIL

FLEXI TIME SCHEME 2026

VERSION 2

1. INTRODUCTION

Stotfold Town Council is committed to creating a flexible and inclusive work environment that recognises and accommodates the needs of its employees. This flexible working policy outlines the guidelines for implementing and managing flexible working arrangements within the organisation.

It is inevitable that each employee will be obliged in the performance of duties on some occasions to work outside the standard 'office' hours i.e. 8am to 6pm.

When this happens a system of flexi time is available to compensate for otherwise lost personal leisure time. The purpose of this is to allow the employee some flexibility in working hours at the contracted hours are worked in a period.

2. GENERAL PRINCIPLES

Employees will, where practically possible, organise their workload and time so that 'out of hours' duties or attendances are carried out as part of the normal contractual weekly hours, i.e. the total of 'out of hours' and 'office hours' will be 37 hours per week.

Employees should ordinarily perform the work duties during normal working hours 8am to 6pm except when in the period in question (normally the week) the employee is required to attend visits, meetings, committee meetings, conferences, or other duties outside normal office hours.

All employees should organise any flexi time requests so that sufficient cover will be in place amongst their team.

Flexi time is not to be accumulated or approved in such a way that a change in normal working arrangements results (e.g. every Friday is a 'flexi day'). Flexi is exceptional rather than a regular or routine occurrence.

As far as it consistent with the aims of the service and is practicable, the employee should try to arrange visits and other appointments in office hours.

Employees may not take more than one working day per month (7.4 hours) as flexi (pro rata for part time employees), or be in deficit of one working day per month (pro rata for part time employees)

3. LINE MANAGERS

Line Managers are responsible for the day-to-day running of the flexible working hours scheme, and to ensure that there is adequate coverage to enable their service to run effectively.

Line Managers can request that employees provide them with sight of a 'virtual clock card' to support requests for flexi time at any point.

Line Managers will ensure that all employees are not working in a way that contravenes their wellbeing and work life balance or are not consistently working the hours for which they are paid. Managers must assess risks for early/late working and site visits (including DSE breaks and safe travel). No employee should work alone in buildings outside staffed hours without agreed controls (contact procedure, door access, check-ins).

4. CORE TIME & LUNCH BREAKS

Bandwidth: 07:30–19:00, Monday–Friday. Hours recorded outside bandwidth are not eligible for flexi unless pre-authorized for specific events/meetings.

Core time: 10:00–16:00 on working days unless otherwise agreed for service needs.

Cover: Managers must ensure front-of-house, phones, statutory functions, and urgent responses have agreed cover patterns before approving flexi changes.

Notice: Employees should request planned deviations at least two working days in advance, unless urgent service needs arise.

Lunch: 30–120 minutes; not counted as working time and must be recorded.

5. RECORDING PERIOD & CALCULATING HOURS

A 'virtual clockcard' record should be maintained and be available to be viewed by line managers upon request.

A working day for a full-time employee is 7.4 hours for a full-time working over 5 days.

Absences for annual leave, special leave or sickness must be recorded using the standard daily hours figure (i.e. 3.7 hours for a half day or pro-rata equivalents for part time employees). Working time recorded should include official travelling time but this should not include time that is spent travelling between your home and usual place of work.

Each recording period is four weeks. Within that period employees are required to work their contracted hours.

Employees may accrue credit or debit hours up to a maximum of 10 hours (pro rata for part timers) and this credit or debit may be carried forward to the next accounting period.

Provided that the requisite number of hours are completed in any four-week accounting period employees may, subject to prior arrangement with their line manager, take one flexi day off per month (pro rata for part time employees).

Any overtime worked and 'claimed' as such cannot also be recorded so that it is taken as flexi time.

6. ABUSE OF THE SCHEME

Definition of Abuse

Abuse of the Flexi Time Scheme occurs when an employee uses the scheme in a manner that is dishonest, misleading, or contrary to the intended purpose of supporting occasional flexible working while maintaining service delivery.

Examples of Abuse

The following are examples of actions that may be considered abuse of the Flexi Time Scheme:

- **Falsifying Records:** Deliberately entering incorrect start or finish times, or misrepresenting hours worked on the virtual clock card.
- **Excessive or Unauthorised Flexi Days:** Taking more than the permitted one flexi day per month (pro-rata for part-time staff) or accruing excessive hours to take extended time off without prior approval.
- **Using Flexi Time as Substitute for Leave:** Routinely using flexi days to extend annual leave or for purposes that should be covered by other forms of leave (e.g. annual, sick, or compassionate leave).
- **Non-Work Activities:** Claiming flexi time for periods spent on personal errands, appointments, or activities unrelated to council business.
- **Disrupting Service Delivery:** Taking flexi time when it results in inadequate office or service cover, especially during core hours.
- **Collusion:** Arranging with colleagues to cover for each other's absences in a way that circumvents the policy.

Handling Suspected Abuse

- Any suspected abuse of the Flexi Time Scheme will be investigated in accordance with the Council's disciplinary procedures.
- Employees found to have abused the scheme may be subject to disciplinary action, up to and including dismissal.
- Line managers are responsible for monitoring the use of flexi time and ensuring compliance with this policy.

Document History

Version	Date	Notes
1	January 2024	Adopted
2	January 2026	Reviewed. definition of abuse of scheme Variation of working hours



STOTFOLD TOWN COUNCIL

PUBLIC PARTICIPATION POLICY 2026

VERSION 2

This policy sets out how members of the public may participate in meetings of Stotfold Town Council, in accordance with the Local Government Act 1972, Public Bodies (Admissions to Meetings) Act 1960, and the Openness of Local Government Bodies Regulations 2014. The council encourages public engagement and aims to provide a clear, fair, and accessible process for participation.

It is important to note that these are meetings of the Council and are not public meetings, however, all meetings are open to the public, unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons (LGA 1972, s.100A; Public Bodies (Admissions to Meetings) Act 1960). If this is the case, then you will be instructed to temporarily withdraw from the meeting.

The public may record, film, or broadcast meetings, provided this does not disrupt proceedings (Openness of Local Government Bodies Regulations 2014). Anyone wishing to record or film is asked to notify the Clerk before the meeting, where possible.

- Speakers are required to arrive ten minutes before the start of the meeting and to indicate their wish to speak to the Town Clerk. The order of speaking shall be in the order in which requests to speak are received.
- The period designated for public participation shall not exceed 15 minutes. In Council and Committee meetings, there is a designated agenda item for public participation. This allows you to speak on any item within the remit of the Town Council, provided you have advised the Town Clerk prior to the meeting.
- Each member of the public is entitled to speak once only and shall not speak for more than 3 minutes, when invited to do so by the Chair.
- No more than 3 speakers will be allowed to speak on any one subject and groups of speakers for or against an issue will be encouraged to appoint a spokesperson
- Questions/comments should relate to matters over which the Town Council has powers or duties, or which affect the town and should be relevant to the responsibilities of the Town Council, or Committee at which asked.
- Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business on the agenda or an item that is within the control of the Town Council. Councillors may question that evidence, but no debate is permitted. If the is deemed appropriate, the item may be referred to a future meeting of either Full Council or the relevant Committee.
- Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.
- Any person speaking at a meeting shall address their comments to the Chair.

- If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that he be removed from the meeting.
- The council is committed to making meetings accessible. Please contact the Town Clerk in advance if you require any reasonable adjustments to participate.
- Any personal data provided (e.g. names or contact details) will be processed in accordance with the UK GDPR and Data Protection Act 2018. Please see the council's Privacy Notice for further information

Document History

Version	Date	Notes
1	January 2024	Reviewed
2	January 2026	Reviewed, added in legal statutes, reference to filming; accessibility to meetings and GDPR.



STOTFOLD TOWN COUNCIL

PUBLICATION SCHEME 2026

1. Introduction

Stotfold Town Council has adopted the Information Commissioner's Office (ICO) Model Publication Scheme for Local Authorities. This scheme commits us to proactively publish information in accordance with the Freedom of Information Act 2000 (FOIA). Further information about the Model Publication Scheme is available from the ICO: <https://ico.org.uk/>

2. Classes of Information

We publish information under the following seven classes, as defined by the ICO:

a) Who we are and what we do

e.g. council structure, contact details, location, councillor information

b) What we spend and how we spend it

e.g. annual accounts, audit reports, financial regulations, grants, contracts

c) What our priorities are and how we are doing

e.g. annual reports, action plans, performance indicators

d) How we make decisions

e.g. meeting agendas and minutes, consultation processes, decision making procedures.

e) Our policies and procedures

e.g. standing orders, policies, procedures, codes of conduct

f) Lists and registers

e.g. asset register, gifts and hospitality register, declarations of interest

g) The services we offer

e.g. community services, events, advice, facilities

3. How to Access Information

- Most information is available on our website: www.stotfoldtowncouncil.gov.uk
- Hard copies can be requested from the council office (see contact details below).
- Information can be inspected at the council office by appointment.

4. Charges

- Information on the website is free of charge.
- Hard copies may incur a charge to cover printing, postage, and disbursements. See our Schedule of Charges below.
- We will inform you of any charges before fulfilling your request.

5. Accessibility

- Information can be provided in alternative formats or languages on request.
- We will make reasonable adjustments to assist those with disabilities.

This policy details the information available from Stotfold Town Council as recommended by the Information Commissioner's Office (ICO) in order to meet the requirements of the model publication scheme.

Information is available unless:

- We do not hold the information;
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- The information is readily and publicly available from an external website; such information may have been provided by the Town Council or on its behalf.
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

The policy is not meant to give an exhaustive list of everything that is covered by the publication scheme and Stotfold Town Council look to provide as much information as possible on a routine basis.

Publishing datasets for re-use

Stotfold Town Council are duty bound to publish any dataset held that has been requested, together with any updated versions, unless satisfied that it is not appropriate to do so. So far as reasonably practicable, Stotfold Town Council must publish it in an electronic form that is capable of re-use.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence. The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website Hard Copy	FOC See schedule
Contact details for Town Clerk and Council	Website Hard Copy	FOC See schedule
Location of main Council office and accessibility details	Website Hard Copy	FOC See schedule
Staffing structure	Website Hard Copy	FOC See schedule
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Website Hard Copy	FOC See schedule
Finalised budget	Website Hard Copy	FOC See schedule
Precept	Website Hard Copy	FOC See schedule
Borrowing Approval letter	Website Hard Copy	FOC See schedule
Financial Standing Orders and Regulations	Website Hard Copy	FOC See schedule
Grants given and received	Website Hard Copy	FOC See schedule
List of current contracts awarded and value of contract	Website Hard Copy	FOC See schedule
Members' allowances and expenses	Website Hard Copy	FOC See schedule

Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	FOC See schedule
Local charters drawn up in accordance with MHCLG guidelines	Website Hard Copy	FOC See schedule
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy	FOC See schedule
Agendas of meetings (as above)	Website Hard Copy	FOC See schedule
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	FOC See schedule
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	FOC See schedule
Responses to consultation papers	Website Hard Copy	FOC See schedule
Responses to planning applications	Website Hard Copy	FOC See schedule
Class 5 – Our Policies and Procedures (Current written Protocols, Policies and Procedures for delivering our services and responsibilities)		
Policies and Procedures for the conduct of Council business: Procedural Standing Orders Committee and Sub-Committee Terms of Reference	Website Hard Copy	FOC See schedule

Delegated authority in respect of Officers Code of Conduct Policy Statements		
Policies and Procedures for the provision of services and about the employment of staff: Internal instructions to staff and Policies relating to the delivery of services Equality and Diversity Policy Health and Safety Policy Recruitment Policies (including current vacancies) Policies and Procedures for handling requests for information Complaints Procedures (including those covering requests for information and operating the Publication Scheme)	Website Hard Copy	FOC See schedule
Information Security Policy	Website Hard Copy	FOC See schedule
Records Management Policies (records retention, destruction and archiving)	Website Hard Copy	FOC See schedule
Data Protection Policies	Website Hard Copy	FOC See schedule
Schedule of Charges (for the publication of information)	Website Hard Copy	FOC See schedule
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register	Website Hard Copy	FOC See schedule
Disclosure Log (indicating the information that has been provided in response to requests)	Website Hard Copy	FOC See schedule
Register of Members' Interests	Website Hard Copy	FOC See schedule
Register of Gifts and Hospitality	Website Hard Copy	FOC See schedule

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Website Hard Copy	FOC See schedule
Burial grounds	Website Hard Copy	FOC See schedule
Community Centres and village halls	Website Hard Copy	FOC See schedule
Parks, playing fields and recreational facilities	Website Hard Copy	FOC See schedule
Seating, litter bins, memorials and lighting	Website Hard Copy	FOC See schedule
Bus shelters	Website Hard Copy	FOC See schedule
Public conveniences	Website Hard Copy	FOC See schedule
Services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard Copy	FOC See schedule

Contact details:

Stotfold Town Council

Greenacre Centre

Valerian Way

Stotfold

SG5 4HG

Tel: 01462 730064

Emails: enquiries@stotfoldtowncouncil.gov.uk

SCHEDULE OF CHARGES

Costs relating to Freedom of Information searches are governed by the Freedom of Information Act 2000 (“FOIA”), the Data Protection Act 1998 (“DPA”) and The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004 (“FOIDPAR”).

Estimates of Costs:

The FOIDPAR sets out that the Town Council can consider costs it can reasonably expect to incur carrying out activities related to replying with the request, which are:

- Determining whether it holds the information;
- Locating the information, or a document containing it;
- Retrieving the information, or a document containing it; and
- Extracting the information from a document containing it.

The Town Council will be required to produce a sensible, realistic estimate of costs supported by evidence and in accordance with the FOIDPAR. The estimate should be based on preliminary searches to determine whether the Town Council holds the information on a balance of probabilities, how accessible the information is and taking into account the circumstances of each case.

The Estimates of Cost should include a record of the method of retrieval and search and the scope of information the Town Council expects to utilise in extracting the information for the response.

It is not a statutory requirement to explain to the applicant how the Town Council has calculated the estimate, but the Information Commissioner’s Office recommends this as good practice because:

- It enables the applicant to assess how reasonable the estimate is. This may prevent them making a complaint to the ICO, which will avoid further time and cost.
- Providing a suitable breakdown will help you meet your obligations under Section 16 of the FOIDPAR to provide advice and assistance.

In the event the Estimate of Costs exceeds the Appropriate Limit of £450, Section 12 (1)(1) of the FOIA specifies that a public authority is not obligated to comply with a request for information, but it should notify the applicant on its position – i.e. whether it would exceed the appropriate limit to determine if the Town Council holds the information or whether the cost of gathering the information would exceed the limit (listed in Section 12(2)). In line with Section 16 FOIA requirements, if the Town Council refuses a request under Section 12, it will be required to provide the applicant with advice to help it make a new, refined request which doesn’t exceed the appropriate limit.

The FOIA Section (12)(4) establishes the rules for aggregating the costs of multiple requests made by one person, or a group of people acting together.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying charge @ 35p per sheet (black & white)	Actual cost: 0.5 pence per page.
	Photocopying charge @ 50p per sheet (colour)	Actual cost: 3.9 pence per page.
	External information retrieval costs	Where applicable, where reasonable, and should be done within the time frame of the response deadline.
	Staff/Contractor's Time	Limited by the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004 at £25 per hour only. Contractor time – this is dependent on the complexity of the request and will be advised to the requestor in advance
	Postage	Cost of Royal Mail standard 2 nd class varies dependent on weight.
Applicable Limit	£450	In accordance with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004, SI 2004 No 3244.



MINUTES OF THE MEETING OF BUILDING MANAGEMENT COMMITTEE HELD AT THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG ON WEDNESDAY 7 JANUARY 2026 AT 19:00

Present:

Cllr D Matthews (Chair), Cllr S Hayes (Vice Chair), Cllr J Bendell, Cllr M Cooper, Cllr J Hyde, Cllr B Saunders, Cllr N Venneear

Apologies:

Cllr J Talbot

Also Present:

Cllr S Buck (Mayor), ex officio
Cllr J Smith (Deputy Mayor) ex officio
E Payne, Town Clerk
C Rogers, Project Officer

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Talbot.

Decision: It was RESOLVED to accept apologies.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Cllr Saunders declared an interest in item 5, The Clerk's report as the Chair of the Mossman Committee.

3. PUBLIC SECTION (MAX. 15 MINUTES)

There were no members of the public present.

4. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the meeting held on 24 September 2025.

Cllr Cooper queried that there was no mention of the licence for food vendors at the football club, and it was noted that was all in hand.

Decision: It was RESOLVED to adopt the minutes of the meeting held on 24 September 2025 as a true record of the meeting.

5. CLERK'S REPORT AND ACTION TRACKER

Members received the Clerk's report and action tracker. There were no specific queries raised.

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

Cllr Saunders declared an interest in the Clerk's report as the Chair of the Mossman Committee.



6. REPORTS TO COMMITTEE

6.1. Legionella Contract

Members were asked to note the delegated decision of the Chair of the Committee and the Town Clerk regarding the appointment of a three-year legionella contract.

Decision: It was RESOLVED to note the delegated decision of the Chair of the Committee and the Town Clerk to appoint Dantek Environmental Services as the Town Council's legionella contractor, at a cost of £7,632.00 for three years.

6.2. Legionella Policy

Members were asked to adopt the Legionella Policy to ensure consistent compliance across all sites.

Decision: It was RESOLVED to recommend to Full Council that the Legionella Policy is adopted.

6.3. Fire Safety Contract

Members received a report with recommendations to appoint a contractor to undertake fire safety contracts at all town council sites. It was explained that there are currently several contractors across the sites, and this approach regularises the inspection regime. It was noted that there is a 5% increase in costs in year three for quote A, and this is quite normal when long-term contracts are being quoted for.

Decision: It was RESOLVED to appoint RES Fire as the Town Council's fire safety contractor at an annual cost of £1,906.95 for three years with a 5% increase in year three.

6.4. Memorial Hall Fire Alarm Upgrade

Members were advised that following the recent fire risk assessment, the current fire alarm in the Memorial Hall does not meet the relevant British Standard for a building of its size. Quotations from three companies were reviewed, with a preference for quote A due to its better panel system and slightly lower cost. Members asked if the contractors had been made aware of the asbestos on site and were advised that all contractors had been provided with a copy of the asbestos survey and management plan.

Decision: It was RESOLVED to award the fire alarm upgrade to RES Fire at a cost of £8,150.04.

6.5. Memorial Hall Storage

Members discussed introducing storage charges for regular commercial hirers, with a minimum charge of £10 per week, allowing staff discretion to adjust based on the size of storage required. Members agreed to not charge charities and not for profit organisations.

Members also agreed to implement more robust storage agreements with terms and conditions. Members were advised that this storage would be a different location as the current area being used for storage was not suitable due to the proximity of the boiler and electrical installation which is a fire risk.



Decision: It was RESOLVED to

- a) Implement a storage charge at a maximum of £10 per week for all commercial businesses who regularly hire the building, while allowing charities and not-for-profit organisations to continue to use storage facilities free of charge from 1 April 2026, with staff having discretion on the charge depending on the amount of storage required.
- b) To implement a more robust storage system with terms and conditions being issued from 1 April 2026.
- c) That the terms and conditions for regular hirer storage should be approved by this committee at its meeting in March 2026.

Task: Deputy Clerk to notify all regular hirers of the new charge.

Task: Deputy Clerk to draft up terms and conditions to be agreed by the Committee at its meeting in March 2026.

6.6. Memorial Hall Hire Charges

Members reviewed the hire charges for the Greenacre Centre and Memorial Hall for the next financial year. It was agreed not to increase the hire charges, considering the current financial climate and VAT implications.

Decision: It was RESOLVED that the hire charges for the Green Acres Centre and Memorial Hall will not be increased.

6.7. Simpson Centre

Members received a report outlining the occupation of the Simpson Centre to mitigate business rates liability. A delegated decision had been taken by the Chair of the Committee and the Town Clerk to process this proposal to take advantage of the savings in business rates. The proposal to continue using the centre for storage and other purposes was agreed upon, recognising the financial benefits.

Decision: It was RESOLVED to note the delegated decision of the Chair of the Committee and Town Clerk to agree a temporary storage arrangement at the Simpson Centre to mitigate business rates liability.

6.8. Business Rates Revaluations

Members received a proposal to review the business rates currently paid by the Town Council in line with the proposed 2026 business rates revaluation. It was proposed to authorise the Town Clerk to undertake primary enquiries into the current rateable values and explore options for reducing business rates. Members discussed the potential costs and benefits of hiring a specialist consultant to assist with the revaluation process.

Decision: It was RESOLVED to:

- a) Note the Valuation Office Agency's revaluation process and timescales
- b) Authorise the Town Clerk to undertake primary enquiries into the current rateable values and explore options for reducing business rates.
- c) Receive a further report with options and proposals for the next steps will be provided at a future meeting.



Task: Town Clerk to undertake enquiries into the current rateable values and explore options for reducing business rates, reporting to a future meeting.

6.9. Energy Audit

Members reviewed a draft specification for an energy audit and carbon footprint assessment. The specification aimed to evaluate energy consumption across council buildings and services, providing recommendations to reduce energy use and costs. Members questioned the inclusion of certain sites, such as the cemetery chapel and toilets, Brook Street and Arlesey Road toilets which were to be excluded from the audit. The Hitchin Road changing rooms would be included as an energy audit could be a useful tool to support future grant applications to replace the changing rooms.

Decision: It was **RESOLVED** to

- a) Approve the revised specification for the energy audit and carbon footprint assessment.
- b) Invite quotations from suitably qualified consultants based on the revised specification for the energy audit and carbon footprint assessment.
- c) Give delegated authority to the Town Clerk, in consultation with the Chair of the Committee to evaluate the submissions and prepare a recommendation for appointment.

Task: Town Clerk to obtain quotations for the energy audit and carbon footprint assessment from suitably qualified consultants including the evaluation of submissions and preparing a recommendation for appointment.

6.10. CCTV Policy Review

Members reviewed the CCTV policy to align with updated legislation. The updated policy was recommended for adoption by the full council.

Decision: It was **RESOLVED** to recommend the updated CCTV policy for adoption by Full Council.

7. DELEGATED DECISIONS

The Clerk's list of delegated decisions was reviewed, with members briefly discussing costs relating to the business rate mitigation scheme related to the Simpson Centre.

8. WORK PROGRAMME

The work programme was discussed, with Members requesting that the formatting to the report was checked before it was distributed as it was hard to read.

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

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

There were no items raised.



10. DATE OF NEXT MEETING

Wednesday 25 March 2026.

11. CONFIDENTIAL ITEMS

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

11.1. Memorial Hall Lighting

Members received a confidential report with quotes for Memorial Hall lighting.

Decision: It was RESOLVED that, subject to S106 funding being confirmed, to award the contract to a new lighting system at the Memorial Hall to Thorlux Lighting at a cost of £25,501.56 including installation.

Cllr Cooper requested a recorded vote:

For: Cllr Bendell, Cllr Buck (ex officio), Cllr Hayes, Cllr Saunders, Cllr Smith (ex officio), Cllr Venneear.

Against: Cllr Cooper

Task: Town Clerk to make application to release S106 funds

Task: Projects Officer to instruct contractor regarding installation of lights once S106 funding has been approved.

The meeting closed at 20:16

SIGNED BY CHAIR:

MINUTES APPROVED (date):



MINUTES OF THE MEETING OF GOVERNANCE & RESOURCES COMMITTEE HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 21 JANUARY 2026 AT 19:00

Present: Cllr Danny Matthews, Cllr Janice Bendell, Cllr John Talbot, Cllr Jon Smith, Cllr Jos Headington, Cllr Liz Anderson, Cllr Mary Cooper Cllr Steve Hayes,

Apologies:

Cllr Steve Buck

Also Present:

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Buck. There were no further apologies received.

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

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Cllr S Hayes declared an interest in 6.2 as a Trustee of Eleemosynary Charity who own Common Road Allotments.
Cllr Talbot declared an interest in 6.2 as an allotment tenant at Common Road Allotments.

3. PUBLIC SECTION

There were no members of the public present.

4. MINUTES OF PREVIOUS MEETING

The minutes of the previous Governance & Resources Committee meeting held on 17 December 2025 were reviewed.

Decision: It was **RESOLVED** to adopt the minutes of the meeting held on 17 December 2026 as a true record of the meeting.

5. CLERK'S REPORT AND ACTION TRACKER

The Clerk's report and Action Tracker were received.

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

6. REPORTS TO COMMITTEE

6.1. Fees and Charges

The committee reviewed the fees and charges schedule for various committees. A discussion ensued regarding the Memorial Hall charges, specifically the inclusion of the bar charges. It was clarified that the bar charges were rolled into the main hall



hire charges, as the bar cannot be hired separately. Additionally, the committee discussed the payment terms for Stotfold Football Club, noting that payments are made upfront at the beginning of the season. There was a proposal to have a dialogue with the junior football club regarding their terms and conditions for using the recreation facilities.

Decision: It was **RESOLVED** to recommend to Full Council that the fees and charges outlined in the report are adopted.

Decision: It was **RESOLVED** to recommend to the Public Realm Committee that they open a dialogue with Stotfold Junior Football Club about entering into a formal agreement for the use of Town Council recreation facilities.

6.2. Budget 2026-27

Members discussed the definitive version of the Town Council's budget for 2026-27. There was a consensus to lean towards a 10% budget increase to future-proof against potential financial challenges. Members expressed concerns about the financial troubles faced by the Central Bedfordshire Council (CBC) and the need to be prepared for possible service takeovers. The discussion included considerations of the psychological impact of budget increases on the public and the importance of effective communication.

Decision: It was **RESOLVED** to recommend to Full Council that:

- a) The Town Council's revenue budget is set at £955,327.
- b) The precept is set at £1,058,158.

Task: Town Clerk to separate staff costs in the budget between Corporate Services and Public Realm functions to reflect the actual cost of the service more accurately.

6.3. Merger of Building Management and Public Realm Committees

Members considered the merging of the Building Management and Public Realm Committees. There were concerns about losing specific knowledge and history related to building management. It was suggested that the merger might not yield considerable time savings and could potentially lead to inefficiencies. The committee decided to defer the merger until May 2027, post-election, when the number of councillors might be reduced.

Decision: It was **RESOLVED** to merge the Building Management and Public Realm Committees from May 2027.

6.4. Calendar of Meetings 2026-27

Following the decision to defer the merger of committees, the calendar of meetings for 2026-27 was agreed upon for recommendation to Full Council.

Decision: It was **RESOLVED** to recommend to Full Council that the Option A Calendar of meetings 2026-27 is adopted.



6.5. Emergency out of Hours Contacts

The committee considered various options for managing out-of-hours alarm activations and emergency contacts. It was noted that there had been six phone calls from the security company since taking over the Simpson Centre and relocating to The Barn. The committee agreed that contractor option A, which has no call-out charge and covers all sites, was the most cost-effective and practical choice. The proposal to select contractor A was agreed upon, subject to reviewing the fair usage policy.

Decision: It was **RESOLVED** to:

- a) **Agree a hybrid out of hours emergency response whereby the Council key holders respond to call outs until 11pm and an external key holding and alarm response provider responds between 11pm-8am.**
- b) **Award the Out of Hours Contract to Chubb at an annual cost of £595 for managing out-of-hours alarm activations and emergency contacts, subject to reviewing the fair usage policy.**

6.6. Town Clerk's Performance Management

The committee appointed Councillors John Talbot and Janice Bendell to undertake the Town Clerk's annual performance management. It was noted that appropriate training would be provided to the appointed councillors. The discussion included the importance of regular performance reviews and setting key performance indicators (KPIs) for the next year.

Decision: It was **RESOLVED:**

- a) **To appoint Cllrs Talbot and Bendell to undertake the Town Clerk's Annual Performance Management**
- b) **That quarterly performance review meetings will take place between the Town Clerk and Cllrs Bendell and Talbot to review progress against agreed objectives and provide ongoing support and feedback.**
- c) **Note that appropriate training and guidance will be offered to Cllrs Bendell and Talbot to support them in undertaking this role effectively and in line with best practice.**

6.7. Policy Adoption

The committee considered recommending the adoption of the Councillor Long Service and Civic Recognition Policy to Full Council. The policy aims to recognise long-serving councillors and their contributions. There was a discussion about the widespread practice of civic recognition in other councils..

Decision: It was **RESOLVED** to recommend to Full Council that it adopts the Councillor Long Service and Civic Holder Recognition Policy.

6.8. Policy Review

Members received the Complaints Policy and Health and Safety Policy for review. There was an acknowledgment that the Complaints Policy needed to be more robust, particularly in terms of setting a time limit for addressing complaints to prevent them from consuming an excessive amount of staff and councillor time.

Decision: It was **RESOLVED** to recommend to Full Council that it adopts:



- a) **Complaints Policy 2026**
- b) **Health and Safety Policy Manual 2026.**

6.9. Bank Reconciliations

It was noted that the bank reconciliations for November and December had been signed by Councillor Cooper as part of the internal control process.

7. MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

Cllr Hayes asked for the CBC waste calendar on the Town Council website to be updated.

Task: Update the website to update the current waste calendar for rubbish collections.

8. WORK PROGRAMME

The work programme for the committee was noted.

Decision: It was RESOLVED to note the report.

9. DELEGATED DECISIONS

The Town Clerk's delegated decisions were noted.

Decision: It was RESOLVED to note the report.

10. DATE OF NEXT MEETING

Wednesday 1 April 2026.

11. CONFIDENTIAL ITEMS

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

11.1. Staffing Matters

Members received a confidential report on staff matters.

Decision: It was RESOLVED to accept the recommendations contained within the report with the Town Clerk updating the next meeting.

11.2. Complaint

Members received a confidential report on complaints made against a member of town council staff and a Councillor. The committee reviewed communication between the Council and the complainant and agreed that both complaints should be dismissed, and the Deputy Mayor should write to confirm this with the complainant.



The committee accepted that the complainant had the right to progress the complaint against a Councillor with the Monitoring Officer at CBC if they wished.

Decision: It was **RESOLVED** to dismiss the complaints and refer the complainant to the Monitoring Officer if they wished to raise a complaint about the Councillor.

SIGNED BY CHAIR:

MINUTES APPROVED (date):

DRAFT

STOTFOLD TOWN COUNCIL

COUNCIL MEETINGS CALENDAR - 2026 - 2027 (WITH SEPARATE BUILDING MANAGEMENT AND PUBLIC REALM)

Day	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27
Mon		1								1	1		
Tue		2			1			1		2	2		
Wed		3 Town Council	1 Town Council		2 Town Council			2 Town Council		3 Public Realm	3 Town Council		
Thu		4	2		3	1		3		4	4	1	
Fri	1	5	3		4	2		4	1 NEW YEAR'S DAY	5	5	2	
Sat	2	6	4	1	5	3		5	2	6	6	3	1
Sun	3	7	5	2	6	4	1	6	3	7	7	4	2
Mon	4 BANK HOLIDAY	8	6	3	7	5	2	7	4	8	8	5	3 BANK HOLIDAY
Tue	5	9	7	4	8	6	3	8	5	9	9	6	4
Wed	6 Annual Town Council Meeting	10 Governance & Resources	8 Public Realm	5	9 Public Realm	7 Town Council	4 Town Council	9 Public Realm	6 Building Management	10 Overview and Scrutiny	10 Public Realm	7 Town Council	5
Thu	7	11	9	6	10	8	5	10	7	11	11	8	6 TOWN COUNCIL ELECTIONS
Fri	8	12	10	7	11	9	6	11	8	12	12	9	7
Sat	9	13	11	8	12	10	7	12	9	13	13	10	8
Sun	10	14	12	9	13	11	8	13	10	14	14	11	9
Mon	11	15	13	10	14	12	9	14	11	15	15	12	10
Tue	12	16	14	11	15	13	10	15	12	16	16	13	11
Wed	13 Public Realm	17 Public Realm	15 Community Engagement	12	16 Community Engagement	14 Public Realm	11 Public Realm	16 Governance & Resources	13 Community Engagement	17	17 Community Engagement	14 Public Realm	12
Thu	14	18	16	13	17	15	12	17	14	18	18	15	13
Fri	15	19	17	14	18	16	13	18	15	19	19	16	14
Sat	16	20	18	15	19	17	14	19	16	20	20	17	15
Sun	17	21	19	16	20	18	15	20	17	21	21	18	16
Mon	18	22	20	17	21	19	16	21	18	22	22	19	17
Tue	19	23	21	18	22	20	17	22	19	23	23	20	18
Wed	20 Community Engagement	24 Overview and Scrutiny	22 Building Management	19	23 Building Management	21 Overview and Scrutiny	18 Community Engagement	23	20 Governance & Resources	24	24 Building Management	21 Overview and Scrutiny	19 Annual Town Council Meeting
Thu	21	25	23	20	24	22	19	24	21	25	25	22	20
Fri	22	26	24	21	25	23	20	25 CHRISTMAS DAY	22	26	26 BANK HOLIDAY	23	21
Sat	23	27	25	22	26	24	21	26 BOXING DAY	23	27	27	24	22
Sun	24	28	26	23	27	25	22	27	24	28	28	25	23
Mon	25 BANK HOLIDAY	29	27	24	28	26	23	28 BANK HOLIDAY	25		29 BANK HOLIDAY	26	24
Tue	26	30	28	25	29	27	24	29	26		30	27	25
Wed	27 Building Management		29 Governance & Resources	26	30 Governance & Resources	28 Governance & Resources (Budget)	25 Building Management	30	27 Town Council		31 Governance & Resources	28 Annual Town Meeting	26
Thu	28		30	27		29	26	31	28			29	27
Fri	29		31	28		30	27		29			30	28
Sat	30			29		31	28		30				29
Sun	31			30			29		31				30
Mon				31 BANK HOLIDAY			30					31 BANK HOLIDAY	
Tues													

Please check our website for details of timings and venues for the meetings
www.stotfoldtowncouncil.gov.uk

This calendar may be subject to change at short notice.



STOTFOLD TOWN COUNCIL

COUNCILLOR LONG SERVICE AND CIVIC OFFICE HOLDER RECOGNITION POLICY

VERSION: 1.0

1. Purpose

To provide a clear, transparent, and proportionate framework for recognising:

- Long-serving Town Councillors who have given sustained commitment to the Council and community; and
- The service given by outgoing civic office holders, including the Mayor, in recognition of the additional responsibilities undertaken during their term of office.

2. Scope

This policy applies to:

- All elected Town Councillors, whether currently serving or having recently retired from office; and
- Councillors serving in civic office, including the Mayor

Service may be accrued over multiple terms, whether continuous or non-continuous, reflecting recognised sector good practice

3. Principles

Recognition under this policy will:

- Be modest, proportionate, and transparent
- Avoid any perception of reward or inducement
- Be approved by Full Council

No award under this policy creates an automatic entitlement.

4. Eligibility – Councillor Long Service

A councillor will be eligible for long service recognition where they have accrued:

- 20 years or more of service as an elected Town Councillor
- Does not need to be continuous
- May include multiple separate terms
- Will be verified by the Town Clerk using Council records



5. Form of Recognition – Councillor Long Service

Eligible councillors may receive:

- A framed certificate of appreciation
- A commemorative shield or civic token
- A personal gift, selected by the Council, to a maximum value of £50

The gift:

- Must not be cash or a cash equivalent
- Will be purchased by the Council

6. Civic Office Holder Recognition – Outgoing Mayor or Chair

6.1 Purpose

To acknowledge the service of an outgoing Mayor or Chair at the conclusion of their term of civic office, recognising the additional duties, time commitment, and representative role undertaken on behalf of the Council.

6.2 Eligibility

- Applies to the outgoing Mayor or Chair at the end of their term of office
- Recognition is not automatic and is subject to approval by Full Council

6.3 Form of Recognition

The Council may approve one of the following:

- A framed certificate of thanks
- A civic memento (e.g. engraved plaque, shield, or glassware)
- A small personal gift, to a maximum value of £50

The same individual may receive this recognition more than once only where they have served separate, distinct terms as Mayor or Chair.

6.4 Controls

- No cash or cash equivalents
- Expenditure capped and recorded
- One award per term of office

7. Approval and Process

- a) The Town Clerk will identify eligible councillors or civic office holders.
- b) Eligibility will be verified using Council records.
- c) A recommendation will be presented to Full Council.
- d) Recognition will be approved by resolution and minuted.
- e) Awards will normally be presented at a Full Council or civic meeting by the Mayor or Chair.



8. Budgetary Arrangements

- Costs will be met from the Council's existing Mayoral Allowance budget
- No automatic entitlement is created

9. Equality and Conduct Considerations

An award may be withheld where:

- There is reasonable evidence that conferring the award would bring the Council into disrepute

10. Review

This policy will be reviewed every two years, or sooner if required.

Version History:

Version No	Date Approved/Reviewed	Summary Of Changes	Review Date
1	28 January 2026	Initial Adoption	Jan 2028



STOTFOLD TOWN COUNCIL

COMPLAINTS POLICY 2026

VERSION: 3.0

1. Purpose

This complaints policy sets out how Stotfold Town Council will handle formal complaints about its operations and services. The Council is committed to providing high-quality services and welcomes feedback to help improve performance.

2. What is a Complaint?

A complaint is an expression of dissatisfaction about the Council's action or lack of action, or about the standard of a service. This may include:

- Allegations of administrative fault (e.g., not following procedures or standing orders)
- Inadequate service or no service
- Delay or mistakes
- Service quality issues

Complaints against the Council should be treated as complaints against the body corporate, not against individual employees or members.

3. Who Can Use This Procedure?

The complaints procedure is available to:

- Residents living in or near the Council's area
- Individuals affected by the Council's decisions
- Organisations (businesses, charities)
- Unincorporated bodies (residents' associations, allotment tenants' associations)

4. When This Procedure is NOT Appropriate

This complaints procedure should not be used for:

- Alleged financial irregularity – Local electors should use their statutory right to object under s.27(1) Local Audit and Accountability Act 2014
- Alleged criminal activity – Report to the police
- Member conduct breaches – Report to the unitary council's Monitoring Officer [Customer feedback | Central Bedfordshire Council](#)
- Employee grievances – Staff should use the internal grievance procedure
- Requests for information – Use Freedom of Information or Data Protection procedures
- Contractual disputes – Follow contractual terms and legal remedies
- Matters where legal action has been threatened or commenced – Seek professional legal advice

5. Key Principles

The Council's complaints procedure follows Local Government & Social Care Ombudsman (LGO) guidance. A good complaints system is:

- ✓ Well-publicised, easily accessible and easy to use
- ✓ Helpful and receptive
- ✓ Not adversarial
- ✓ Fair and objective
- ✓ Based on clear procedures and defined responsibilities
- ✓ Thorough, rigorous and consistent
- ✓ Decisive and capable of putting things right
- ✓ Sensitive to special needs and circumstances
- ✓ Adequately resourced
- ✓ Supported by councillors and officers
- ✓ Proportionate
- ✓ Timely
- ✓ Regularly analysed to identify patterns and lessons for improvement

6. Informal Resolution

Where possible, complaints should be resolved informally through usual channels of communication. Complainants are encouraged to:

- Raise concerns directly with the Town Clerk
- Discuss the matter with relevant councillors
- Seek an informal resolution before proceeding to the formal procedure

7. Formal Complaints Procedure

Step 1: Before Processing a Complaint

- Complaints should be received no later than 3 months after any actions leading to the complaint occurring.
- All formal complaints must be submitted in writing (letter or email) to:
Stotfold Town Council, Greenacre Centre, Valerian Way, Stotfold SG5 4HG
enquiries@stotfoldtowncouncil.gov.uk
- Complainants must be asked whether they wish the complaint to be treated confidentially
- Receipt of the complaint will be acknowledged in writing within 3 working days.

Step 2: Investigation

- The Council (Clerk/Chair or nominated officer or Councillor) will investigate the facts and collate relevant evidence
- Investigation will normally be completed within 4 weeks of receipt
- For complex complaints, this timeframe may be extended with explanation to the complainant

Step 3: Meeting (if applicable)

If the complaints procedure includes an opportunity for verbal representations:

- The complainant will be invited to attend a meeting with the Clerk or a Complaints Committee
- The complainant may bring a friend or representative
- Both parties will exchange any new information/evidence before the meeting
- The complainant will outline their complaint
- The Council will explain its position
- Both parties may ask questions
- Both parties will have opportunity to summarise their positions
- The complainant will be advised when a decision will be made

Step 4: Decision

- The Council will write to the complainant within 5 working days of the meeting/completion of investigation
- The letter will confirm whether the complaint is upheld or not upheld
- Reasons for the decision will be provided
- Details of any action to be taken (if appropriate) will be outlined
- Information about the right to appeal (if applicable) will be included

8. Two-Stage Process

Stage 1: Initial investigation and decision by Clerk/nominated officer

Stage 2: Appeal to Complaints Committee/Sub-Committee

Appeals must be submitted in writing within 5 working days of receiving the Stage 1 decision, specifying grounds for appeal. Staff or members involved in Stage 1 should not participate in the appeal.

9. Timescales for Resolutions

All complaints within 4 weeks from the point a complaint has been received or an appeal is requested.

10. Data Protection and Confidentiality

- Complaints are personal to the complainant and treated as confidential unless they waive this right
- The identity of the complainant will only be disclosed to those who need to consider the complaint
- Agendas and minutes will not disclose personal data about the complainant or third parties
- The Council will comply with the Data Protection Act 2018 and UK GDPR
- Meetings considering complaints will exclude the public

11. Remedies if Complaint is Upheld

If a complaint is upheld, the Council may:

- Provide an explanation of what happened
- Apologise to the complainant
- Explain steps to prevent recurrence
- Offer a remedy that puts the complainant back in the position they would have been in

- Offer financial compensation (full and final settlement, without admission of legal liability)
- Make a goodwill gesture (e.g., free/reduced use of Council facilities)

The Council should avoid admissions of wrongdoing that could expose it to legal liability.

11. Insurance and Legal Claims

The Council must immediately notify its insurers if a complaint:

- Seeks redress for personal injury, property damage or financial loss
- Threatens legal action
- Could result in the Council being held liable to pay damages

The Council must follow insurer instructions. Failure to notify insurers promptly may invalidate the insurance policy.

12. Delegation and Responsibility

The Council may:

- Delegate complaint handling to the Clerk/nominated officer
- Appoint a Complaints Committee or Sub-Committee to consider and determine complaints
- Engage external investigators where appropriate

13. Publicity

This complaints procedure will be:

- Published on the Council's website
- Made available via the Council's publication scheme
- Provided to any complainant on request

14. Review

This policy will be reviewed every 2 years or sooner if legislation or best practice guidance changes.

Version History:

Version No	Date Approved/Reviewed	Summary Of Changes
	Adopted July 2009	
1.	Reviewed 2019	Not known
2.	April 2024	Reviewed in line with SLCC policy
3.	January 2026	Reviewed in line with NALC policy

STOTFOLD TOWN COUNCIL

COMMITTEE:	TOWN COUNCIL
MEETING DATE:	28 JANUARY 2026
REPORTING OFFICER:	EMMA PAYNE, TOWN CLERK
REPORT TITLE:	CO-OPTION POLICY
DECISION TYPE:	FOR DECISION

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to present to Full Council a revised Co-Option Policy 2026 (Version 2) for consideration and adoption.
- 1.2 The revised policy reflects an update against current National Association of Local Councils (NALC) guidance and incorporates a number of governance enhancements to strengthen transparency, legal robustness, and fairness within the co-option process.

2. RECOMMENDATION

Members are asked to adopt the revised Co-Option Policy as set out in the accompanying document.

3. BACKGROUND

- 3.1 The Co-Option Policy was last reviewed in 2023. Following recent vacancies and a wider review of governance procedures, it was considered timely to update the policy to ensure alignment with:
- 3.2 Key enhancements include:
 - the introduction of a written eligibility declaration confirming compliance with sections 79 and 80 of the Local Government Act 1972
 - clearer provision for eligibility verification by the Town Clerk where required
 - strengthened references to the Equality Act 2010 and the appropriate use of positive action
 - explicit acknowledgement that the Council may consider overall balance of representation and skills, without creating barriers to application
 - improved clarity around feedback, record-keeping, and the handling of complaints

4. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from adoption of the policy. Any future by-election costs remain the responsibility of the Returning Officer and managed through existing earmarked reserves.

5. IMPLICATIONS

Strategic Plan	Supports Priority: Governance & Resources – strengthening transparent decision-making, compliance and effective councillor recruitment.
Risk Management	Reduces risks associated with inconsistent recruitment processes, governance challenge, or non-compliance with electoral law.
Legal	Policy now explicitly aligns with the Local Government Act 1972, Representation of the People Act 1983, and the Local Elections (Parishes and Communities) Rules 2006.
Resources / Stakeholders	Improves clarity for Members, applicants and the Returning Officer. Minimal administrative impact on staff.
Financial Implications	None arising directly from the policy adoption.
Contracts / Procurement	Not applicable.
Crime and Disorder	Specifies criteria for candidates without criminal convictions.
Biodiversity & Environment	No direct implications.
Equalities	The policy incorporates strengthened EDI language, encouraging applications from under-represented groups and supporting reasonable adjustments.
Residents Impact Assessment	A transparent and fair co-option process enhances public confidence in democratic accountability.
Sustainability / Climate	No direct implications.
Data Protection / GDPR	Revised wording ensures personal data is protected in line with the Council's Privacy Notice while maintaining transparency of the decision-making process.



STOTFOLD TOWN COUNCIL

CO-OPTION POLICY 2026

VERSION 2

1. Introduction

- 1.1 The normal process for filling a casual vacancy is election by the local electorate at a by-election. Co-option is the process by which the Town Council selects a new Councillor, rather than a by-election taking place.
- 1.2 *This policy is made in accordance with the Local Government Act 1972 (including sections 79, 80 and 87–89), the Representation of the People Act 1983, and the Local Elections (Parishes and Communities) (England and Wales) Rules 2006. These legislative provisions set out how vacancies occur, how they are publicised, the rights of electors to request an election, and the circumstances in which a Town Council may fill a vacancy by co-option.*
- 1.3 If the period of vacancy has six or more months to run until the next ordinary election, the Town Council must use the co-option process, as soon as practicably possible. If the next ordinary election is within six months, the Town Council does not have to co-opt.
- 1.4 The Town Council is not obliged to select anyone from the candidates who apply in the co-option process; if the process is unsuccessful (whether through lack of or no suitable candidates which achieve a majority vote) then the Town Council will rerun the co-option process, subject to the timescales at 1.3 above.
- 1.5 The Town Council will manage the process of co-option itself, with this policy outlining the procedure to be followed by the Town Council when co-option is considered, to ensure a fair and transparent process is undertaken.

2. Timeline of a Casual Vacancy Occurring

- 2.1 Upon learning of a casual vacancy from a seat falling vacant (through the disqualification, resignation, or death of a councillor, for example), the Town Clerk will The Town Clerk (as Proper Officer) will *send a copy of the Notice of Vacancy to the Returning Officer* at Central Bedfordshire Council to ensure the vacancy period can be monitored.
- 2.2 *Where the vacancy arises as a result of the death of a serving Councillor, the Notice of Vacancy will not be displayed until after the funeral has taken place, as a matter of respect and good practice*
- 2.3 CBC will advertise the vacancy and require the Town Council to make sure the notice of a casual vacancy is shared in conspicuous places. The Town Council meets this requirement by displaying the notice on its noticeboards, social media, and website.
- 2.4 *A legal timeframe of fourteen working days (excluding weekends and bank holidays) applies from the date that the official Notice of Vacancy is posted for ten or more electors of the*

relevant ward to request a by-election. The Town Clerk will confirm the statutory deadline directly with the Returning Officer to ensure accuracy.

- 2.5 If the requirements at 2.4 are not met and a poll is not requested by ten or more electors, Central Bedfordshire will notify the Town Council that the casual vacancy may be filled by co-option.
- 2.6 The other way in which a casual vacancy can occur (rather than by a seat falling vacant), is from the lack of eligible candidates at ordinary elections. In this case, Central Bedfordshire's Elections Department would notify the Town Council immediately after the results of the ordinary elections are known that co-option can take place.
- 2.7 As per 1.3 above, where there is six months or more until the next ordinary election, the Town Council will follow the process set out within this policy document upon notification that co-option can take place.
- 2.8 If a vacancy occurs within six months of the next ordinary elections, no by-election will be held. The Council may choose to co-opt to fill the vacancy, but it is not obliged to do so.

3. Advertisement Process

- 3.1 Although seeking 'expressions of interest' is not a legal requirement, the National Association of Local Councils (NALC) recommends that councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.
- 3.2 *The Council is committed to fairness, equality of opportunity and broad community representation. Applications are actively encouraged from under-represented groups, and the Council will make reasonable adjustments for applicants with disabilities. All appointments will be made on merit against published criteria and in accordance with the Equality Act 2010. Where candidates are of equal merit, the Council may apply positive action to address under-representation, provided this does not result in the appointment of a less suitable candidate.*
- 3.3 On receipt of written notice from Central Bedfordshire (the local electoral authority) that a casual vacancy may be filled by means of co-option (see section 2 above):
 - The Town Clerk will advise the Mayor and Council of the vacancy to be filled by co-option before ensuring this is advertised.
 - The co-option advertisement will include the closing date for requests for consideration (fourteen days after the date of the advertisement) and the number of vacancies, and the meeting date when the co-option will be held. This will be shared on the Town Council's website, social media platforms and noticeboards.
 - *The Council may also promote the vacancy through community organisations, networks or partner groups to encourage wide engagement.*
- 3.4 Councillors may point out the vacancies and the process to any qualifying candidate(s). Candidates found to be offering inducements of any kind will be excluded from the process.

4. Eligibility and Application Process

- 4.1 Applicants must confirm that they meet the statutory qualification criteria to serve as a Town Councillor.

- 4.2 Eligibility and disqualification provisions arise under *Sections 79 and 80 of the Local Government Act 1972*. Applicants are responsible for ensuring that they understand both the qualifications and the disqualifications and should seek advice if in doubt.
- 4.3 *Applicants must provide a signed written declaration confirming that they meet the eligibility criteria set out in section 79 of the Local Government Act 1972 and that they are not disqualified under section 80 of that Act.*
- 4.4 Applicants will complete the Council's standard application form and return it to the Town Clerk by the advertised deadline.
- 4.5 A schedule of applicants will be prepared for Members and considered at the next meeting of Full Council.
- 4.6 *Nominees do not need to be present at the Council meeting where the co-option takes place to be considered.*
- 4.7 *4.6 The Town Clerk may verify eligibility information and, where necessary, seek advice from the Electoral Registration Officer or the Council's County Association prior to the meeting.*

5. Consideration of Applications

- 5.1 Applications will be shared with Members for the purposes of the co-option process. The co-option discussion and vote will take place in public to ensure transparency; however, personal data within applications will be handled in accordance with the Council's Privacy Notice and will not be published.
- 5.2 Candidates will be invited to speak at the Full Council meeting (in public session) to outline their suitability for the role.
- 5.3 Councillors must abide by the Code of Conduct throughout the process.
- 5.4 *In considering applications, the Council may have regard to the overall balance of representation on the Council, including diversity of background, age, gender, geography, and relevant skills or experience. This will not form part of the formal eligibility criteria and applicants will not be excluded on the basis that they do not possess particular skills.*

6. Voting Process

- 6.1 Copies of all applications will be circulated, via agenda, to all Councillors by the Town Clerk at least three clear working days prior to the Full Council meeting where the co-option will be considered. The applications will be treated by the Town Clerk and Councillors as strictly confidential. GDPR will be adhered with personal details being redacted.
- 6.2 The co-option process will be determined in a public session of the Town Council.
- 6.3 Councillors are bound to declare a prejudicial interest if they or a member of their family or close associate is related to or have a close relationship to an individual candidate. If a Councillor is uncertain of whether an interest is declarable, they can seek the advice of the Town Clerk ahead of the meeting. If a dispensation is requested and not granted, the Councillor will have to withdraw from the meeting for the co-option item of the agenda.
- 6.4 The Chair will arrange the names of all properly nominated candidates in alphabetical order before voting begins.

- 6.5 A candidate can only be elected by co-option following a majority vote of Full Council. A majority vote is a majority of the total number of Councillors present at the meeting e.g., if there are 15 councillors voting, the majority would be 8 votes.
- 6.6 Councillors will have one vote per vacancy to be filled. Voting is by a show of hands.
- 6.7 Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons have received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of any one person. Any tie may be settled by the Chair's casting vote.
- 6.8 Where the number of candidates is less than or equal to the number of vacancies, the candidates shall be appointed to the Council if they meet the eligibility criteria.

7. Successful Co-option – Next Steps

- 7.1 The successful candidate will be formally resolved by the Council and their name recorded in the minutes.
- 7.2 The co-opted members will be asked to sign a Declaration of Acceptance of Office before or at the first meeting of the Town Council after their election and to agree to be bound by the Town Council's adopted Code of Conduct. They may then take their seat at the Town Council and will have the ability to be appointed to committees and/or become a representative to local organisations.
- 7.3 The Register of Members Interests form must be completed within 28 days of election and sent to Central Bedfordshire's Monitoring Officer.
- 7.4 Newly co-opted Councillors will be offered introductory training, including training provided by the Bedfordshire Association of Town and Parish Councils, to support their understanding of governance, ethics and the strategic role of the Town Council.
- 7.5 *Unsuccessful candidates may request feedback on the process. Feedback will be provided in a constructive and proportionate manner, subject to confidentiality and data protection requirements.*

8. Records and Complaints (new section)

- 8.1 *The Council will retain appropriate records of the co-option process, including applications, eligibility checks and decisions, in accordance with its document retention schedule and data protection legislation.*
- 8.2 *Any complaints regarding the co-option process will be handled in accordance with the Council's adopted Complaints Policy.*

Document History

Version No	Date	Comments
1	20/12/2023	Policy devised on NALC and SLCC best practice.
2	28/1/2026	Updated with Local Elections (Parishes and Communities) (England and Wales) Rules 2006 and removal of Chairman and in line with NALC best practice.

STOTFOLD TOWN COUNCIL - WORK PROGRAMME 2025/26

Meeting Date	Agenda Publication Date	Agenda Item	Description	Responsible Officer	Report Deadline
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	
		Assertion 10 Compliance Civility and Respect	To re-adopt the Civility and Respect Pledge	Town Clerk	
08/04/2026	Monday 30/03/2026 (Easter holidays)				24/03/2026