



# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
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26 February 2026

## Members of Stotfold Town Council:

**You are hereby summoned** to attend the **Town Council** meeting to be held in the **Greenacre Centre, Valerian Way, Stotfold SG5 4HG** on **Wednesday 4 March 2026 at 7.00pm** for the purpose of transacting business detailed in the agenda.

**E Payne**  
**Town Clerk**

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## 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](mailto: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).

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IN COLLABORATION WITH SLCC, NALC, OVV, COUNTY ASSOCIATIONS

The seven principles of public life

Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

## AGENDA

### **015/26 APOLOGIES FOR ABSENCE**

For Decision

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

### **016/26 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.

### **017/26 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.

### **018/26 MEMBERS ON OTHER AUTHORITIES**

For Information

To receive and note the reports of CBC Ward Councillors.

### **019/26 COUNCIL MINUTES**

For Decision

To approve the minutes of the Council meeting held on 28 January 2026 as a true record of the meeting.

### **020/26 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE**

For Information

There are no civic attendances to report.

### **021/26 CLERK'S REPORT**

For Information

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

### **022/26 COMMITTEE MINUTES**

To receive the minutes of the following Committee meetings:

**022.1/26 Simpson Centre Working Group - 18 February 2026**

For Decision

To receive the notes of this working group and resolve to adopt the Terms of Reference.

**022.2/26 Simpson Centre Working Group - 24 February 2026**

For Information

To receive the notes of this working group meeting for information purposes.

**022.3/26 Overview and Scrutiny Committee - 25 February 2026**

For Information

To receive the minutes of this committee for information purposes.

**023/26 REPORTS**

**023.1/26 Review of Standing Orders**

To review and re-adopt Standing Orders.

**023.2/26 Review of Financial Regulations**

To review and re-adopt Financial Regulations.

**023.3/26 Street Light Tender 2026-2029**

For Decision

To review the street light tender submissions.

**023.4/26 Cemetery Toilets**

For Decision

To receive an update on this project and resolve to apply for pre-app advice with planning authority.

#cemetery

**023.5/26 Jubilee Meadow**

For Decision

To receive a report on the transfer of Jubilee Meadow.

**024/26 FINANCE & RISK MANAGEMENT**

**024.1/26 Review of Risk Management Strategy and Risk Register**

For Decision

To review and re-adopt the Risk Management Strategy and Risk Register

#riskmanagement

**024.2/26 Expenditure**

For Decision

To approve the expenditure for December 2025.

**024.3/26 Income Received**

For Information

To note the income received for December 2025.

**024.4/26 Income and Expenditure and Earmarked Reserves Reports**

For Information

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

**025/26 REPORTS FROM MEMBERS ON OUTSIDE BODIES**

For Information

**026/26 MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY**

For Information

**027/26 WORK PROGRAMME**

For Information

To note the work programme for Full Council.

**028/26 DATE OF NEXT MEETING**

For Information

Wednesday 8 April 2026.



**MINUTES OF THE MEETING OF COUNCIL HELD IN THE GREENACRE CENTRE,  
VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 28 JANUARY 2026 AT  
19:00**

**Present:**

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

**Also Present:**

E Payne

1 Member of the Public

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**001/26      APOLOGIES FOR ABSENCE**

All Members were present.

**002/26      DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS**

There were no disclosures of interest.

**003/26      PUBLIC SECTION**

A member of the public, addressed the Council regarding the proposed precept increase for the next financial year.

**004/26      MEMBERS ON OTHER AUTHORITIES**

No CBC Ward Councillors were available to attend the meeting.

**005/26      COUNCIL MINUTES**

Members received the minutes of the Council meeting held on 3 December 2025. There were no comments other than amendment to the address which had already been amended.

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

**006/26      MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE**

Councillor Smith was thanked for stepping in for civic attendances.

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

**007/26      GROUNDS MAINTENANCE TENDER**

Members received a report with submissions for the Grounds Maintenance Contract. Concerns were raised about the budget figure set aside and the



proposals exceeding this budget. It was noted that any expenditure more than the budgeted sum would be met from general reserves depending on which contractor was selected.

**Decision:** It was **RESOLVED** to award the Grounds Maintenance contract for 2026-27 to Countrywide.

**008/26 STREET LIGHT TENDER**

Members reviewed the submissions for the Street Light Contract. Concerns were raised about the specification and the awareness of UMSO issues among contractors. It was proposed to go back to the other contractors to ask for their position on UMSO support and bring the decision back to the next meeting.

**Decision:** It was **RESOLVED** to defer the decision on the street lighting contractor to allow other contractors to ask for their position on UMSO and bring the decision back to the next meeting.

**Task:** Contract tenderers for support on UMSO for next meeting.

**009/26 SIMPSON CENTRE - ARCHITECTS AND PLANNING CONSULTANTS**

Members Council discussed the valuations for architects and planning consultations for the potential development of the Simpson Centre. There was a detailed discussion about the disparity in costs and specifications among the quotes.

It was considered that a Working Group set up to oversee the initial stages of the project would be beneficial.

**Decision:** It was **RESOLVED** to appoint bcr.Infinity Architects for the pre-app advice for the Simpson Centre development at a cost not exceeding £1,500.

**Decision:** It was **RESOLVED** to appoint a Simpson Centre Working Group comprising of Councillors Anderson, Buck, Matthews and Venneear.

**Task:** Devise Terms of Reference for the Working Group for ratification at next Full Council meeting.

**010/26 OVERVIEW AND SCRUTINY COMMITTEE**

Members received redacted nominations for the appointment of residents to this committee. There was a total of eight candidates for four positions. After a vote, four candidates were appointed.

**Decision:** It was **RESOLVED** to appoint Emily Wearmouth, John Hole, Lewis Miller, and Matthew Westlake to the Overview and Scrutiny Committee.

**011/26 STRATEGIC PLAN 2025-26**

Members receive a motion from six councillors to review the decision to adopt the strategic plan, particularly the cap on the precept increase. Members



considered the removal of the cap due to the uncertain future and the need to take on more responsibilities.

**Decision:** It was **RESOLVED** to remove the precept cap in the strategic plan.

**012/26 FINANCE & RISK MANAGEMENT**

**012.1/26 Budget 2026-27**

Members received the budget for 2026-27 along with the recommended fees and charges. Members noted the proposed precept increase would see an additional £79,079 transferred into General Reserves.

**Decision:** It was **RESOLVED** to adopt the fees and charges as outlined in the report for 2026-27

**Decision:** It was **RESOLVED** to agree the expenditure budget of £962,451

**Decision:** It was **RESOLVED** to request CBC collect precept of £1,058,158 for 2026-27.

**012.2/26 Expenditure**

Members received the expenditure report for November 2025.

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

**012.3/26 Income Received**

Members noted the income received for November 2025.

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

**013/26 COMMITTEE MINUTES**

**013.1/26 Public Realm Committee - 10 December 2025**

The minutes of the Public Realm Committee meeting held on 10 December 2025 were received for information purposes.

**Decision:** It was **RESOLVED** to note the minutes of the Public Realm Committee held on 10 December 2025.

**013.2/26 Governance and Resources Committee - 17 December 2025**

The minutes of the Governance and Resources Committee meeting held on 17 December 2025 were received.

**Decision:** It was **RESOLVED** to note the minutes of the Governance and Resources Committee meeting held on 17 December 2026 and adopt the following:

- Training and Development Policy
- Flexi Time Scheme
- Public Participation Policy
- Publication Scheme

**013.3/26 Building Management Committee - 7 January 2026**

The minutes of the Building Management Committee meeting held on 7 January 2026 were received for information purposes.



**Decision:** It was **RESOLVED** to note the minutes of the Building Management Committee held on 7 January 2026.

**013.4/26 Governance and Resources - 21 January 2026**

The minutes of the Governance and Resources Committee meeting held on 21 January 2026 were received.

**Decision:** It was **RESOLVED** to note the minutes of the Governance and Resources Committee held on 21 January 2026 and adopt the following:

- **Calendar of Meetings for 2026-27**
- **Councillor Long Service and Civic Holder Recognition Policy**
- **Complaints Policy 2026**
- **Health and Safety Policy Manual 2026**

**014/26 CO-OPTION POLICY**

Members reviewed and re-adopted the Co-Option Policy..

**Decision:** It was **RESOLVED** to readopt the Co-Option Policy.

**015/26 LEASES**

Members noted the signing of the following leases:

- Cafe at Greenacre Centre
- The Barn

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

Councillor Venneear reported on the police priority setting meeting in Kempston, highlighting the focus on ASB and E-bikes in the area. He urged residents to participate in the public space protection order consultation to enable more efficient police action.

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

Councillor Woods expressed gratitude on behalf of Stotfold Singers for the grant from the Town Council, which would help with purchasing items for the choir.

**018/26 WORK PROGRAMME**

Members Council noted the work programme for Full Council. There were no additional items suggested for inclusion.

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

**019/26 DATE OF NEXT MEETING**

Wednesday, 4 March 2026.

**020/26 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, were excluded from the meeting due to the confidential nature of the business to be transacted.



**021/26**

**SIMPSON CENTRE - LGA 1972 S172 CLARIFICATION**

Members Council received a confidential report with legal advice on the valuation of the Simpson Centre. There was no further discussion on this agenda item.

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

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

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

DRAFT



## NOTES OF THE MEETING OF SIMPSON CENTRE WORKING GROUP HELD ON WEDNESDAY 18 FEBRUARY 2026 AT 19:00

**Present:** Cllr Steve Buck (Chair), Cllr Liz Anderson, Cllr Nigel Venneear, Cllr Danny Matthews

**Also Present:**  
E Payne, Town Clerk

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### 001/26 Appointment of Chair of Working Group

Cllr Buck was elected as Chair of the Working Group.

### 002/26 Terms of Reference

Members reviewed the terms of reference for the working group.

**Decision:** It was **RESOLVED** to recommend to Full Council that the Terms of Reference are adopted

### 003/26 Update on Progress to Date

Members were advised that after the appointment of BCR Architects by Full Council an initial meeting had been held to discuss the project. The architects are tasked with drawing up a block plan, which will be presented to Officers on 23<sup>rd</sup> February 2026.

There was a discussion about the importance of involving the architects in the working group's meetings to ensure that their vision aligns with the group's objectives. The Town Clerk will arrange a meeting with the working group and architects to discuss the group's vision and input before proceeding further.

### 004/26 Project Plan and Timescales

The discussion then moved to the project plan and timescales for the disposal of the site. The Town Clerk outlined the timeline, including a meeting with the planning officers after receiving the block plan from the architects. The group debated the need to ensure the pre-application advice meeting with the planning officers was as effective as possible, highlighting the importance of providing comprehensive information to maximise the feedback from the planning officers.

It was agreed that the working group would have another meeting after receiving the block plan with the architects to finalise the details before the pre-application advice meeting is applied for. It was proposed to schedule this meeting either the week of the 23<sup>rd</sup> of February or the week after, depending on the architects' availability. The group also discussed the long-term goal of completing the project by May 2027, with flexibility in the timeline to accommodate various stages of planning and approval.

**Decision:** The working group will have another meeting after receiving the block plan to finalise the details before the pre-application advice meeting.



**Task:** Arrange the next working group meeting either the week of the 23rd of February or the week after, depending on the architects' availability. @Emma Payne

**Task:** Schedule a meeting with the planning officers after the working group has agreed the vision. @Emma Payne

**005/26 Other Items for Information Only**

There were no other items.

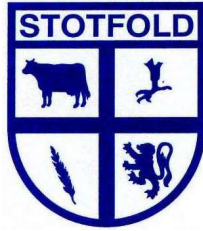
**006/26 Date of Next Meeting**

W/C 23rd February 2026 depending on availability of architects. Preferably an evening meeting or lunchtime

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

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

DRAFT



## **SIMPSON CENTRE WORKING GROUP**

### **TERMS OF REFERENCE 2026-27**

#### **Membership of Committee**

- Four Town Councillors shall be appointed by the Town Council.
- Three Members of this Working Group shall constitute a quorum.
- The Mayor and Deputy Mayor are ex-officio members.
- Non-Committee members may attend meetings and speak at the Chair's discretion but shall not vote.
- Officers of the Council, professional advisors and consultants may attend meetings as required to provide advice and information.

#### **Purpose of the Working Group**

The purpose of the Simpson Centre Working Group is to:

- Support and oversee the processing of obtaining professional advice in relation to the future disposal of the Simpson Centre site.
- Consider the outcomes of pre-application advice from Central Bedfordshire Council
- Explore and evaluate the options for disposal of the site
  - Sales in its current condition
  - Sales with outline planning permission for senior living accommodation
  - Sale with Full Planning permission for senior living accommodation
- Make recommendations to Full Council on the preferred route for disposal of the site.
- Oversee the progress from pre application stage and valuation through to marketing and sale of the site for development. This includes
  - Reviewing professional advice
  - Reviewing indicative costs, risks and sale value implications

#### **Frequency of Meetings**

The Working Group shall meet as required to progress the project in a timely manner. Meetings shall be informal working group meetings, and not formal committee meetings. They can be held virtually. They are not open to the public.

#### **Decision/Delegated Powers**

The Working Group has no delegated powers.

The Group shall:

- Consider information, advice, and professional input.
- Develop options and recommendations.
- Report formally to Full Council for decision at appropriate stages.

All decisions relating to expenditure, planning applications, and disposal of the site remain the responsibility of Full Council.

## **Finance**

The Working Group may:

- Review indicative costs for professional services and planning work.
- Make recommendations to Full Council regarding budget provision within the 2026–27 budget for professional fees associated with the chosen disposal route.

The Working Group may not incur expenditure.

## **General Responsibilities**

The Project Group shall:

- Ensure all considerations align with the Council's Strategic Plan.
- Ensure a transparent and robust process is followed, learning from previous decisions relating to the Simpson Centre.
- Consider risks, stakeholder impacts, financial implications, and community perception.
- Ensure residents can have confidence that all options have been fully explored before a final decision is made.

## **Reporting**

The Project Group shall report to Full Council at key stages including:

1. Following receipt of pre-application advice.
2. When recommending the preferred disposal route.
3. Prior to marketing and disposal of the site.

Adopted at the Town Council Meeting of 4 March 2026



## **MINUTES OF THE MEETING OF SIMPSON CENTRE WORKING GROUP HELD ON TUESDAY 24 FEBRUARY 2026 AT 19:00**

### **Present:**

Cllr Steve Buck, Cllr Liz Anderson, Cllr Danny Matthews, Cllr Nigel Venneear

### **Also Present:**

E Payne, Town Clerk

C Rogers, Projects Officer

Monica Austin, BCR Infinity Architects

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### **1 Introductions and Preliminary Discussions**

Members introduced themselves to Monica Austin from BCR Infinity Architects.

### **2 Presentation of Proposals for Simpson Centre**

Monica Austin presented the proposals for the Simpson Centre. The document provided context for the site within Stotfold, including proximity to amenities such as the town centre, shops, schools, leisure and community centres, and The Need Project. Monica emphasised the site's advantageous position, close to bus stops and free from flood zones, conservation areas, and listed assets. She detailed the surrounding building heights, noting the highest building was the former Methodist church. Monica described the current state of the Simpson Centre, its pedestrian and vehicle access, and the lack of TPO trees on the site. She highlighted the importance of considering parking standards for older people's accommodation, suggesting one space per dwelling plus visitor and staff spaces, which could be reviewed if a car club was used.

Monica presented a draught scheme layout, proposing a single-storey building for communal areas and one flat, and a 2 1/2 storey building for 12 units (nine one-bed and three two-bed flats). The scheme included 12 car parking spaces, outside refuse, and mobility scooter storage areas, with potential garden space and landscaping. She acknowledged the tightness of the site and the need for negotiation on parking spaces. Cllr Anderson raised concerns about the lack of elevations and introduction in the document, suggesting a comparison with existing buildings and consideration of shading issues. Monica responded, explaining the constraints and the maximisation of potential, while other members discussed the need for outdoor space and potentially reducing unit numbers for better living conditions.

### **3 Discussion on Assisted Living and Community Benefits**

Members discussed the importance of creating a spacious and appealing living environment, suggesting reducing units to improve outdoor space and avoid cramming. Monica mentioned working with Solace Projects on living spaces for vulnerable adults, which could reduce unit sizes and increase outdoor space. Cllr Matthews highlighted the community's preference for over-50s accommodation and the need to stick with the current plan for pre-application. The group discussed parking issues and potential solutions, such as moving the pedestrian footpath and adding spaces near the old police office. It was noted the right of way for the police house, which needed consideration in planning.



**4 Next Steps and Communication with Neighbours**

Emma Payne proposed talking to neighbouring property owners at number the former police house and nos 5, 7 Hitchin Road to keep them informed about the plans. The group debated the timing of this communication, agreeing it should be done during the planning application stage. They discussed the implications for the neighbours and the importance of maintaining good communication.

The group concluded the meeting by thanking Monica for her presentation and agreeing on the next steps, including applying for pre-app advice and potentially involving Monica in the pre-app meeting.

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

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

DRAFT



**MINUTES OF THE MEETING OF OVERVIEW AND SCRUTINY COMMITTEE HELD  
IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG ON  
WEDNESDAY 25 FEBRUARY 2026 AT 19:00**

**Present:**

Cllr Steve Buck, Cllr Jon Smith, Mr J Hole, Mr L Miller, Ms E Wearmouth, Mr M Westlake

**Apologies:**

Cllr J Headington, Cllr J Bendell

**Also Present:**

E Payne, Town Clerk

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**001/26 ELECTION OF CHAIR**

Cllr Buck was elected Chair of the Committee.

**Decision: It was RESOLVED to elect Cllr Buck as Chair of the Overview and Scrutiny Committee**

**002/26 APOLOGIES**

Apologies were received from Cllr Headington and Bendell

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

**003/26 WELCOME AND INTRODUCTION**

Members of the committee introduced themselves and shared their aspirations for the committee.

**004/26 REVIEW OF TERMS OF REFERENCE**

The committee reviewed the Terms of Reference, which outline the scope and limitations of the committee's responsibilities. It was explained that the committee, being composed of members of the public, could only make recommendations rather than enforce decisions. The discussion highlighted the importance of the committee's role in scrutinising council activities and making informed recommendations to the full council or relevant sub-committees.

**005/26 REVIEW OF RESPONSIBILITIES OF TOWN COUNCIL**

There was then a discussion on the responsibilities of the Town Council covered various aspects of council services, budget allocations, and strategic planning. The Chair elaborated on the council's approach to managing assets, compliance requirements, and community engagement. He emphasised the importance of maintaining and investing in community facilities and services to ensure their long-term viability.



The conversation also touched upon the political landscape and its impact on local governance, with references to national policies and their trickle-down effects on town councils. Members discussed the challenges of balancing budget constraints with community needs, highlighting specific examples like the library's relocation and its subsequent success.

The resident survey was mentioned as a tool to understand community needs, with initial poor response rates improving over time. The survey results showed a positive trend and increased community engagement, especially through social media.

The council's budget for the current year and next year was discussed, highlighting the need for transparency and adherence to the Transparency Code. This includes publishing budget details, payments over £500, staff structure, and income from car parking. The council has a comprehensive staff structure to deliver services effectively, with Town Rangers being a visible part of this structure, responsible for tasks such as playground inspections, litter picking, and minor maintenance. The council's efforts to improve communication and community engagement were emphasised, including the use of social media and regular consultations with residents.

**006/26      WORK PROGRAMME**

The Town Clerk presented the proposed programme, which included the public realm, buildings, the budget, and community engagement. Members were encouraged to contribute their ideas and recommendations to ensure a comprehensive and effective programme.

**007/26      DATE OF NEXT MEETING**

The date for the next meeting was confirmed as Wednesday, 22 April 2026. This change was made due to a scheduling conflict with the end of the town meeting.

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

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

## **STOTFOLD TOWN COUNCIL**

<b>COMMITTEE:</b>	<b>FULL COUNCIL</b>
<b>MEETING DATE:</b>	<b>4 MARCH 2026</b>
<b>REPORTING OFFICER:</b>	<b>EMMA PAYNE, TOWN CLERK</b>
<b>REPORT TITLE:</b>	<b>REVIEW OF STANDING ORDERS</b>
<b>DECISION TYPE:</b>	<b>FOR DECISION</b>

### **1. BACKGROUND**

- 1.1 The Council's Standing Orders were last formally reviewed and adopted in April 2025 in line with the updated National Association of Local Councils (NALC) Model Standing Orders (England) 2025 update.
- 1.2 Standing Orders are a statutory governance document which regulates the proceedings of Council and Committee meetings and provides the procedural framework within which the Council discharges its lawful decision-making responsibilities.
- 1.3 It is recognised best practice referenced within the Practitioners' Guide, for councils to periodically review their Standing Orders to ensure that they remain:
  - compliant with statutory requirements.
  - reflective of national governance guidance; and
  - appropriate for the Council's operational arrangements.

### **2. INTRODUCTION**

- 2.1 A review of the Council's current Standing Orders has been undertaken by the Town Clerk against the most recent NALC Model Standing Orders (England). The review has confirmed that:
  - All statutory provisions remain compliant with the Model Standing Orders.
  - No legislative updates have been issued since April 2025 which would necessitate amendment; and
  - The Council's bespoke operational provisions continue to support effective governance and decision-making arrangements.
- 2.2 As such, no changes are proposed to the Standing Orders at this time.

### **3. FURTHER INFORMATION**

- 3.1 Standing Orders operate alongside the Council's adopted Financial Regulations and Code of Conduct and form part of the Council's wider governance framework.
- 3.2 They support compliance with:
  - Local Government Act 1972
  - Localism Act 2011

- Openness of Local Government Bodies Regulations 2014
- Governance and Accountability for Local Councils – Practitioners’ Guide

**4. FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from the review and re-adoption of the Council’s Standing Orders.

**5. RECOMMENDATION**

Members are asked to:

- a) note the outcome of the review of the Council’s Standing Orders; and
- b) re-adopt the Standing Orders (April 2025) with no amendments.

**7. IMPLICATIONS AND CONSIDERATIONS**

Strategic Plan	Supports the Governance and Resources priority by ensuring that the Council maintains an up-to-date and compliant governance framework.
Risk Management	Failure to maintain compliant Standing Orders presents a governance and legal risk. Regular review mitigates the risk of procedural challenges.
Legal	Standing Orders incorporate statutory provisions governing Council decision-making processes.
Resources/Stakeholders	Ensures clarity for councillors, staff, and members of the public regarding meeting procedures and governance arrangements.
Contracts/Procurements	None arising directly from this report.
Crime and Disorder	No direct implications identified.
Biodiversity and Environment	No direct implications identified.
Equalities	No direct implications identified.
Residents Impact Assessment	Maintaining effective governance arrangements supports transparent and accountable decision-making on behalf of residents.
Sustainability/Climate Impact	No direct implications identified.
Data Protection and Privacy	Standing Orders include provisions relating to the management of confidential information and personal data.



**STOTFOLD TOWN COUNCIL**  
**STANDING ORDERS 2026**

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## 1. RULES OF DEBATE AT MEETINGS

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h. A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j. Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k. One or more amendments may be discussed together if the Chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion, except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p. During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of

order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they is concerned by.

- q. A point of order shall be decided by the chair of the meeting and their decision shall be final.
- q. A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s. Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t. Excluding motions moved under standing order 1(q), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting. Members shall address the Chair.

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregards the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## **3. MEETINGS GENERALLY**

Full Council meetings (Council)  
Committee meetings (Committee)

(Council and Committee)

- a. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

(Council and Committee)

- b. **The minimum three clear days' notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

(Council and Committee)

- c. **The minimum three clear days public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**

(Council & Committee)

- d. **Meetings shall be 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. The public's exclusion from part or all of the meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f. The period designated for public participation at a meeting in order with standing order 3(e) shall not exceed 15 minutes.
- g. Subject to standing order 3(g), a member of the public may speak only once, and shall not speak for more than 3 minutes.
- h. In accordance with standing order 3(e), a question shall not require a response at the meeting or start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- i. A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j. A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.

(Council & Committee)

- l. **Subject to standing order 3(q), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

(Council & Committee)

- m. **A person present at a meeting may not provide an oral report or commentary about a meeting as it takes place without permission.**

(Council & Committee)

- n. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

(Council)

- o. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**

(Council)

- p. **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the**

**Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

(Council & Committee)

- q. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

(Council & Committee)

- r. **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

*See standing orders 6(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- s. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- t. The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of a meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u. Information and updates may be given on previous minutes by way of an agenda item 'matters arising for information purposes only'. No decision may be taken on these updates. Similarly, information on general matters relating to the committee or Council may be given under 'items for information purposes only'. No decision may be taken on these items.

(Council, Committee & s-Committee)

- v. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participation and vote on that matter.**

- w. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(vii) for the quorum of a committee or sub-committee meeting.*

- x. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. Any outstanding business on the agenda shall be adjourned to another meeting.

- y. Meetings shall not exceed a period of 2 hours, unless agreed by resolution and a finish time determined. Any business not completed after this time shall be deferred to another meeting.

- z. All mobile phones and other similar devices must be switched to silent or turned off.

#### **4. COMMITTEES AND SUB-COMMITTEES**

- a. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d. The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee.
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be one half of its members, with the exception of the planning committee where four members shall constitute a quorum;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or sub-committee
- e. The Chair and vice-Chair of Council ex-officio shall be members of every committee.
- f. The Chair and vice-Chair of the committee shall be members of every sub-committee appointed by it, unless they signify that they do not wish to serve.
- g. A non-member of a committee may attend any meeting of a committee or sub-committee and at the discretion of the Chair may speak but not vote.

#### **5. ADVISORY COMMITTEES/WORKING GROUPS**

- a. The Council may appoint advisory committees comprised of a number of councillors and non-councillors, whose names shall be recorded.
- b. Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

- c. The Proper Officer shall inform the members of each advisory committee of the terms of reference of the committee, and of the Council's standing orders, which they are required to follow.
- d. An advisory committee shall make recommendations and give notice thereof to the Council.

## **6. ORDINARY COUNCIL MEETINGS**

- a. **In an election year the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c. **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.** The Stotfold Town Council annual meeting will commence at 7.00pm.
- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f. **The Chair of the Council, unless they have resigned or becomes qualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g. **The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h. **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j. Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
  - i. **in an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. receipt of the minutes of the last meeting of a committee;
  - iv. consideration of the recommendations made by a committee;
  - v. review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. review of the terms of reference for committees;
  - vii. appointment of members to existing committees;
  - viii. appointment of any new committees in accordance with standing order 4;
  - ix. review and adoption of appropriate standing orders and financial regulations;

- x. review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
- xi. review of representation on or work with external bodies and arrangements for reporting back;
- xii. in an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. review of inventory of land and other assets including buildings and office equipment;
- xiv. confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. review of the Council's and/or staff subscriptions to other bodies;
- xvi. review of the Council's complaints procedure;
- xvii. review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 14, 24 and 25);
- xviii. review of the Council's policy for dealing with the press/media;
- xix. review of the Council's employment policies and procedures;
- xx. review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
- xxi. determining the time and place of ordinary meetings of the Council and committees up to and including the next annual meeting of the Council.

## **7. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a. **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c. The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee (or sub-committee) at any time.
- d. If the Chair of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by two members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

## **8. ANNUAL TOWN MEETING**

- a. A parish meeting may be convened by the Chair of the Town Council, any two parish councillors for the parish or any 6 local government electors of the parish.
- b. Not less than 7 clear days public notice is to be given of the meeting, the notice specifying the time, place, and business to be transacted. If however, the business proposed relates to establishment or dissolution of a parish council or the grouping of the parish under a common parish council, 14 clear days' notice is required. In all cases, the notice must be signed by the person convening the meeting.
- c. Proceedings shall not begin before 6pm.
- d. The Chair of the Council shall preside if they are present.
- e. If the Chair is absent, the Vice-Chair shall preside.
- f. If the Chair and Vice-Chair are absent, the meeting shall appoint a Chair before it proceeds to any other business.
- g. The Clerk shall record the proceedings of Town Meetings.

- h. If the Clerk is absent, the person presiding at the meeting may record the proceedings or may appoint another to do so.
- i. As soon as the Chair has been filled and provision made for recording the proceedings the minutes of the previous meeting shall be read, considered and if correct signed by the person presiding at the meeting.
- j. To receive a crime report from a representative of Bedfordshire Constabulary for the period since the last Town Meeting.
- k. To receive the accounts of the parochial charities together with comments of the Trustees.
- l. To receive a statement of the Council's accounts for the year ended the previous 31<sup>st</sup> March, and to receive the Council's observations on its finances for the current year.
- m. To receive the Chair's report on the Council's activities over the previous year.
- n. To receive an address from invited speakers.
- o. To receive an address from a Unitary Authority ward member on matters pertaining to Stotfold.
- p. To consider motions from members of the public.

## **9. PREVIOUS RESOLUTIONS**

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 11, or by a motion moved in pursuance of the recommendation of a committee or sub-committee.
- b. When a motion moved pursuant to standing order 9(a) has been disposed of, no similar motion may be moved for a further six months.

## **10. VOTING ON APPOINTMENTS**

- a. Where more than two 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 one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.
- b. All co-options will be in conjunction with the Council's adopted Co-Option Policy.

## **11. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a. A motion shall relate to the responsibilities for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 11(b), correct obvious grammatical or typographical errors in the wording of the motion.

- d. If the Proper Officer considers the wording of a motion received in accordance with standing order 11(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 4 clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. The decision of the Proper Officer as to whether to include the motion on the agenda shall be final.
- g. Motions received shall be recorded and numbered in the order that they are received.
- h. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.
- i. If the subject matter of a motion comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chair, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

## **12. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft meetings of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a vote;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to approve the absences of councillors;
  - vii. to change the order of business on an agenda;
  - viii. to proceed to the next order of business on the agenda;
  - ix. to require a written report;
  - x. to appoint a committee or sub-committee and their members;
  - xi. to appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies;
  - xii. to note the minutes of a meeting of a committee or sub-committee;
  - xiii. to consider a report made by a committee or a sub-committee
  - xiv. to consider a report made by an employee, professional advisor, expert or consultant;
  - xv. to extend the time limits for speaking;
  - xvi. to silence or exclude from the meeting a councillor or a member of the public for disorderly conduct;
  - xvii. to not hear further from a councillor or a member of the public;
  - xviii. to exclude the press or public for all or part of a meeting;
  - xix. to temporarily suspend the meeting;
  - xx. to authorise payment of monies up to £5,000 where the expenditure was considered urgent and executive action was taken by the Clerk;
  - xxi. to authorise legal deeds to be signed by two councillors and witnessed by the Proper Officer;
  - xxii. to give the consent of the Council if such consent is required by standing orders;
  - xxiii. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xxiv. to adjourn the meeting; or
  - xxv. to close the meeting.

### 13. QUESTIONS

- a. A councillor may seek an answer to a question concerning any business of the Council provided 4 clear days' notice of the question has been given to the Proper Officer.
- b. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c. Every question shall be put and answered without discussion.
- d. A person to whom a question has been put may decline to answer.

### 14. MANAGEMENT OF INFORMATION

*See also standing order 24.*

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. **Councillors, staff, the Council's contractors, and agents shall not disclose confidential information or personal data without legal justification.**

### 15. DRAFT MINUTES

Full Council meetings (council)  
Committee meetings (committee)

- a. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 12(a)(i).
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e. **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f. Subject to the publication of draft minutes in accordance with standing order 15(d) and standing order 24(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes, or recordings of the meeting for which approved minutes exist shall be destroyed.

## **16. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(y).*

- a. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b. All councillors shall undertake training in the code of conduct and appropriate councillor induction training on their role within 6 months of the delivery of their acceptance of office where possible.
- c. Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- d. Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest and if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- e. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- f. A decision as to whether to grant a dispensation shall be made by a meeting of the Council or committee for which the dispensation is required and that decision is final.
- g. A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- h. Subject to standing orders 16(e) and (g), a dispensation request shall be considered by the Proper Officer before the meeting, or if this is not possible, at the start of the meeting for which the dispensation is required.
- i. **A dispensation may be granted in accordance with standing order 16(f) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

## 17. CODE OF CONDUCT COMPLAINTS

- a. **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council consider shall what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 18. PROPER OFFICER

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:
- i. **at least three clear days before a meeting of the Council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full Council and standing order 3(c) for the meeting of clear days for a meeting of a committee.*

- ii. subject to standing order 11, include on the agenda all motions in the order received unless a councillor has given written notice at least 4 days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. manage the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed; *(see also standing order 27)*
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. should an application require consideration and a response to the local planning authority before the next ordinary meeting of the planning committee, refer a planning application received by the Council to the Chair of the planning committee (or vice-Chair of the planning committee in their absence) for consideration and executive action to be taken in conjunction with the Clerk to return comments, or if felt necessary due to the size and nature of such an application, to schedule an additional meeting of the planning committee;
- xvi. manage access to information about the Council via the publication scheme;

- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect;
- xviii. action or undertake activity or responsibilities instructed by resolution or contained in standing orders;
- xix. in the event of urgent action being required between regular meetings, the Clerk or Proper Officer to take decisions and that wherever possible these decisions to be taken in consultation with the Chair of the Council and/or the Chair of the relevant committee, provided that all matters dealt with or decided, and all action taken under this order shall be reported to the next ordinary meeting of the Council, committee or sub-committee concerned. Urgent action to be defined as:
  - a) action that will not admit of delay;
  - b) on health and safety grounds, where not to take action would put the staff or members of the public at risk and leave the Council open to prosecution for negligence;
  - c) to protect the property owned by the Council. To authorise immediate repairs in order to secure Council property, or where to delay a repair would cause greater damage and therefore greater expense to occur;
  - d) to take action to stop or prevent the Council from acting illegally, or taking such action as to prevent bringing the Council into disrepute.

## **19. RESPONSIBLE FINANCIAL OFFICER**

- a. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **20. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a. "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31<sup>st</sup> March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31<sup>st</sup> March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30<sup>th</sup> June.

## 21. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£60,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## 22. CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS

- a. Canvassing councillors or members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b. A councillor or member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but nevertheless, any such person may give written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

- c. If a candidate for any appointment under the Council is to their knowledge related to any member of, or the holder of, any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Proper Officer. A candidate who fails to do so shall be disqualified for such appointment, and, if appointed may be dismissed without notice. The Proper Officer shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed, standing orders 22(b) and 16 (re interests) shall apply. The Proper Officer shall make known the purport of this standing order to every candidate.
- d. Standing orders 22(a), 22(b) and 22(c) above shall apply to tenders as if the person making the tender were a candidate for an appointment.

### **23. HANDLING STAFF MATTERS**

- a. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Governance & Resources Committee or, if they are not available, the vice-Chair of the Governance & Resources Committee of absence occasioned by illness or other reason and that person shall report such absence to the Governance & Resources Committee.
- b. The Chair of the Governance & Resources Committee or in their absence, the vice-Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Governance & Resources Committee.
- c. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the Chair of the Governance & Resources Committee or in their absence, the vice-Chair of the Governance & Resources Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Governance & Resources Committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the Chair or vice-Chair of the Governance & Resources Committee, this shall be communicated to another member of the Governance & Resources Committee, which shall be reported back and progressed by resolution of the Governance & Resources Committee.
- e. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
- f. In accordance with standing order 14(a), persons with line management responsibilities shall have access to staff records referred to in standing order 23(b).

### **24. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 25.*

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **If gross annual income or expenditure (whichever is the higher) exceeds £200,000, the Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

### **25. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*See also standing order 14.*

- a. The Council may appoint a Data Protection Officer.
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f. **The Council shall maintain a written record of its processing activities.**

## **26. RELATIONS WITH THE PRESS/MEDIA**

- a. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b. In accordance with the Council's policy in respect to dealing with the press or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

## **27. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 18(b)(xii) and (xvii).*

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. **Subject to standing order 27(a), any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

## **28. COMMUNICATING WITH UNITARY COUNCILLORS**

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to ward councillor(s) of the Unitary Council representing the area of the Council.
- b. Ward members for Stotfold shall be requested to report to the Council on any matters discussed at the Unitary Council that are relevant to Stotfold. They should be prepared to answer any questions of fact concerning such business put to them by councillors at the end of their report, although such answers may be deferred to the next meeting if such information is not immediately available. These questions will be minuted.
- c. Guidelines to be followed:
  - i. the ward members may wish to collaborate over who reports and on what with a view to eradicating duplication and unnecessary attendance.
  - ii. reports should be brief, informative and objective. Unless there are a large number of items where a significant amount of detail on an important issue is to be reported, reports should be no longer than 10 minutes, and in normal circumstances, less.
  - iii. matters only of relevance to Stotfold should be included in the report which may encompass peripheral matters, general Unitary authority matters. Party political comments will not be allowed.

- iv. questions of fact should be answered immediately where possible. Where this is not possible, as in the need to gather information, the answer should be made at the next Council meeting.
- v. town councillors should only ask questions of fact concerning Unitary authority business. Party political comments will not be allowed.
- vi. the Chair of the meeting is expected to intervene where items ii., iii., and v. are contravened.

## **29. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **30. REPRESENTATIVES ON OUTSIDE BODIES**

- a. All Town Council representatives on outside bodies shall report back to the Council subsequent to a meeting of such body. The Proper Officer to be informed by the representative not later than the Thursday prior to a meeting of such a report so that it can be included on the agenda for the Council meeting.

## **31. STANDING ORDERS GENERALLY**

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add or to vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory or legal requirements, shall be proposed and seconded and a recommendation made by the Governance & Resources Committee on amendments and shall be put to the next Council meeting.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** FULL COUNCIL

**MEETING DATE:** 4 MARCH 2026

**REPORTING OFFICER:** EMMA PAYNE, TOWN CLERK & RFO

**REPORT TITLE:** REVIEW OF FINANCIAL REGULATIONS

**DECISION:** FOR DECISIONS

### **1. BACKGROUND**

- 1.1 As part of the annual internal control process, the Town Clerk/RFO has reviewed the Town Council's Financial Regulations to ensure alignment with the latest National Association of Local Councils (NALC) Model Financial Regulations and current legislative requirements.
- 1.2 The review forms part of the Council's ongoing commitment to maintaining robust financial governance arrangements and ensuring that its regulatory framework reflects both sector best practice and organisational changes, and procurement processes.

### **2. INTRODUCTION**

- 2.1 The Financial Regulations have been updated to reflect the following:
  - Regulation 4.11 updated to include that all reserves, including earmarked reserves, shall be reviewed annually and their purpose and adequacy minuted.
  - Regulation 7.12 updated to include verification by two of the following: the Town Clerk/RFO, Finance Officer, or a Member, to strengthen financial control arrangements.
  - Regulation 9.1 updated to reflect current staffing structures. The single transaction limit for credit card expenditure is to be determined by Council resolution.
  - Regulation 18.2 updated to include that no regulation may be suspended to contravene statutory requirements.
  - References to Contract Finder have been removed and replaced with Find a Tender to reflect current procurement practice.

### **3. FURTHER INFORMATION**

- 3.1 The proposed amendments align the Council's Financial Regulations with the NALC Model Financial Regulations and support compliance with statutory financial governance and procurement requirements.

### **4. FINANCIAL IMPLICATIONS**

- 4.1 There are no direct financial costs associated with the proposed amendments. However, the updated Financial Regulations determine the governance framework for the effective administration and management of the Town Council's financial affairs.

### **5. RECOMMENDATION**

Members are asked to:

- a) Confirm the maximum expenditure permitted on a single transaction using the Town Council credit card (section 9.1)
- b) Ratify the amendments to the Financial Regulations as presented and adopt the updated Financial Regulations.

## 6. IMPLICATIONS

Strategic Plan	Supports the Governance and Resources priority by strengthening financial oversight and internal control mechanisms.
Risk Management	Enhances the Council's control environment and audit assurance framework, reducing the likelihood of financial mismanagement or non-compliance.
Legal	Ensures alignment with statutory requirements and current procurement legislation, as well as adherence to NALC best practice guidance.
Resources/Stakeholders	Clarifies financial roles and responsibilities for Members and Officers, supporting effective operational delivery.
Contracts/Procurements	Updated procurement references ensure compliance with current legislative requirements and recognised procurement processes.
Crime and Disorder	Strengthened financial controls reduce the risk of fraud and financial irregularity.
Biodiversity and Environment	Not applicable.
Equalities	Not applicable.
Residents Impact Assessment	Improved financial governance supports transparency and strengthens public confidence in the Council's financial management.
Sustainability/Climate Impact	Not applicable.
Data Protection and Privacy	Supports the secure handling of financial and supplier data in line with UK GDPR.



## STOTFOLD TOWN COUNCIL FINANCIAL REGULATIONS 2026

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These Financial Regulations were adopted by the council at its meeting held on 4 March 2026..

## 1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Town Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**

- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

## **2. Risk management and internal control**

- 2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. The accounting control systems determined by the RFO must include measures to:**
  - **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a bank signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Governance & Resources Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

## **3. Accounts and audit**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**

- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### 4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Governance & Resources Committee at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Governance & Resources Committee. The RFO will inform committees of any salary implications before they consider their draft their budgets.
- 4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the Governance & Resources Committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Governance & Resources Committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee. *All reserves, including earmarked reserves, shall be reviewed annually and their purpose and adequacy minuted.*

#### 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and the Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed price quotes;
- 5.9. Where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
  - i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

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<sup>1</sup> The Regulations require councils to use the Find A Tender portal if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £1,000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and payments**

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust and Barclays Bank with investments held with **CCLA**. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods, or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
  - i. any payments of up to £3,000 excluding VAT, within an agreed budget.
  - ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
  - iv. Fund transfers within the councils banking arrangements up to the sum of £50,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.

- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Finance Officer shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent to two authorised signatories.
- 7.5. In the prolonged absence of the Finance Officer, the RFO shall set up any payments due before the return of the Finance Officer.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council every year.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained, and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Town Clerk/RFO, Finance Officer *or a Member*. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting}. Any signatures obtained away from council meetings shall be reported to the council or Governance & Resources Committee at the next convenient meeting.

## **9. Payment cards**

- 9.1. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO, *Deputy Clerk, and Amenities Team Leader and will be restricted to a single transaction maximum of XXXXX unless authorised by Council or Governance & Resources Committee in writing before any order is placed* and any balance shall be paid in full each month.
- 9.2. Personal credit or debit cards of members or staff shall not be used.

## **10. Petty Cash**

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors' allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Governance & Resources Committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices, and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

### **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

### **14. Payments under contracts for building or other construction works**

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

### **15. Stores and equipment**

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

## **16. Assets, properties and estates**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage, or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **18. Suspension and revision of Financial Regulations**

- 18.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully. *No regulation may be suspended so as to contravene statutory requirements.*
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

### Version History

Version	Date Adopted	Amendments
April 2025	09/04/2025	
April 2026	10/03/2025	Benchmarked against NALC Model Financial Regulations (March 2025).

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 21 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## Street light Tender Analysis - Updated Service Delivery Breakdown (Revised Submissions)

### Updated Price Breakdown

#### 1. Annual Maintenance Costs

Contractor	Annual Maintenance Fee	Model Type
Contractor 1	£18,500 + VAT	Fee + Schedule of Rates
Contractor 2	£9,880 + VAT*	Fee + Schedule of Rates
Contractor 3	£6,370 + VAT*	Fee + Schedule of Rates
Contractor 4	£10,000 + VAT	Fee + Schedule of Rates

#### 2. Reactive Attendance

Service	Contractor 1	Contractor 2	Contractor 3	Contractor 4
Emergency call out (out of hours)	Included	£225 plus hourly rate £95	£650 includes first hour on site	£550 per visit
Non-emergency Service	Included	Not specified	Not specified	£150 per visit up to 15 per annum £3,750
Night Scout Inspection (per night)	Included	£450	See below	Included
Annual night scouting allowance (2 visits per annum)	Included	£900	£13.50 per column (initial) and then £4.50 per subsequent scouts £3510 or £1170	Included

### 3. Replacement of Complete Column

Service	Contractor 1	Contractor 2	Contractor 3	Contractor 4
Replacement of complete column	£1200 (emergency)	£2,250–£2,450 plus £450 for poor ground conditions	£1,550	£1300

### 4. Minor Component Replacement

Service	Contractor 1	Contractor 2	Contractor 3	Contractor 4
Replacement of lamps	£325 each  LED conversion year 1 £16,250  LED conversion year 2 £14,950	£325 each  LED conversion year 1 £16,250  LED conversion year 2 £14,950	£325 each  LED conversion year 1 £16,250  LED conversion year 2 £14,950	£310 each  LED conversion Year 1 £15,500  LED conversion Year 2 £13,500
Replacement of photocells	Included	£55	£41.50	Included
Programme/commissioning (dimming or part night)	Included	£35	Not quoted	Not quoted
New column door	Included	Not specified	£45	Included
Dispose of column/bracket/lantern	Included	Not specified	£45	Not specified

### 6. Bi-Annual Survey / Asset Inspection

Service	Contractor 1	Contractor 2	Contractor 3	Contractor 4
Bi-annual survey of all streetlights	Included	£38 per asset / year	£24.50 per column	Included

## Notes

Contractor 1 includes routine reactive attendance and minor component replacement within a fixed annual maintenance cost.

Contractors 1 and 4 include routine reactive attendance and minor component replacement within the annual maintenance cost, thereby reducing exposure to unplanned maintenance expenditure.

Contractor 4 has confirmed its ability to support UMISO reconciliation and inventory validation but has not revised its commercial proposal to include routine reactive attendance or minor component replacement within an annual maintenance fee.

Contractors 2 and 3 have revised their submissions to include structured asset surveying and support for Unmetered Power Supply (UMISO) reconciliation; however, routine reactive attendance and minor component replacement remain subject to additional charging.

Contractors 2 and 3 have revised their submissions to include structured asset surveying and inventory validation; however, routine operational costs such as attendance to reported faults and replacement of minor components remain subject to additional charging.

As such, Contractors 2, 3 and 4 continue to operate predominantly on a schedule-of-rates basis for reactive works, introducing potential variability in annual maintenance expenditure depending on fault volumes and emergency call-outs.

Support in relation to Unmetered Power Supply reconciliation is now offered by multiple bidders; however, any resulting financial benefit remains dependent upon the availability and accuracy of third-party data held by the Distribution Network Operator and energy supplier.

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** FULL COUNCIL

**MEETING DATE:** 4 MARCH 2026

**REPORTING OFFICER:** COLIN ROGERS, PROJECTS OFFICER

**REPORT TITLE:** PRE-APPLICATION ADVICE CEMETERY TOILET BLOCK

**DECISION TYPE:** FOR DECISION

### **1. BACKGROUND**

- 1.1 At its meeting on 3 December 2025, Members approved the preferred option to demolish the existing cemetery toilet block and replace it with a new structure, designed to replicate the appearance of the original building using modern materials and to incorporate accessible toilet provision.
- 1.2 In progressing the approved option, Officers have sought informal planning advice from Central Bedfordshire Council (CBC) in respect of any statutory requirements associated with demolition and replacement of the facility.
- 1.3 Informal feedback received from CBC indicates that the existing toilet block would likely be considered a Non-Designated Heritage Asset, due to its presence on historical mapping dating back to 1900. Whilst the building is not listed and does not sit within a conservation area, this designation would introduce additional planning considerations in respect of demolition.
- 1.4 CBC Officers have advised that:
  - Prior approval would likely be required for demolition of the existing structure; and
  - Full planning permission would be required for the construction of any replacement building.
- 1.5 In addition, informal advice from CBC's Conservation Officer has indicated a preference for retention and refurbishment of the existing building where feasible, to preserve the heritage asset and align with sustainability objectives.
- 1.6 CBC has further advised that demolition and rebuild may trigger a requirement for archaeological investigation due to the sensitive nature of the cemetery site, which may result in additional project costs and programme delay.
- 1.7 As a result of this advice, there is now a risk that the option approved by Members may be subject to planning constraint, cost escalation and extended delivery timescales.
- 1.8 Officers are therefore proposing to seek formal Pre-Application Advice from CBC to:
  - Confirm the planning status of the existing structure.
  - Establish whether refurbishment of the existing building would be acceptable in planning terms.
  - Identify any additional surveys or assessments that may be required if demolition is pursued; and

- Understand the likely planning requirements associated with either refurbishment or replacement of the facility.

## **2. INTRODUCTION**

### **2.1 Planning Considerations**

Formal Pre-Application Advice will enable Officers to assess the feasibility of progressing either refurbishment of the existing structure or demolition and rebuild in accordance with planning policy and heritage considerations. This will support informed decision-making in respect of the most deliverable, compliant and cost-effective option for the provision of accessible cemetery toilet facilities.

### **2.2 Foul Drainage Infrastructure**

As part of site investigations undertaken in preparation for the proposed works, it has been established that the existing toilet block is not connected to mains sewerage and is served by a cesspool system. A contractor has been instructed to empty and inspect the current tank and associated pipework. Initial findings have identified cracked clay pipework and root ingress, indicating deterioration of the existing system.

Further investigation will be required to confirm the condition and type of system currently in situ and to determine the scope of works required to either repair or replace the foul drainage infrastructure as part of the wider project.

It is anticipated that any permanent solution for the cemetery toilet block will require installation of an upgraded drainage system to meet current regulatory standards. The cost of such works is to be established and may impact on the overall project budget.

### **2.3 Temporary Toilet Provision**

Hire of the temporary toilet facility currently in place at the cemetery is due to expire on 23 April 2026 at a cost of £37.50 per week.

Continued hire beyond this date is likely to be required should delivery of a permanent solution be delayed pending receipt of planning advice or subsequent design revision.

### **2.4 Legal Considerations**

Officers have sought legal advice in respect of the Council's land title to establish whether there are any covenants within the deeds which may prevent demolition and reconstruction of the existing toilet block.

The advice received confirms that there are no restrictive covenants within the conveyances dated 4 November 1896, 21 February 1935 or 17 August 1963 which would prevent the demolition and replacement of the facility. However, the conveyances contain positive covenants requiring the Council to erect and thereafter maintain boundary fencing on the southern, eastern and northern boundaries of the cemetery land.

Accordingly, any work to demolish or refurbish the existing structure must ensure that the relevant boundary fencing is retained or reinstated to a comparable standard in order to remain compliant with the conditions of the conveyances.

Legal advice has also confirmed the existence of an indenture relating to a drain beneath Cherry Croft field which permits the Council's drainage infrastructure to remain in situ. The indenture includes a covenant requiring the Council, if requested by the County Council, to remove the drain within six months and reinstate the land following its removal.

Whilst the advice confirms that this indenture does not adversely affect the proposed works at this stage, any future requirement to upgrade or replace foul drainage infrastructure as part of this project may necessitate further consideration of this obligation.

### **3. FURTHER INFORMATION**

More information on non-designated heritage assets can be found on the following link:

[https://www.centralbedfordshire.gov.uk/info/50/environmental\\_issues/289/archaeology\\_heritage\\_and\\_conservation/7](https://www.centralbedfordshire.gov.uk/info/50/environmental_issues/289/archaeology_heritage_and_conservation/7)

If Councillors wish to continue with providing a temporary toilet at the Cemetery, we will need to extend the hire. This is due to end on 23rd April 2026. It costs £37.50 per week to hire.

### **4. FINANCIAL IMPLICATIONS**

The progression of this project is now subject to additional planning and infrastructure considerations which may impact both capital cost and delivery timescale.

#### **Known Costs**

- Pre-Application Written Advice (Central Bedfordshire Council): £1,192.97
- Cesspool inspection and emptying: £320.00

These costs are to be met from the EMR Cemetery (9009).

Officers are proposing to obtain written pre-application advice at this stage in order to confirm planning requirements prior to progressing further design work.

#### **Potential Future Costs (To Be Established)**

The following costs may arise subject to the outcome of planning advice and site investigation:

- Archaeological survey works (if demolition is pursued);
- Replacement or upgrade of foul drainage infrastructure to meet current standards;
- Additional design or consultancy fees associated with refurbishment of a Non-Designated Heritage Asset.

#### **Revenue Implications**

Hire of the temporary toilet facility beyond 23 April 2026 will incur an ongoing cost of £37.50 per week until a permanent solution is delivered.

All additional project costs will be subject to further reporting to Members once confirmed.

## 5. **TIMESCALE**

<b>Milestone</b>	<b>Indicative Date</b>
Pre-App Advice Received	Late May 2026
Report to Full Council	June 2026
Instruction of Updated Bat Surveys	June 2026
Survey Window	June – August 2026
Survey Reporting to Full Council	September 2026
Planning Submission (if required)	October 2026
Planning Determination	December 2026
Licence Application (if required)	January 2027
Licence Determination	March 2027
Tender Award	April 2027
Earliest Start on Site	Spring 2027

## 6. **RISK MANAGEMENT – PROGRAMME DELIVERY**

The confirmed presence of bats within the existing structure will require updated ecological surveys and may necessitate a European Protected Species Mitigation Licence prior to commencement of works. Planning considerations associated with a Non-Designated Heritage Asset, together with legal obligations relating to boundary fencing and drainage infrastructure, may extend the project delivery programme by 6–12 months and require continued temporary provision.

## 7. **RECOMMENDATION**

Members are recommended to:

- a) Note the contents of the report; and
- b) Approve the extension of the temporary toilet hire beyond 23 April 2026 pending delivery of a permanent facility.
- c) Approve the submission of a formal Pre-Application Advice request to Central Bedfordshire Council in respect of the proposed refurbishment or demolition and replacement of the cemetery toilet block, at a cost of £1,192.97 to be met from EMR 9009 (Cemetery).

## 8. **IMPLICATIONS**

Strategic Plan	Replacement or refurbishment of the cemetery toilet block supports the Council's objectives to improve community infrastructure and accessibility.
Risk Management	The confirmed presence of bats will require updated ecological surveys and may necessitate a European Protected Species Mitigation Licence prior to works commencing. This may extend the project delivery programme by 6–12 months and require continued temporary provision.
Legal	Pre-Application Advice will confirm planning requirements associated with works to a Non-Designated Heritage Asset.

	Licensing from Natural England may be required prior to commencement of works.
Resources/Stakeholders	Officer time will be required to manage planning, ecological survey and licensing processes.
Financial Implications	Additional costs may arise in relation to ecological surveys, licensing, archaeological investigation (if demolition is pursued), drainage upgrades, and continued temporary toilet hire.
Contracts/Procurements	Procurement of ecological and capital works contractors will be required in accordance with Financial Regulations.
Crime and Disorder	N/A
Biodiversity and Environment	The confirmed presence of bats represents a material ecological constraint on the project.
Equalities	Accessible toilet provision will support inclusive access for cemetery users.
Residents Impact Assessment	Delay to delivery of a permanent facility may impact cemetery users.
Sustainability/Climate Impact	Refurbishment may reduce the environmental impact associated with demolition and rebuild.
Data Protection and Privacy	N/A

## **STOTFOLD TOWN COUNCIL**

<b>COMMITTEE:</b>	<b>TOWN COUNCIL</b>
<b>MEETING DATE:</b>	<b>4 MARCH 2026</b>
<b>REPORTING OFFICER:</b>	<b>EMMA PAYNE – TOWN CLERK</b>
<b>REPORT TITLE:</b>	<b>JUBILEE MEADOW</b>
<b>DECISION TYPE:</b>	<b>FOR DECISION</b>

### **1. BACKGROUND**

- 1.1 Members have previously discussed taking on the responsibility and maintenance of Jubilee Meadow, an open space currently owned by Taylor Wimpey and used by local dog walkers and residents.
- 1.2 Taylor Wimpey commissioned an ‘Open Space Landscape Management and Maintenance Plan’, written by ACD Environmental Ltd.
- 1.3 Jubilee Meadow was recently subject to an enforceable complaint, investigated by Central Bedfordshire Council, due to the approved Landscape Management and Maintenance Plan not being followed. The Management Plan clearly sets out requirements for:
  - Weed control at monthly intervals.
  - Monitoring and management of invasive species.
  - Replacement planting.
  - General horticultural maintenance in accordance with British Standards.
  - Regular grassland cutting regimes.
- 1.4 Taylor Wimpey has since undertaken work on the site to address non-compliance. Following these works, CBC Enforcement has confirmed that there are currently no further breaches of the planning conditions relating to landscape management. Whilst the formal enforcement matter has been resolved, operational and ecological concerns remain, particularly regarding Ragwort proliferation.

### **2. INTRODUCTION**

- 2.1 An independent Crop Production Specialist undertook a site visit on 27 February 2026. They reported that the site comprises woodland planting and a wildflower meadow area. The woodland planting is establishing but remains dependent on ongoing management input.
- 2.2 The wildflower meadow has not been managed in accordance with best practice. Grass cutting has been undertaken poorly, arisings have not been removed, and cutting heights have not followed recommended 4–7cm guidance
- 2.3 Wildflowers are present but not yet well established. Creeping thistle and Common Ragwort are present at concerning levels.

- 2.4 The independent report concludes that:
- Establishing wildflower meadows is inherently difficult.
  - Leaving Ragwort untreated would be inappropriate.
  - Overall spraying is not ideal as it may damage establishing wildflowers.
  - Spot spraying is an available option.
  - Exclusion zones of approximately 48 hours would be required if herbicide is used
- 2.5 The Weeds Act 1959 and the Ragwort Control Act 2003 cover 2.5 Common Ragwort. If the Council accepts transfer of the land, statutory responsibility for control will transfer immediately. Taylor Wimpey has increased its financial contribution from £12,000 to £20,000 should the Council agree to take over management. At present, no contractor quotations have been obtained for either targeted intervention or full-site remediation.

### **3. FURTHER INFORMATION**

- 3.1 If the recommended treatment proceeds, the following implications should be noted:
- The site would require closure for approximately five days to ensure public safety during and following herbicide application.
  - Temporary Heras fencing would need to be installed around the site boundary.

There would be additional costs associated with:

- Specialist contractor works.
  - Herbicide application.
  - Soil preparation.
  - Reseeding.
  - Fencing hire.
- 3.2 Officers were unable to obtain quotes in time for the meeting; depending on the decision of the meeting, they will be obtained for a future meeting. The Council should consider the financial implications and budget allocation for these works.
- 3.3 If no action is taken, the continued spread of Ragwort could lead to a potential breach of statutory obligations under the Weeds Act 1957 and possible liability concerns if livestock in neighbouring areas are affected. If untreated, ragwort could become dominant, creating reputational risk and undermine biodiversity objects.
- 3.4 The use of herbicides would be against the Council's Biodiversity Policy.

### **4. FINANCIAL IMPLICATIONS**

- 4.1 Taylor Wimpey has offered a commuted sum of £12,000 for the site transfer plus an additional £8,000 toward future maintenance and remediation. The adequacy of this sum cannot be confirmed without quotations
- 4.2 Recent contractor visits quoted £5,000 for a cut and collect as scheduled in the autumn. This does not include the Spring top off.

- 4.3 Potential financial risks include:
- Full-site intervention exceeding available funding.
  - Ongoing cyclical Ragwort re-emergence due to soil seed bank (3–4 year cycle previously advised).
  - Long-term maintenance cost commitments.

4.4 If Members wish to proceed, Officers will obtain comparative quotations and report back.

## 5. **TIMESCALE**

5.1 The specialist advised that the works would need to be completed by mid-April to ensure the most effective response. If this deadline were missed, it would potentially cause a delay in work.

## 6. **OPTIONS**

6.1 Members are asked to determine one of the following options:

### **Option 1 – Officer Recommendation**

Agree in principle to accept transfer of Jubilee Meadow subject to Taylor Wimpey undertaking corrective weed control and demonstrating compliance with the Landscape Management and Maintenance Plan prior to handover.

### **Option 2**

Accept transfer and instruct Officers to obtain quotations for targeted (spot) herbicide intervention and enhanced management, with a further report to follow.

### **Option 3**

Accept transfer and undertake a full-site herbicide treatment, soil preparation, and reseedling programme (subject to quotations and formal policy exemption).

### **Option 4**

Decline transfer of Jubilee Meadow.

## 7. **IMPLICATIONS AND CONSIDERATIONS**

Strategic Plan	Supports Public Realm and Environment priorities if biodiversity objectives are secured and BNG delivery maintained.
Risk Management	Risks include statutory liability, ecological degradation, financial exposure, reputational impact, and policy inconsistency. Mitigation requires proportionate intervention and clear governance decisions.
Legal	Landowner responsibility for Ragwort control transfers upon adoption. BNG planning obligations must not be compromised.
Resources/Stakeholders	Significant Officer input required. Potential sensitivity from environmental stakeholders regarding herbicide use. Public communication required if site closure is necessary.
Contracts/Procurements	Specialist contractor procurement required in accordance with Financial Regulations once cost estimates are known.
Crime and Disorder	Temporary site closure may cause minor displacement issues.

Biodiversity and Environment	Intervention must balance Ragwort control with wildflower establishment and BNG commitments. Full-site spraying presents greater ecological risk than targeted treatment.
Equalities	Temporary closure may impact dog walkers and mobility users. Advance communication and clear signage required.
Residents Impact Assessment	Short-term disruption. Long-term improvement in safety, amenity and biodiversity if managed appropriately.
Sustainability/Climate Impact	Wildflower meadow contributes to pollinator support and ecological resilience. Herbicide use should be proportionate and limited.
Data Protection and Privacy	No implications identified.



## **STOTFOLD TOWN COUNCIL**

<b>COMMITTEE:</b>	<b>FULL COUNCIL</b>
<b>MEETING DATE:</b>	<b>4 MARCH 2026</b>
<b>REPORTING OFFICER:</b>	<b>EMMA PAYNE, TOWN CLERK</b>
<b>REPORT TITLE:</b>	<b>REVIEW AND RE-ADOPTION OF RISK MANAGEMENT STRATEGY</b>
<b>DECISION TYPE:</b>	<b>FOR DECISION</b>

### **1. BACKGROUND**

- 1.1 The Council is required under the Accounts and Audit Regulations 2015 to establish and maintain a systematic strategy, framework and process for managing risk. The Risk Management Strategy forms a key component of the Council's governance framework and supports the Annual Governance and Accountability Return (AGAR), in particular Assertions 5 and 6 in respect of effective risk management arrangements and systems of internal control.
- 1.2 The Strategy was last reviewed and re-adopted in April 2025. An annual review of the Strategy is part of the Internal Control Statement. Considering the Council's expanding asset portfolio, increasing involvement in capital projects, partnership delivery arrangements and asset disposal programmes, the review has considered whether the Strategy reflects current operational risk exposure and recognised sector best practice.

### **2. INTRODUCTION**

- 2.1 The revised Risk Management Strategy has been updated to ensure that risk management arrangements are embedded within the Council's strategic planning and decision-making processes rather than operating solely as a compliance framework.
- 2.2 The proposed amendments strengthen the Strategy by:
  - recognising emerging corporate risks including climate resilience, cyber security, partnership dependency and asset failure.
  - Requiring project-level risk assessments for significant capital works and disposal programmes.
  - A new section on Financial Risk Management in relation to medium to long term financial planning.
- 2.3 The Risk Register has also been updated to new Corporate Risk levels including:
  - Medium to long-term financial sustainability, including adequacy of General and Earmarked Reserves;
  - Asset failure or deterioration of ageing infrastructure across council-owned premises;
  - Tenant or partner non-compliance with statutory health and safety requirements;
  - Delivery risk associated with capital projects or asset disposal programmes;
- 2.4 These risks were not explicitly identified within the previously adopted register and reflect emerging organisational exposure associated with:
  - Council-owned buildings;
  - Leasehold arrangements;

- Capital infrastructure delivery;

### 3. FURTHER INFORMATION

- 3.1 The revised Strategy aligns with guidance issued by the Joint Panel on Accountability and Governance (JPAG) and supports compliance with Proper Practices. The enhanced framework will support improved risk identification in relation to major projects, including asset disposals and capital delivery programmes, and provide Members with greater assurance regarding the adequacy of mitigation measures.
- 3.2 Additions are in *italics*.

### 4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising from the adoption of the revised Risk Management Strategy. The enhanced framework will, however, support improved identification and mitigation of financial risk exposure across operational and capital activity, contributing to more effective reserve deployment and long-term financial sustainability.

### 5. RECOMMENDATION

Members are recommended to

- Approve the updated Risk Management Strategy (March 2026) for adoption.
- Approve the updated Corporate Risk Register 2025–26 for adoption.

### 6. IMPLICATIONS AND CONSIDERATIONS

Strategic Plan	Supports delivery of the Strategic Plan 2025–2030 by embedding risk management within service planning, project delivery and corporate decision-making.
Risk management	Strengthens the Council’s governance framework and supports compliance with statutory audit requirements.
Legal	Supports compliance with the Accounts and Audit Regulations 2015.
Resources/Stakeholders	Ongoing officer input will be required to maintain corporate and project-level risk registers.
Contracts/Procurements	Improved contractor dependency risk recognition will support procurement planning and contract monitoring.
Crime and Disorder	There are no direct implications arising from this report.
Biodiversity and environment	Recognition of climate-related risks will support environmental resilience planning across council-managed open spaces.
Equalities	No direct equalities implications arising from this report.
Residents Impact Assessment	Improved risk management supports continuity of service delivery and protection of council-managed community assets.
Sustainability/Climate Impact	Supports proactive identification and mitigation of climate-related operational risks.
Data Protection and Privacy	No direct implications for the handling of personal data.



## STOTFOLD TOWN COUNCIL

### RISK MANAGEMENT STRATEGY 2026

#### 1. Introduction

- 1.1 Effective risk management is essential for ensuring the resilience and success of the council. This strategy provides a structured approach to identifying, assessing, and mitigating risks that may impact operations, finances, and reputation. It aligns with the council's risk register and ensures a consistent approach to managing risks at all levels

#### 2. What is Risk Management?

- 2.1 **'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated, and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'** Audit Commission, Worth the Risk: Improving Risk Management in Local Government (2001:5)

- 2.2 Risk management is an essential feature of good governance, contributing to improved decision making and the achieving of objectives. When embedded within the existing planning and decision-making process, risk management provides a basis for ensuring implications are thought through, and ensures that the impact of decisions, initiatives and projects are considered, and that conflicts are balanced. This will influence success and improve service delivery.

#### 2.3 Risk Management Benefits:

- Protecting and adding value to the Council and its stakeholders by supporting the achievement of the Council's aims and objectives.
- Improved strategic, operational, and financial management.
- Ensuring future activity takes place in a consistent and controlled manner.
- Improved decision making, planning and prioritisation.
- Mitigation of key threats and taking advantage of key opportunities.
- Contributing to more efficient use/allocation of resources.
- Protecting and enhancing assets and image.
- Optimising operational efficiency and therefore delivering efficiency gains and value for money.
- Allocating time and management effort to major issues.
- Avoiding shocks and crises.
- Safeguarding tangible and intangible assets.
- Promotion of innovation and change.
- Improved customer service delivery.

It is therefore vital to recognise that risk management is not simply about health and safety but applies to all aspects of the Council's work.

- 2.4 Risks can be classified into various types, but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

- **Strategic Risks** – Risks affecting long-term planning and policy objectives.
- **Operational Risks** – Risks arising from daily activities, including service delivery.
- **Financial Risks** – Risks affecting the council's financial stability and resources.
- **Compliance Risks** – Risks of failing to adhere to legal, regulatory, or internal policies.
- **Reputational Risks** – Risks that could negatively impact public perception and stakeholder confidence.
- **Climate Risk** – *impact on open spaces and infrastructure resilience*
- **Cybersecurity Risk** – *financial and operational system exposure*
- **Partnership Risk** – *volunteer or third-party delivery arrangements*
- **Asset Failure Risk** – *operational community facilities*
- **Project Delivery Risk** – *capital and disposal programme*
- **Contractor Dependency Risk** – *outsourced service provision*

### 3. Objectives

3.1 The objectives of this strategy are to:

- Identify, evaluate, and manage risks systematically.
- Integrate risk management into decision-making and strategic planning.
- Foster a culture of risk awareness across the organization.
- Ensure compliance with legal, regulatory, and financial requirements.
- Provide a framework for monitoring and reporting risks effectively.

### 3.2 Corporate risk Appetite Statement

- The Council has a low tolerance for legal, health and safety, and financial compliance risk.
- The Council has a moderate tolerance for innovation where service improvement can be demonstrated.
- The Council has low tolerance for reputational damage impacting stakeholder confidence.

3.3 Effective risk management provides numerous benefits, including:

- Supporting the achievement of the council's aims and objectives.
- Enhancing strategic, operational, and financial decision-making.
- Ensuring a consistent and controlled approach to future activities.
- Strengthening planning, prioritization, and resource allocation.
- Reducing key threats while maximizing opportunities.
- Enhancing the protection and reputation of council assets.
- Driving operational efficiency, cost savings, and value for money.
- Allowing management to focus on critical issues.
- Minimizing the likelihood of unexpected crises or disruptions.
- Safeguarding both tangible and intangible council resources.
- Encouraging innovation and adaptability.
- Improving overall service delivery to residents and stakeholders.

### 4. Why does the Council need a Risk Management Strategy?

4.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

- 4.2 The Risk Management Strategy will help to ensure that all Committees across the Council understand 'risk' and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer, or acceptance.
- 4.3 The Risk Management Strategy provides assurances to members and officers on the adequacy of arrangements for the conduct of business and the use of resources. Implementation of the strategy leads to greater risk awareness and improved control, which should mean fewer incidents and control failures and, in some cases, lower insurance premiums.
- 4.4 There is an Audit requirement under the Accounts and Audit Regulations 2003 (SI 2003/533) to establish and maintain a systematic strategy, framework, and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts.

4.5 ***Risk Management in Strategic Planning and Project Delivery***

*All strategic priorities within the 2025–2030 Strategic Plan shall have mapped corporate risks. Risk assessments shall be undertaken for all capital works, disposals, and service restructures.*

**5. Risk Management Framework**

The council follows a structured four-step approach:

- a) Risk Identification – Recognizing potential threats and opportunities that may affect the council's ability to achieve its objectives.
- b) Risk Assessment – Evaluating the likelihood and impact of identified risks.
- c) Risk Mitigation – Implementing appropriate measures to manage risks.
- d) Monitoring & Review – Regularly reviewing risks and updating strategies accordingly.

**6. What is the Risk Management Process?**

- 6.1 Implementing the Strategy involves identifying, analysing/prioritising, managing, and monitoring risks.
- 6.2 **Risk Identification** – identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. All risks identified will be recorded in the Council's Risk Register.
- 6.3 **Risk Analysis** – once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control it or respond to it.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

Probability of Occurrence

Category	Probability	Possible Indicators
Almost Certain (4)	>90%	Frequent occurrence
Likely (3)	>60%	Regular occurrence
Possible (2)	>10%	Occasional occurrence
Unlikely (1)	<10%	Has never occurred

Evaluation of Impact

Impact on Performance	Risk Threat
Major (4)	Financial implication >£25,000 Fatality, disability, injuries to staff, councillors or public Adverse national media External intervention Total service disruption Extensive legal action against the Council
Serious (3)	Financial implication >£15,000 Adverse local media Extensive public comments Significant service disruption  Failure to deliver projects Injuries to public, councillors, or staff Legal action against the council
Significant (2)	Financial impact >£5,000 Adverse service user complaints Service disruption Minor injuries and near misses to staff, councillors or public
Minor (1)	Financial impact <£5,000 Isolated complaints Minor service disruption

Priority Ranking

The ranking of an individual risk is calculated by a simple combination of its probability and impact

Risk Matrix

The risk, using the above impact and likelihood ratings can then be plotted onto the risk matrix and its classification identified.

<b>LIKELIHOOD</b>	4	8	12	16
	3	6	9	12
	2	4	6	8
	1	2	3	4
	<b>IMPACT</b>			

Summary		Suggested Time Frame
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

## 7. Risk Mitigation Strategies

The council employs various risk mitigation strategies, including:

- Implementing policies and internal controls to manage risks proactively.
- Providing staff training to enhance risk awareness and response capabilities.
- Developing business continuity and emergency plans.
- Conducting regular audits and compliance checks.
- Engaging with external stakeholders to anticipate emerging risks.
- *Including a risk management implications section in all reports.*

## 8. Financial Risk Management

8.1 *The Council acknowledges that financial sustainability represents a key corporate risk and that failure to maintain an adequate Medium Term Financial Plan may adversely affect its ability to deliver statutory and discretionary services.*

8.2 *In accordance with Proper Practices, the Council will ensure that financial risk is assessed through forward financial planning arrangements, including the regular review of the adequacy of both General and Earmarked Reserves in relation to known and anticipated liabilities. This will include consideration of asset maintenance and replacement requirements, contractual commitments, project delivery obligations and forecast income streams.*

8.3 *The Council will seek to ensure that reserve levels are proportionate to its operational and financial risk profile and are subject to ongoing monitoring as part of its budget-setting and financial management processes.*

## 9. Roles and Responsibilities

To ensure effective risk management, responsibilities are distributed as follows:

- **Council Members** – Provide oversight, set risk tolerance, and approve key risk management policies.
- **Town Clerk** – Oversees implementation, monitors risks, and reports to the council.
- **Department Heads** – Identify and manage risks within their areas, ensuring mitigation actions are in place.
- **All Staff** – Maintain risk awareness and report concerns promptly.

## 10. Conclusion

This strategy provides a clear framework for managing risks effectively, ensuring that the council remains resilient and well-prepared to address potential challenges. By embedding

risk management into daily operations and decision-making, the council can achieve its objectives while maintaining public trust and accountability.

## 11. Alignment with other Policies of the Council

This Risk Management Strategy should be read in conjunction with the following Policies of the Council:

- Standing Orders
- Financial Regulations
- Risk Register
- Internal Control Statement

### Version History:

<b>Version No</b>	<b>Date Approved/Reviewed</b>	<b>Summary Of Changes</b>	<b>Review Date</b>
1	December 2014	Adopted	
2.	June 2024	Reviewed and updated with addition of risk evaluation matrix	April 2025
3.	April 2025	Re-adopted	March 2026
4.	March 2026	Inclusion of links to Strategic Plan; additional risk areas; specific risk assessments for significant capital or disposal programmes; corporate risk appetite statement	March 2027

REF	Activity	Risk/Hazard Description	Who is at Risk	Risk	Impact	Probability	Total	Risk Level	Existing Controls	Further Actions (if required)	Risk Owner	Last Review Date	Next Review Date
1.1.01	Democratic Representation and Management	Failure to comply with legislation and/or regulations	Council	Compliance and Financial	4	1	4		Councillor's handbook issued to all councillors when they take office. Standing Orders, Financial Regulations, Scheme of Delegation and Code of Conduct, in place and reviewed regularly. Town Clerk/Deputy Clerk attends professional conferences / seminars. Town Clerk/Deputy Clerk holds CiLCA	Standing Orders and Financial Regulations reviewed March 2026. Next review due in 2027.	Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.1.02	Democratic Representation and Management	Failure to provide timely and adequate – notice of Council Agendas and production of Council Minutes	Council	Compliance and Financial	2	1	2		Town Clerk is CiLCA qualified. Procure notes in place for production, distribution and publication of agendas and minutes.		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.1.03	Democratic Representation & Management – Failure to inform Councillors	Poor decision, poor staff morale, misinformed public	Council	Compliance	2	1	2		Council business widely publicised through Stotfold News, social media, published agendas, website Town Clerk holds regular meetings with Chair/Deputy Chair to discuss Council Business. Briefing held with all Chairs of Committees for regular project updates. Regular Bulletin to all Councillors with updates.		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.1.04	Democratic Representation & Management	No knowledge of changes to regulations or new regulations.	Council	Compliance	2	1	2		Advice received via SLCC/BATPC on changes in regulation. Policies are reviewed regularly and updated, if necessary, in light with best practice.		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.1.05	Democratic Representation & Management	Reputational damage – poor public understanding of the role of the council and its services	Council, Councillors	Compliance	3	1	3		Website up to date and accurate, well-trained staff, careful management of services, deliberate and positive publicity concerning services and issues, use of social media	Consider public consultation where appropriate	Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.1.06	Democratic Representation & Management	Lack of strategic direction and leadership – ability of Council to set objectives aligned to service delivery	Council	Compliance	1	2	2		Adopted Strategic Plan reviewed regularly by Committees and annually by Town Council KPIs reported on website	Regular review of strategic plan	Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.2.01	Financial Management	Insufficient funds - Failure to agree precept or precept set at inadequate level.	Council	Financial, compliance and operational	4	1	4		Council sets an annual budget. Level of reserves agreed by Council during budget process. RFO checks precept received from CBC agrees with precept requested. Reserves Policy adopted and reviewed regularly after end of year to consider robustness of level of reserves	Medium to Long Term Financial Budget to be adopted	Town Clerk / Finance Officer	Mar-26	Mar-27
1.2.02	Financial Management	Insufficient funds - Council expenditure significantly exceeding budget.	Council	Financial, compliance and operational	3	1	3		Regular Income & Expenditure report provided to Council with quarterly report to Committees on variances. Regular budgetary control reviews undertaken by Responsible Financial Officer Action taken to respond to variances. Level of reserves, general and earmarked, reviewed by Council during budget process. Level of general and earmarked reserves reported to Council with Annual Return at year end.		Town Clerk / Finance Officer	Mar-26	Mar-27

REF	Activity	Risk/Hazard Description	Who is at Risk	Risk	Impact	Probability	Total	Risk Level	Existing Controls	Further Actions (if required)	Risk Owner	Last Review Date	Next Review Date
1.2.03	Financial Management	Loss of funds due to error, theft, fraud, or misappropriation due to failure to keep proper financial records.	Council	Financial, compliance and operational	4	1	4	High	Financial Records: Financial management system (Rialtas) in place together with office procedures.	Written office financial procedures to be put in place.	Town Clerk / Finance Officer	Mar-26	Mar-27
									Two councillors approve payments (excluding payroll).	Fidelity Insurance in place, reviewed by Internal Auditor			
									All bank payments uploaded by Finance Officer.	Deputy Clerk to undertake FILCA			
									Income received kept securely and banked regularly. Official receipts issued for cash at reception.	Town Clerk to undertake FILCA			
									Payroll: Software to calculate PAYE				
									Staff returns collated by Finance Officer and draft payslips reviewed for consistency.				
									Payments checked to pay slips by Town Clerk.				
									Standing Orders, Financial Regulations and Internal Control Policy in place.				
									Monthly bank reconciliations prepared by Finance Officer, signed off by Town Clerk and a councillor who is not on the bank mandate, which is minuted at Governance & Resources Committee				
									Income and expenditure reviewed against budget regularly and reported quarterly to Council.				
Internal Audit review procedures and sample check transactions.													
1.2.04	Financial Management	Insufficient funds for Council due to poor cash management planning.	Council	Financial, operational	4	1	4	High	Cashflow monitored regularly by RFO and Finance Officer with transfers between accounts to	Medium to Long Term Financial Budget to be adopted	Town Clerk / Finance Officer	Mar-26	Mar-27
1.2.05	Financial Management	Expenditure incurred without proper authority.	Council	Finance and Compliance	2	3	6	Medium	Standing Orders, Financial Regulations and Internal Control Policy in place.	Written procedures to be adopted.	Town Clerk / Finance Officer	Mar-26	Mar-27
								Payments require authorisation by Town Clerk or Finance Officer.					
								Internal Audits conducted.					
1.2.06	Financial Management	Failure to comply with HMRC regulations. Financial penalty.	Council	Financial and compliance	4	1	4	High	VAT – returns completed quarterly by Finance Officer online via RBS system.		Town Clerk / Finance Officer	Mar-26	Mar-27
								Finance system accounts for VAT on purchases and sales.					
								PAYE / NIC calculated by Payroll software. Reviewed and signed off by Town Clerk monthly					
1.2.07	Financial Management	Unable to recover VAT paid out on exempt activities e.g., Community Hall	Council	Financial and compliance	4	1	4	High	Annual review of VAT situation by professional company to ensure non-compliance	Annual partial exemption review to be undertaken at year end. Members made aware of impact of large schemes on exempt or partially exempt activities. Professional advice sought for major projects.	Town Clerk / Finance Officer	Mar-26	Mar-27
1.2.08	Financial Management	Items not insured or cover too low. Loss and damage to parish council assets Damage to third party property or individuals Loss of income or need to provide essential services following critical damage, loss, or non-performance by third party	Council	Public Liability/Financial	4	1	4	High	Insurance held with Allianz and reviewed annually Insurance checked by Internal Auditor Asset register reviewed annually Deeds stored by Council Solicitor.	Property revalued every 5 years. Last revaluation 2025.	Town Clerk / Finance Officer	Mar-26	Mar-27
1.2.09	Financial Management	Financial risk to 3 <sup>rd</sup> Party in connection with service provision e.g., through loss of information.	Council and third parties	Financial	2	1	2	High	Leases & licences kept by Council Solicitors Insurance in place		Town Clerk / Finance Officer	Mar-26	Mar-27
1.2.10	Financial Management	Bank failure causing significant loss of Council funds.	Council	Financial and compliance	4	1	4	High	Council maintains accounts with separate banks to spread the potential loss. Council has Investment Policy in place which is reviewed annually.		Town Clerk / Finance Officer	Mar-26	Mar-27
1.2.11	Financial Management -Banking	Conveyance of cash / cheques to bank. Injury / death / mugging / theft	Council, Employees	Financial	3	1	3	High	Cash is banked regularly to avoid build-up of funds. Member of staff takes funds to bank. Staff advised not to resist if a theft is attempted and to take mobile phone with them.		Town Clerk / Finance Officer	Mar-26	Mar-27
1.2.12	Financial Management – Business Continuity	Failure to undertake continuity planning, including business continuity. Delivery of services is compromised	Council and employees	Financial and operational	3	3	9	Medium	Business continuity plan in place and reviewed regularly. Officers have ability to work from home, cloud-based storage, mobile phone app for office phones Employment contracts with notice period.	Consider Business Continuity Insurance including key personnel insurance	Town Clerk	Mar-26	Mar-27

REF	Activity	Risk/Hazard Description	Who is at Risk	Risk	Impact	Probability	Total	Risk Level	Existing Controls	Further Actions (if required)	Risk Owner	Last Review Date	Next Review Date
1.3.01	Staffing & Employment	Inadequate staffing resources.	Council	Financial and compliance	3	2	6		Monitor sickness absence and perform regular staff appraisals. Stress Management Policy		Town Clerk	Mar-26	Mar-27

REF	Activity	Risk/Hazard Description	Who is at Risk	Risk	Impact	Probability	Total	Risk Level	Existing Controls	Further Actions (if required)	Risk Owner	Last Review Date	Next Review Date
1.3.02	Staffing & Employment	Failure to comply with employment law.	Council	Financial and compliance	2	2	4	Low	Contracts of employment in place for all staff. Council has contract with HR advisor. Staff Handbook provided by HR Advisor which is regularly updated. Contracts of employment follow National Joint Council for Local Government Service for issue and revision of National Agreement on Pay and Conditions of Service.		Town Clerk	Mar-26	Mar-27
1.3.03	Staffing & Employment	Loss of key staff.	Council	Operational	3	2	6	Medium	All staff have job descriptions. Option to use short term vacancy cover from suitably qualified professional via contacts with SLCC or BATPC.	Review staff development training. Consider key worker insurance	Town Clerk	Mar-26	Mar-27
1.3.04	Staffing & Employment	Long term sickness / loss of knowledge & experience	Council, employees	Financial and operational	2	2	4	Low	All staff have job descriptions which are regularly reviewed Option to use short term vacancy cover from suitably qualified professional via contacts with SLCC or BATPC.	Consider key worker insurance	Town Clerk	Mar-26	Mar-27
1.3.05	Staffing & Employment	Low staff morale / performance / absenteeism.	Council, employees	Financial and operational	2	1	2	Low	Job descriptions for all officers and regular staff appraisal scheme.		Town Clerk		
1.3.06	Staffing & Employment	Inadequate training.	Council	Financial, compliance, delivery and operational	2	2	4	Low	Staff appraisal identifies training needs. Council sets annual training budget. Staff offered local and national courses and conferences according to job description.		Town Clerk	Mar-26	Mar-27
1.3.07	Staffing & Employment	Inappropriate gifts to staff or Councillors	Council, employees	Financial and compliance	2	1	2	Low	All gifts over £25 to be recorded in Gift register. Members Code of Conduct & signed declarations.		Town Clerk / Deputy Clerk	Mar-26	Mar-27
1.3.08	Staffing & Employment	Personnel security / injury to staff	Council, employees	Financial and compliance	2	2	4	Low	Access to office via secure system and open only to Staff. Staff handbook includes Lone Working Policy.		Town Clerk / Deputy Clerk	Mar-26	Mar-27
1.3.09	Staffing & Employment	Health & safety.	Council, Employees	Financial and compliance	2	2	4	Low	Annual review of health and safety policy by Governance and Resources Deputy Clerk and Open Spaces Officer hold IOSH Managing Safely First Aid at Work trained staff Fire wardens appointed		Town Clerk / Deputy Clerk	Mar-26	Mar-27
1.3.10	Staffing & Employment	Employee qualifications & employment history incorrect / fraud / inappropriate behaviour.	Council, employees	Financial, compliance, legal	2	1	2	Low	All employees subject to standard recruitment process. References taken before contracts signed.	Ensure that references covering three years' work history are taken for those responsible for financial controls.	Town Clerk	Mar-26	Mar-27
1.3.11	Staffing & Employment – Driving on official business	Use of own motor vehicle / or Council vehicle - RTA.	Council, employees	Financial and compliance	3	2	6	Medium	Road Traffic Legislation and the Highway Code Any incidents must be reported immediately to the Town Clerk and a written incident form completed. Staff handbook includes a driving policy.	Remind staff that they cannot use a mobile phone whilst driving. Carry out annual driving licence check for staff driving on Council business. Carry out annual checks of business use insurance and vehicle test certificates for employees who use their own vehicle for work purposes.	Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.3.12	Staffing & Employment – Driving on official business	Personal Safety	Public, staff, Council	Financial and compliance	2	1	2	Low	Staff advised to avoid confrontation with other road users. Staff should always carry a mobile phone when cycling or driving but should not use these unless legal and safe to do so.		Town Clerk	Mar-26	Mar-27
1.4.01	Information, Website & Social Media	Loss of data & information - theft, fire, flood, or damage.	Council, employees, councillors, suppliers, public	Financial and compliance	2	2	4	Low	Legal and important documents are stored in fire proof cabinet in archive room. Insurance in place Cloud based document storage Hardware and software updates regularly IT contract in place	IT contract due to renewal July 2026	Town Clerk	Mar-26	Mar-27
1.4.02	Information, Website & Social Media	IT – Loss of service, loss through loss of building/ability to do business, loss of IT	Council, service users	Financial and operational	3	3	9	Medium	Maintenance of building and IT systems, IT backup systems, use of external storage, use of cloud-based storage	Review of Business Continuity Plan	Town Clerk	Mar-26	Mar-27
1.4.03	Information, Website & Social Media	Non-compliance under Freedom of Information Act.	Council, public	Financial and compliance	2	2	4	Low	Freedom of Information Policy Adopted Subject Access Procedure Adopted		Town Clerk	Mar-26	Mar-27
1.4.04	Information, Website & Social Media	Major IT failure	Council, employees, councillors, suppliers, public	Financial, Compliance, Operational	2	2	4	Low	Server backed up in the cloud. Contract with IT provider for support. Password protection Web pages updated regularly	Monitor hardware and software to ensure fit for purpose.	Town Clerk	Mar-26	Mar-27
	Information, Website & Social Media	Website out of date, incorrect or						Low					

REF	Activity	Risk/Hazard Description	Who is at Risk	Risk	Impact	Probability	Total	Risk Level	Existing Controls	Further Actions (if required)	Risk Owner	Last Review Date	Next Review Date
1.4.05	Information, Website & Social Media	Website not secure, incorrect or misleading	Council, public	Compliance and operational	2	2	4		Periodic review of website contents.		Town Clerk	Mar-26	Mar-27
1.4.06	Information, Website & Social Media	Lack of Council ownership of website.	Council, public	Compliance and operational	2	1	2		Domain name and owned by Town Council. Three year contract awarded for website		Town Clerk	Mar-26	Mar-27
1.4.07	Information, Website & Social Media	Failure of website or internet provider.	Council, public	Compliance and operational	2	1	2		Domain name and owned by Town Council. 3 year contract held for hosting website		Town Clerk	Mar-26	Mar-27
1.4.08	Information, Website & Social Media	Outside infiltration to social media accounts – being locked out / defamatory posts made in	Council, public	Compliance and operational	2	1	2		The Town Clerk approves all social media posts. Access password controlled.		Town Clerk	Mar-26	Mar-27
1.4.09	Information, Website & Social Media	Unlicensed use of images in marketing materials – financial and legal implications	Council	Financial	2	1	2		The Town Clerk approves all social media posts. Promotional material signed off by Town Clerk and Chair.		Town Clerk	Mar-26	Mar-27
1.4.10	Information, Website & Social Media	Images / footage of vulnerable children or adults used.	Council, public	Compliance	2	2	4		Parental consent forms collected prior to image capture.		Town Clerk	Mar-26	Mar-27
1.4.11	Information, Website & Social Media	Data protection registration & compliance.	Council, Employees, Councillors, Suppliers & Debtors, Public	Financial & Compliance	2	2	4		Annual renewal of registration with ICO Firewall in place on network – managed by IT provider.		Town Clerk	Mar-26	Mar-27
1.4.12	Data Protection breach on Social Media	Personal data (including images) is leaked resulting in a fine for the Council	Public	Compliance & Operational	2	1	2		All posts and website updates are proofread and checked by the Town Clerk. No photos are used without relevant consent.		Town Clerk	Mar-26	Mar-27
1.4.13	Disclosure of personal, financial, and contractual information	Data breach	Council, Employees, Public, Contractors	Financial and compliance	2	2	4		Personal & sensitive data is filed on hard copy files which are stored in locked cupboards sited in the Town Council offices.	Ongoing review re. personal / sensitive data and retention of documents.	Town Clerk/Deputy Clerk	Mar-26	Mar-27
	Inappropriate storage of data	Financial loss							Data is also stored on password protected files,	Councillors and employees to be updated in accordance with any changes to GDPR guidelines.			
	Loss of hard copy data	Fines/prosecution							GDPR training given to employees.	Sensitive data to be deleted on a regular basis when no longer needed.			
	Loss of electronic data								GDPR training given to councillors				
1.4.14	Unauthorised access to Council computers, emails, and files	Disruption or damage to IT system Disruption of service provision Data breach Fines/prosecution	Council, Employees, Public, Contractors	Financial and compliance	2	1	2		security software on all IT with regular updates Council email address in use and each account is password protected Data retention policy for emails		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.5.01	Premises & Assets (general)	Theft / Loss of asset	Council	Financial, compliance, operational	2	1	2		Capital assets are recorded on the financial asset register, if appropriate. Specific buildings have regularly maintained intruder alarms. Insurance cover in place for buildings and larger assets Asset Management Policy in place including regular inspection regime in place.	All assets to be registered with Land Registry or Commons Registration Authority in the case of village greens or common land.	Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.5.02	Premises & Assets (general)	Injury or death to person	Council, public	Financial, compliance and operational	2	2	4		Systematic maintenance programme, training and procedures, use of risk assessments for events and high-risk activity. Health and Safety activity including consultant support. H&S input and management by members and Senior Officers.	Condition survey should be put in place on a regular basis.	Town Clerk/Deputy Clerk	Mar-26	Mar-27
		Poor Condition – Dilapidation/ Fire / Flood / Vandalism - Damage to assets / Injury to staff or user							Fire risk assessments in place for buildings – subject to two yearly reviews.	Asbestos register to be reviewed in line with current legislation.			
									Buildings have regularly maintained intruder and fire alarms. Access to Community Centre restricted by security coded door. CCTV in outside areas of Greenacre Centre saved to hard drive. Insurance cover in place. Asset Management Policy in place including regular inspection regime in place. Repairs and maintenance budgets in place.	Review of risk assessments for each property to be undertaken. Fixed wiring reviewed every 5 years, PAT to be reviewed every 2 years.			
		Changes in market conditions or		Financial, compliance and					Changes in legislation and environmental regulations monitored.				

REF	Activity	Risk/Hazard Description	Who is at Risk	Risk	Impact	Probability	Total	Risk Level	Existing Controls	Further Actions (if required)	Risk Owner	Last Review Date	Next Review Date
1.5.03	Premises & Assets (general)	legislation - reduction in value of asset / increased costs due.	Council,	Financial, compliance and operational	2	1	2	High	Where appropriate assets conform to current legislation in respect of Health & Safety & Environmental matters.	5-yearly rebuild valuation	Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.5.04	Premises & Assets (general)	Failure of tenant - Loss of tenant income	Council	Financial and compliance	1	2	2	High	Payments in respect of leases and licences monitored and debts chased promptly. Contracts in place for long term arrangements.		Town Clerk	Mar-26	Mar-27
1.5.05	Premises & Assets (general)	Assets not recorded properly.	Council	Financial and compliance	1	2	2	High	Asset register in place.	Review list asset register annually and ensure insurance valuations reviewed periodically.	Town Clerk/ Finance Officer	Mar-26	Mar-27
1.5.06	Premises & Assets (general)	Equipment – failure Injury and/or service disruption	Council, service users	Financial and operational	1	2	2	High	Equipment regularly maintained. Maintenance budget in place PPE provided and to be worn by staff	Ensure maintenance schedules in place for critical / potentially dangerous equipment. Review / put in place risk assessments to ensure safe usage.	Town Clerk/ Deputy Clerk	Mar-26	Mar-27
1.5.07	Premises & Assets (general)	Playground equipment – failure. Injury and/or service disruption	Council, service users	Financial and operational	1	2	2	High	Equipment regularly maintained. Maintenance budget in place. Weekly, quarterly and annual inspections undertaken with records kept for 21 years.	Ensure maintenance schedules in place for critical / potentially dangerous equipment. Review / put in place risk assessments to ensure safe usage.	Town Clerk/ Deputy Clerk	Mar-26	Mar-27
1.5.08	Premises & Assets – Asset Management	Failure to manage, invest and maintain Council Assets Gradual deterioration and long-term costs higher than necessary Reputational risk, unexpected expenses incurred.	Council, service users	Financial and compliance	2	2	4	High	Asset Management Policy in place including regular inspection regime in place. Maintenance budget in place for regular programme of works	Continue with surveys when needed and planned maintenance costs updated as part of the asset management plan. Continue to review maintenance budgets and reserves to ensure that sufficient funds are available to maintain Council assets	Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.6.01	General Public	Damage or injury to members of the public.	Council, employees, councillors, public	Financial and compliance	3	2	6	High	Health and safety policy in place, reviewed annually and updated by consultant Events risk assessments undertaken and reviewed by Town Clerk prior to event. Staff risk aware and risk management regularly highlighted at staff meetings. Public liability insurance in place. Councillors made aware of risk management by adoption of risk management strategy and annual risk register annually. All activities / services have up to date risk assessments in place. These are reviewed after the activity/event and annually Staff have risk assessment training		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.6.02	General Public	Libel, Slander	Council, Employees, Councillors, Public	Financial & Compliance	2	2	4	High	Councillors made aware of risk management by adoption of risk management. Code of Conduct adopted, and all councillors sign up to adhere to code when taking office. Press releases and publications reviewed by Town Clerk before publication. Council signed up to Civility & Respect Project. Staff training, equipment maintenance and purchase budgets in place, continued service review		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.6.03	Customer Satisfaction	Poor service to customer	Council, public, staff	Financial and compliance	2	1	2	High	Customer Care Policy adopted				
1.7.1	Allotments	Grounds Maintenance Contract	Council, tenants, employees, contractors	Compliance and operational	2	1	2	High	Grounds maintenance contractor has adequate PLI and RAMS		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.7.2	Allotments - Security	Theft, loss of equipment	Council, tenants	Compliance and operational	2	2	4	High	Sites are padlocked Tenants advised not to keep valuables on site		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.7.3	Allotments - Legionella	Risk of legionella	Council, tenants	Compliance and operational	2	2	4	High	Contract in place for water testing Water turned off from October-March	Tenants warned of risk of legionella	Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.7.4	Allotments - Bonfires	Burns	Council, tenants	Compliance and operational	2	2	4	High	Rules in allotment handbook on bonfires		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.7.5	Allotments - Structures	Injuries from collapse	Council, tenants	Compliance and operational	2	2	4	High	Permission needed from Council for installation of structures Structures inspected as part of regular inspection		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.8.01	Contractors – General	Site injury – injury / death	Public, Staff, Contractors	Compliance, Financial, Operational	2	3	6	High	Council advises all contractors of any known hazards prior to contractors starting work.	Asbestos inspection, plan and register to be put in place urgently.	Town Clerk/Deputy Clerk	Mar-26	Mar-27

REF	Activity	Risk/Hazard Description	Who is at Risk	Risk	Impact	Probability	Total	Risk Level	Existing Controls	Further Actions (if required)	Risk Owner	Last Review Date	Next Review Date
1.8.02	Contractors – General	Use of contractors – damage / fire / injury	Public, Councillors	Financial and compliance	2	2	4	High	Asbestos Register in place	Contractors risk assessments should be reviewed, and their level of insurance cover should be checked.	Town Clerk/Deputy Clerk	Mar-26	Mar-27
									All contractors are reviewed prior to being employed and references taken when appropriate.				
									Electricians and contractors servicing gas appliances or system should be fully qualified and registered.				
									Electricians – NICEIC				
									Gas – Gas Safety Registered				
Evidence of professional status must be provided, checked regularly by staff, and recorded.													
Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc. are appropriately licensed.													
Work of all contractors is monitored and where appropriate records kept.													
1.8.03	Contractors – General	Site safety - fire	Public, Staff, Contractors	Compliance	1	2	2	High	Council to advise all contractors of fire procedures when they start work.		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.8.04	Contractors – General	Site safety – injury / damage	Public, Staff, Contractors	Compliance	1	2	2	High	All contractors and visitors sign in/out of community centre. All parties are aware of the necessity to maintain a safe working environment.		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.9.01	Climate Emergency Response	Failure to reduce carbon impact from services and Council activities and implement mitigation measures to meet Climate change and biodiversity	Council, public	Compliance and operational	1	2	2	High	Council has Biodiversity Policy which is reviewed regularly.		Town Clerk/Deputy Clerk	Mar-26	Mar-27
		Loss of council reputation, loss of public support							All reports have an implications section which includes Biodiversity section.				
1.10.01	Cemetery - Stability of headstones/memorials	Injury due to poor maintenance	Visitors, councillors, employees, contractors	Financial and compliance	2	3	6	High	All undertakers to follow the NAMM and our guidelines in respect of materials, size and fixings	Contractors risk assessments should be reviewed, and their level of insurance cover should be checked.	Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
									Visual and hand tests to be carried out by designated Contractor every 5 years and competent Member of staff annually following guidelines as laid out by the Ministry of Justice in 2009 – or as updated	Formal procedure to be adopted for memorial maintenance etc.			
									Town Rangers to undertake informal visual inspections during their visits to the Cemetery.	Programme of inspections and recording introduced.			
										Inspections advertised in advance and of intended action that is taken if found to be unsafe.			
1.10.02	Cemetery – Buildings and walls	Injury due to poor maintenance	Public, employees, contractors	Compliance	1	2	2	High	Visual inspection of buildings bi-monthly 5 yearly condition survey Tenants of Chapel to be asked by letter to report any noted defects No asbestos on site	Condition survey undertaken November 2023	Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.10.03	Cemetery – open grave	Fall into open grave	Public, Staff, Contractors	Compliance	1	2	2	High	Responsibility of contractor to follow relevant procedures. PLI and RAMS held for contractor	Funeral directors contract grave digging with third party	Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.10.04	Cemetery – trees	Falling branches	Public, Staff, Contractors	Compliance	1	2	2	High	Regular budgeted figure for tree surgery 3 yearly tree survey to be carried out by Tree Consultant and consider actions to be taken		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.10.05	Cemetery – footpaths	Slips, trips and falls from exposed roots, loose gravel, icy conditions, poor surface	Public, Staff, Contractors	Compliance	2	2	4	High	Regular inspections of condition of footpaths.		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
									Annual maintenance budget. Salt main routes when weather is icy				
1.10.06	Cemetery – Mobile Phone Mast Compound	Electric shock, fall from mast	Public, Staff, Contractors	Compliance	2	2	4	High	Carry out regular visual inspection of mast compound and report any defects to operator		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.10.07	Cemetery – Lighting conductor	Electric shock	Public, Staff, Contractors	Compliance	2	2	4	High	Carry out annual inspection of lighting conductor by competent contractor		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.10.08	Cemetery – dog fouling	Ill health	Public, Staff, Contractors	Compliance	2	2	4	High	No dogs' signs present. Bins provided		Town Clerk/Deputy Clerk/Amenities Team Leader/GM	Mar-26	Mar-27
1.10.09	Cemetery – Seating	Injury due to poor maintenance	Public, Staff, Contractors	Compliance	2	2	4	High	Seating inspected regularly and condition records as well as remedial action undertaken. Rapid response to repairs. Plastic/recyclable seating used.		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.10.10	Cemetery – vehicles	Collision with other vehicles and/or pedestrians	Public, Staff, Contractors	Compliance	2	3	6	High	Speed restriction in place and signed.		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
									Signs advising of vehicles and/or pedestrian presence.				

REF	Activity	Risk/Hazard Description	Who is at Risk	Risk	Impact	Probability	Total	Risk Level	Existing Controls	Further Actions (if required)	Risk Owner	Last Review Date	Next Review Date
1.10.11	Cemetery – Grave Plot Misallocation	Reputational damage	Council, Public employees	Compliance	1	2	2	Green	Update burial register regularly and ensure forms completed correctly		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.10.12	Cemetery -memorial, interment, and plot purchase	Reputational damage	Council, Public, employees	Compliance	2	2	4	Green	Procedure in place for exhumation of ashes/burials		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.10.13	Cemetery - Exhumation	Reputational damage	Council, Public, employees	Compliance	1	2	2	Green	Ensure invoices are sent out at time of burial/purchase		Town Clerk/Deputy Clerk/Amenities Team Leader	Mar-26	Mar-27
1.11.01	Play Areas – Litter, glass	Causing injury	Public, Staff, Contractors	Compliance	2	3	6	Yellow	Regulation inspection of play areas. Litter picking carried out regularly		Town Clerk / Deputy Clerk	Mar-26	Mar-27
1.11.02	Play Areas – discarded drug equipment	Causing injury	Public, Staff, Contractors	Compliance	2	3	6	Yellow	Regulation inspection of play areas. Litter picking carried out regularly		Town Clerk / Deputy Clerk	Mar-26	Mar-27
1.11.03	Play areas – dog mess	Ill health	Public, Staff, Contractors	Compliance	2	3	6	Yellow	Dogs prohibited from play areas Signage prohibiting dogs from play areas in place Regulation inspection of play areas. Litter picking carried out regularly		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.11.04	Play Areas – poisonous plants	Ill health	Public, Staff, Contractors	Compliance	2	3	6	Yellow	Consideration of public safety when considering planting scheme in play areas		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.11.05	Play Areas – injury through falling	Causing injury	Public, Staff, Contractors	Compliance	2	3	6	Yellow	Consideration of surface type with respect to age of users and usage. Suitable play areas installed around play equipment in accordance with relevant British Standards		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.12.06	Play areas – defective ground surfaces	Slips, trips and falls	Public, Staff, Contractors	Compliance	2	3	6	Yellow	Regular inspections of areas. Reporting procedure in place.	Screen off damaged area. Prompt remedial action	Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.12.07	Play areas – snow or ice	Slips, trips and falls	Public, Staff, Contractors	Compliance	2	3	6	Yellow	Spread salt/grit on paths during icy weather		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.12.08	Play areas – slippery surfaces due to moss or fallen leaves	Slips, trips and falls.	Public, Staff, Contractors	Compliance	2	3	6	Yellow	Regular inspection of surfaces and maintenance to remove hazard		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.13.01	Car Parks – surfaces	Slips, trips and falls	Public, Staff, Contractors	Compliance	2	3	6	Yellow	Regular inspection of conditions, recorded by competent person. Defects repairs asap. Unauthorised use monitored.		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.13.02	Car Parks – trees	Injury	Public, Staff, Contractors	Compliance	2	3	6	Yellow	Council responds to complaints/reports from employees and public if concern raised about		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.13.03	Car Parks – hedge trimming	Injury	Public, Staff, Contractors	Compliance	2	3	6	Yellow	Work carried out by competent contractor or staff throughout the year; contractor provides PPE.		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.13.04	Car park, fixed furniture, benches etc	Injury	Public, Staff, Contractors	Compliance	1	1	1	Green	Litter bins secured into the ground and emptied and inspected regularly – employee reports any		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.13.05	Car Park – Height Barrier	Damage to vehicles/injury	Public, Staff, Contractors	Compliance	1	2	2	Green	All barriers at a minimum height of 2.1m; high visibility colouring used with appropriate signage indicating		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.13.06	Car Park – Lighting	Damage to vehicles/injury	Public, Staff, Contractors	Compliance	2	3	6	Yellow	Lights regularly inspected by contractor; defects repaired as soon as practicably possible		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.13.07	Car Park – Traffic movements	Vehicle Collision/injury	Public, Staff, Contractors	Compliance	2	3	6	Yellow	Clear directional arrows/signs in place where necessary; pavements provided for		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.13.08	Car Park – surface drainage	Slips, trips and falls	Public, Staff, Contractors	Compliance	2	3	6	Yellow	Drains regularly cleaned; sitting water noted and order for professional drain clearance		Town Clerk/Deputy Clerk	Mar-26	Mar-27
1.14.01	Corporate - Medium to Long Term Financial Sustainability	Failure to maintain adequate Medium Term Financial Planning arrangements and reserve levels to meet known and anticipated asset maintenance, replacement and capital project commitments may result in service disruption, inability to deliver statutory functions or unplanned borrowing requirements.	Council, Public	Financial, reputational	3	3	9	Yellow	Annual budget setting process; earmarked reserves; quarterly budget monitoring; internal audit review.	Development and annual review of Medium Term Financial Plan; annual assessment of reserve adequacy in relation to asset lifecycle liabilities and capital commitments.	Town Clerk	Mar-26	Mar-27
1.14.02	Corporate - Asset Failure / Infrastructure Liability	Failure of ageing infrastructure within council-owned buildings, open spaces or cemetery facilities may result in service disruption, health and safety risk or reputational damage to the Council.	Council, Public	Financial	3	3	9	Yellow	Asset inspections; maintenance schedules; compliance checks (fire, Legionella, asbestos); insurance cover.	Development of Planned Preventative Maintenance programme linked to financial planning and capital reserves.	Town Clerk	Mar-26	Mar-27
1.14.03	Corporate - Tenant / Partner Compliance Risk	Failure of tenants, hirers or partner organisations operating from council-owned premises to comply with statutory health and safety obligations may expose the Council to legal liability, financial loss or reputational damage.	Council, Public	Financial, reputational	3	3	9	Yellow	Lease agreements; licence conditions; officer liaison; provision of compliance guidance.	Periodic compliance monitoring of tenants; review of lease provisions to ensure statutory responsibilities are clearly defined and enforceable.	Town Clerk	Mar-26	Mar-27
1.14.04	Corporate - Capital Project Risk Delivery	Delays, cost escalation or procurement challenges associated with the delivery of capital projects may result in budget overspend, delayed service provision or reputational damage.	Council, Public	Financial, reputational	3	3	9	Yellow	Committee oversight; procurement procedures; project planning processes.	Maintenance of project-specific risk registers for all capital schemes and disposal programmes.	Town Clerk	Mar-26	Mar-27

## List of Payments made between 01/12/2025 and 31/12/2025

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/12/2025	Driver & Vehicle Licensing Age	DD1	30.18	WV69ASU RD TAX/Driver & Vehicl
01/12/2025	Central Beds Council	DD2	1331	GAC RATE 25/26
01/12/2025	Trade Uk/Screwfix	DD15	50.01	REPAIR MATERIALFOR BOTH GAC &
02/12/2025	WORLDPAY - BURIAL PLOT +	WORLDPAY2/	792	WORLDPAY - BURIAL PLOT + CALEN
02/12/2025	WORLDPAY - BURIAL PLOT +	CORRECTION	-792	WORLDPAY - BURIAL PLOT + CALEN
04/12/2025	NFU Mutual Insurance	DD1	485.74	759519/25-26/VEHICLE INSURANCE
09/12/2025	Central Beds Council	DD10	524	33037809/25-26/PT SIMPSON CENT
09/12/2025	Central Beds Council	DD11	314	CEMETERY RATE 2025/26
09/12/2025	SMG Business Solutions Ltd	DD1	1737.47	SMG92808/SMG Business Solution
10/12/2025	CBC- SIMPSON CENTRE RATE	RATE REFUN	-883.94	CBC- SIMPSON CENTRE RATE REFUN
10/12/2025	ALLSTAR Business Solutions Ltd	DD2	105.99	E2021311438/ALLSTAR Business S
11/12/2025	YORKSHIRE GAS AND POWER	DD1	1803.63	1174440/GAC ELECTRICITY/YORKSH
12/12/2025	EE Limited	DD17	351.1	V02415287656/EE Limited
14/12/2025	Crown Gas & Power Ltdc- Memori	DD7	426.72	3762961/MEMORIAL HALL/Crown Ga
15/12/2025	Lucretia Holland Support	BACS1	220	RIVERSIDE FOOTBALL
15/12/2025	Michael Gray	BACS2	200	STOTFOLD FOOTBALL SESSIONS
15/12/2025	Amber May Media	BACS3	300	video production
15/12/2025	Bedforshire Association Of Tow	BACS5	175	TRAINING115/25.566/Bedforshire
15/12/2025	BT Events Ltd	BACS6	7887.12	CAMERA FIR SCREEN @XMAS LIGHT
15/12/2025	C & D Farms	BACS7	1680	A RD WELFARE FIT WATER &PIPE
15/12/2025	Central Beds Council	BACS8	29204.06	CONTRIBUT TOWARD LIBRARY
15/12/2025	Chubb Fire & Security Ltd	BACS9	139.97	MEMORIAL HALL FIRE ALARM SERVI
15/12/2025	Cloudyit Group	BACS10	171	INV-D-09982/25.576/Cloudyit Gr
15/12/2025	Countrywide Ground Maintenance	BACS11	7059.49	663933/Countrywide Ground Main
15/12/2025	CPM PLAYGROUNDS LTD	BACS15	810	PLAYGROUND INSEPECTION

15/12/2025	DKMS Charity	BACS16	24.85 XMAS LIGHT COLLECTION
15/12/2025	Flame UK Business Services Gro	BACS17	330.99 BINS FOR XMAS EVENT
15/12/2025	Griggs Electricial Ltd	BACS18	358.79 ELECTRICITY WORK @MEMORIAL HAL
15/12/2025	Harel Kilby	BACS25	180 YOUTH INVOLVEMENT
15/12/2025	Hertfordshire County Council	BACS22	139.64 STATIONERY
15/12/2025	Home Counties Toilet Hire	BACS23	249 CEMETERY TOILET HIRE
15/12/2025	Legionella Control Internation	BACS26	1146 LCA TRAINING AND REG FEE
15/12/2025	Ryalls Building Supplies Ltd	BACS27	121.5 101260/Ryalls Building Supplie
15/12/2025	Mid Beds Locksmiths	BACS28	138 3 no 5 lever mortise keys
15/12/2025	NALC	BACS30	60 LOCAL COUNCIL AWARD SCHEME
15/12/2025	Clarid Service Ltd t/a Minster	BACS31	3595.71 GAC DAIRY CLEANING
15/12/2025	Ocean Creative Cooperation Ltd	BACS32	207.6 XMAS LIGHT FOAMEX BOARD
15/12/2025	Reactive Doors Ltd	BACS35	210 RD19313/25.573/Reactive Doors
15/12/2025	Steven Buck	BACS36	48.74 DOOR SIGN REIMBU/Steven Buck
15/12/2025	SN Socials	BACS37	660 November Social Media
15/12/2025	W Fuller & Son Ltd	BACS38	981 XMAS LIGHT SECURITY FEE
15/12/2025	Viking Office UK Ltd	BACS39	177.86 BROTHER PRINTER CARTRIDGE
15/12/2025	DIY Framing Ltd - STAS	BACS40	490.41 STAS CLIPRAILS
15/12/2025	Wellers Law Group	BACS41	616.8 ADVICE ON DISREPAIR OF WALL PR
15/12/2025	Wilstead Haulage Ltd	BACS42	360 025783/25.557/Wilstead Haulage
15/12/2025	ZULU Safety Ltd	BACS43	942 XMAS EVEN FIRST AID PROVISION
15/12/2025	Bradley Environmental Consulta	BACS46	186 ASBESTOS MGM & RESPEON TRAININ
15/12/2025	Charles Wilson Engineers Ltd	BACS50	619.2 CABIN STEP TANK @BARN
15/12/2025	Cawleys	BACS1	385.02 33775881/GAC EURO CART/Cawleys
15/12/2025	BANK CHARGE - FAST PYM FEE	DEC FAST P	4.2 BANK CHARGE - FAST PYM FEE
15/12/2025	Crown Gas & Power Ltd - GAC Ga	DD8	1072.68 3762962/GAC GAS/Crown Gas & Po
16/12/2025	Sage UK	DD2	88.8 INV21797340/Sage UK
17/12/2025	ALLSTAR Business Solutions Ltd	DD5	4.8 E2021336628/ALLSTAR Business S
17/12/2025	Anglian Water - The Green	DD22	51.08 15898364/THE GREEN/Anglian Wat

17/12/2025	Anglian Water - Brook St Toile	DD26	93.41	15900196/BROOK ST TOILET/Angli
18/12/2025	DEC NEST STAFF PENSION PYM	DEC NEST P	1339.41	DEC NEST STAFF PENSION PYM
18/12/2025	Utilita - The Simpson centre	DD9	134.18	2025-11/2/SIMPSON CENTRE/Utili
18/12/2025	British Gas Lite	DD16	53.39	13199831/FOOTAL GOAL/British G
19/12/2025	DEC STAFF SALARY	DD	23771.45	DEC STAFF SALARY
19/12/2025	DEC LGPS PENSION	DEC LGPS P	3502.17	DEC LGPS PENSION
19/12/2025	Central Beds Council	DD15	106	CAR PARK RATE 25/26
19/12/2025	Central Beds Council	DD16	449	MEMORIAL HAL RATE 25/26
19/12/2025	Utilita Energy Ltd - REC Brook	DD11	63.85	2025-11/1/REC HITCHIN ROAD/Uti
19/12/2025	Worldpay Ltd	DD12	50.79	400285102/Worldpay Ltd
19/12/2025	DEC STAFF SALARY - C A	DEC STAFF	0.2	DEC STAFF SALARY - C A
20/12/2025	Anglian Water - Hitchin Rd Rec	DD25	38.47	15913837/CHANGING ROOM/Anglian
21/12/2025	NATIONAL ALLOTMENT SOCIETY	ALLOT SOCI	84	NATIONAL ALLOTMENT SOCIETY FEE
22/12/2025	Anglian Water - Memorial Hall	DD18	201.85	15916021/MEMORIAL HALL/Anglian
22/12/2025	BARCLAY CREDIT CARD	DECBARCLAY	1305.29	BARCLAY CREDIT CARD
23/12/2025	Anglian Water - Cemetery	DD21	51.08	15930416/CEMETERY/Anglian Wate
24/12/2025	ALLSTAR Business Solutions Ltd	DD3	7.5	E2021357562/ALLSTAR Business S
24/12/2025	Utilita Energy Ltd - Memorial	DD10	156.05	2025-11/1/MEMORIAL HALL/Utilit
24/12/2025	Anglian Water - Simpson Centre	DD19	50.99	15935316/SIMSON CENTRE/Anglian
24/12/2025	Anglian Water - Simpson Centre	DD20	60.42	15934891/SIMPSON CENTREE/Angli
29/12/2025	Integrated Business Telecom Lt	DD1	62.4	4860602/Integrated Business Te
29/12/2025	Charles Wilson Engineers Ltd	BACS52	1218.48	WELFARE UNIT TR @BARN
29/12/2025	Vivid Designs	BACS53	375	Exterior Xmas Window
29/12/2025	Stotfold News Magazine	BACS55	83.08	15 extra calendars
29/12/2025	Sam Welbury Support	BACS56	180	youth basketball board games
29/12/2025	Royal Industrial Doors	BACS57	222	CARRY OUT STANDARD MAIN
29/12/2025	Ocean Creative Cooperation Ltd	BACS58	1125.6	STRATECIC PLAN BROCHURES + CRE
29/12/2025	MAZARS LLP	BACS60	2520	ANNUAL AUDIT FEE
29/12/2025	Jim Caddy	BACS62	260	TREE REMOVAL

29/12/2025	Griggs Electricial Ltd	BACS63	3773.94	Electricial work @ the barn
29/12/2025	Hertfordshire County Council	BACS65	30.95	SUGAR STICKS AND TOILET TISS
29/12/2025	Flame UK Business Services Gro	BACS66	44.95	EMPTY BINS AT GAC
29/12/2025	Chevron Traffic Management	BACS70	1174.8	XMAS LIGHT EVENT TRAFFIC CONTR
29/12/2025	Bedforshire Association Of Tow	BACS71	70	TRAINING BREAKTHROUGH CLLR S H
29/12/2025	Glasdon U.K Limited	BACS1	5877.15	5 PICNIC TABLES
29/12/2025	DECHMRC PAYE /NI PAYMENT	DEC PAYE/N	8425.7	DECHMRC PAYE /NI PAYMENT
31/12/2025	Central Beds Council	DD3	1331	GAC RATE 25/26
31/12/2025	BANK SERCIVE CHARGE	DEC SERVIC	26.25	BANK SERCIVE CHARGE
31/12/2025	DEC BANK HANDLING CHARGE	DEC MANUAL	11.4	DEC BANK HANDLING CHARGE
31/12/2025	ALLSTAR Business Solutions Ltd	DD6	72.68	E2021388339/ALLSTAR Business S
	Total		<b>125978.09</b>	

## Cash Received between 01/12/2025 and 31/12/2025

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
02/12/2025	BANK INTEREST - REINVEST BANK INTER		BANK INTEREST -	£6,793.91
11/12/2025	10 & 11 /01/26 HALL BOOK BACS		10 & 11 /01/26 HALL BOOKING	£74.00
11/12/2025	21/12 K S MEMO HALL BOOK BACS2		21/12 K S MEMO HALL BOOKING	£37.00
09/12/2025	BOOKING REFUND 25% HIR WP/16417RE		BOOKING REFUND 25% HIR	-£19.65
01/12/2025	CALENDAR SALE	282/16407	CALENDAR SALE	£6.00
01/12/2025	CALENDAR SALE	283/16409	CALENDAR SALE	£6.00
02/12/2025	CALENDAR SALE	WP/16410	CALENDAR SALE	£30.00
02/12/2025	CALENDAR SALE	WP/16401	CALENDAR SALE	£12.00
02/12/2025	CALENDAR SALE	WP/16413	CALENDAR SALE	£6.00
02/12/2025	CALENDAR SALE	283/16411	CALENDAR SALE	£6.00
02/12/2025	CALENDAR SALE	283/16412	CALENDAR SALE	£6.00
04/12/2025	CALENDAR SALE	wp/16416	CALENDAR SALE	£12.00
10/12/2025	CALENDAR SALE	WP/16414	CALENDAR SALE	£12.00
23/12/2025	CALENDAR SALE	WP/16433	CALENDAR SALE	£6.00
23/12/2025	CALENDAR SALE	WP/16435	CALENDAR SALE	£6.00
23/12/2025	CALENDAR SALE	WP/16436	CALENDAR SALE	£6.00
24/12/2025	CALENDAR SALE	WP/16441	CALENDAR SALE	£12.00
01/12/2025	DKMS DONATION COLLECT 283/16408		DKMS DONATION COLLECT	£24.85
16/12/2025	DONATION STOTFOLD GOLF WP/16424		DONATION STOTFOLD GOLF	£30.00
04/12/2025	J HARRIS XMAS LIGHT FAIR 283/16415		J HARRIS XMAS LIGHT FAIR	£180.00
12/12/2025	Neville Funeral Service NFS		Neville Funeral Service	£3,585.00
18/12/2025	PHOTOCOPY FEE	WP/16426	PHOTOCOPY FEE	£0.50
24/12/2025	PHOTOCOPY FEE	WP/16442	PHOTOCOPY FEE	£1.00
15/12/2025	REFUND 21/12 K S CANCEL WP/16423RE		REFUND 21/12 K S CANCEL	-£80.00
08/12/2025	REFUND 13/12 FAIR LADIES WP/16422RF		REFUND 13/12 FAIR LADIES	-£74.50
01/12/2025	Sales Recpts Page 3410		Sales Recpts Page 3410	£238.41
01/12/2025	Sales Recpts Page 3411		Sales Recpts Page 3411	£316.36
02/12/2025	Sales Recpts Page 3412		Sales Recpts Page 3412	£162.33
03/12/2025	Sales Recpts Page 3413		Sales Recpts Page 3413	£291.34
08/12/2025	Sales Recpts Page 3414		Sales Recpts Page 3414	£199.80
08/12/2025	Sales Recpts Page 3415		Sales Recpts Page 3415	£166.66
08/12/2025	Sales Recpts Page 3416		Sales Recpts Page 3416	£154.86
10/12/2025	Sales Recpts Page 3417		Sales Recpts Page 3417	£180.00
10/12/2025	Sales Recpts Page 3418		Sales Recpts Page 3418	£900.00
08/12/2025	Sales Recpts Page 3419		Sales Recpts Page 3419	£222.00
11/12/2025	Sales Recpts Page 3420		Sales Recpts Page 3420	£60.00
24/12/2025	Sales Recpts Page 3421		Sales Recpts Page 3421	£3,585.00
19/12/2025	Sales Recpts Page 3422		Sales Recpts Page 3422	£91.80
29/12/2025	Sales Recpts Page 3423		Sales Recpts Page 3423	£238.41
30/12/2025	Sales Recpts Page 3424		Sales Recpts Page 3424	£119.88
31/12/2025	Sales Recpts Page 3425		Sales Recpts Page 3425	£316.36

02/12/2025	Sales Recpts Page 3426		Sales Recpts Page 3426	£516.95
02/12/2025	Sales Recpts Page 3428		Sales Recpts Page 3428	£540.00
19/12/2025	Sales Recpts Page 3429		Sales Recpts Page 3429	£442.54
19/12/2025	Sales Recpts Page 3430		Sales Recpts Page 3430	£4,075.92
01/12/2025	Sales Recpts Page 3431		Sales Recpts Page 3431	£110.00
18/12/2025	Sales Recpts Page 3432		Sales Recpts Page 3432	£500.00
17/12/2025	Sales Recpts Page 3433		Sales Recpts Page 3433	£1,195.00
18/12/2025	Sales Recpts Page 3434		Sales Recpts Page 3434	£62.43
03/12/2025	Sales Recpts Page 3435		Sales Recpts Page 3435	£126.26
31/12/2025	Sales Recpts Page 3436		Sales Recpts Page 3436	£3,585.00
18/12/2025	SOLAR PANEL - BRITISH G, 283/16425		SOLAR PANEL - BRITISH GA	£89.20
22/12/2025	STOTFOLD GIN	WP/16429	STOTFOLD GIN	£20.00
18/12/2025	STOTFOLD GOLD	WP/16427	STOTFOLD GOLD	£7.00
22/12/2025	STOTFOLD GOLD	WP/16430	STOTFOLD GOLD	£7.00
			Total	<b>£29,198.62</b>

## List of Payments made between 01/12/2025 and 31/12/2025

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/12/2025	Driver & Vehicle Licensing Age	DD1	30.18	WV69ASU RD TAX/Driver & Vehicl
01/12/2025	Central Beds Council	DD2	1331	GAC RATE 25/26
01/12/2025	Trade Uk/Screwfix	DD15	50.01	REPAIR MATERIALFOR BOTH GAC &
02/12/2025	WORLDPAY - BURIAL PLOT +	WORLDPAY2/	792	WORLDPAY - BURIAL PLOT + CALEN
02/12/2025	WORLDPAY - BURIAL PLOT +	CORRECTION	-792	WORLDPAY - BURIAL PLOT + CALEN
04/12/2025	NFU Mutual Insurance	DD1	485.74	759519/25-26/VEHICLE INSURANCE
09/12/2025	Central Beds Council	DD10	524	33037809/25-26/PT SIMPSON CENT
09/12/2025	Central Beds Council	DD11	314	CEMETERY RATE 2025/26
09/12/2025	SMG Business Solutions Ltd	DD1	1737.47	SMG92808/SMG Business Solution
10/12/2025	CBC- SIMPSON CENTRE RATE	RATE REFUN	-883.94	CBC- SIMPSON CENTRE RATE REFUN
10/12/2025	ALLSTAR Business Solutions Ltd	DD2	105.99	E2021311438/ALLSTAR Business S
11/12/2025	YORKSHIRE GAS AND POWER	DD1	1803.63	1174440/GAC ELECTRICITY/YORKSH
12/12/2025	EE Limited	DD17	351.1	V02415287656/EE Limited
14/12/2025	Crown Gas & Power Ltdc- Memori	DD7	426.72	3762961/MEMORIAL HALL/Crown Ga
15/12/2025	Lucretia Holland Support	BACS1	220	RIVERSIDE FOOTBALL
15/12/2025	Michael Gray	BACS2	200	STOTFOLD FOOTBALL SESSIONS
15/12/2025	Amber May Media	BACS3	300	video production
15/12/2025	Bedforshire Association Of Tow	BACS5	175	TRAINING115/25.566/Bedforshire
15/12/2025	BT Events Ltd	BACS6	7887.12	CAMERA FIR SCREEN @XMAS LIGHT
15/12/2025	C & D Farms	BACS7	1680	A RD WELFARE FIT WATER &PIPE
15/12/2025	Central Beds Council	BACS8	29204.06	CONTRIBUT TOWARD LIBRARY
15/12/2025	Chubb Fire & Security Ltd	BACS9	139.97	MEMORIAL HALL FIRE ALARM SERVI
15/12/2025	Cloudyit Group	BACS10	171	INV-D-09982/25.576/Cloudyit Gr
15/12/2025	Countrywide Ground Maintenance	BACS11	7059.49	663933/Countrywide Ground Main
15/12/2025	CPM PLAYGROUNDS LTD	BACS15	810	PLAYGROUND INSEPECTION

15/12/2025	DKMS Charity	BACS16	24.85 XMAS LIGHT COLLECTION
15/12/2025	Flame UK Business Services Gro	BACS17	330.99 BINS FOR XMAS EVENT
15/12/2025	Griggs Electricial Ltd	BACS18	358.79 ELECTRICITY WORK @MEMORIAL HAL
15/12/2025	Harel Kilby	BACS25	180 YOUTH INVOLVEMENT
15/12/2025	Hertfordshire County Council	BACS22	139.64 STATIONERY
15/12/2025	Home Counties Toilet Hire	BACS23	249 CEMETERY TOILET HIRE
15/12/2025	Legionella Control Internation	BACS26	1146 LCA TRAINING AND REG FEE
15/12/2025	Ryalls Building Supplies Ltd	BACS27	121.5 101260/Ryalls Building Supplie
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15/12/2025	NALC	BACS30	60 LOCAL COUNCIL AWARD SCHEME
15/12/2025	Clarid Service Ltd t/a Minster	BACS31	3595.71 GAC DAIRY CLEANING
15/12/2025	Ocean Creative Cooperation Ltd	BACS32	207.6 XMAS LIGHT FOAMEX BOARD
15/12/2025	Reactive Doors Ltd	BACS35	210 RD19313/25.573/Reactive Doors
15/12/2025	Steven Buck	BACS36	48.74 DOOR SIGN REIMBU/Steven Buck
15/12/2025	SN Socials	BACS37	660 November Social Media
15/12/2025	W Fuller & Son Ltd	BACS38	981 XMAS LIGHT SECURITY FEE
15/12/2025	Viking Office UK Ltd	BACS39	177.86 BROTHER PRINTER CARTRIDGE
15/12/2025	DIY Framing Ltd - STAS	BACS40	490.41 STAS CLIPRAILS
15/12/2025	Wellers Law Group	BACS41	616.8 ADVICE ON DISREPAIR OF WALL PR
15/12/2025	Wilstead Haulage Ltd	BACS42	360 025783/25.557/Wilstead Haulage
15/12/2025	ZULU Safety Ltd	BACS43	942 XMAS EVEN FIRST AID PROVISION
15/12/2025	Bradley Environmental Consulta	BACS46	186 ASBESTOS MGM & RESPEON TRAININ
15/12/2025	Charles Wilson Engineers Ltd	BACS50	619.2 CABIN STEP TANK @BARN
15/12/2025	Cawleys	BACS1	385.02 33775881/GAC EURO CART/Cawleys
15/12/2025	BANK CHARGE - FAST PYM FEE	DEC FAST P	4.2 BANK CHARGE - FAST PYM FEE
15/12/2025	Crown Gas & Power Ltd - GAC Ga	DD8	1072.68 3762962/GAC GAS/Crown Gas & Po
16/12/2025	Sage UK	DD2	88.8 INV21797340/Sage UK
17/12/2025	ALLSTAR Business Solutions Ltd	DD5	4.8 E2021336628/ALLSTAR Business S
17/12/2025	Anglian Water - The Green	DD22	51.08 15898364/THE GREEN/Anglian Wat

17/12/2025	Anglian Water - Brook St Toile	DD26	93.41	15900196/BROOK ST TOILET/Angli
18/12/2025	DEC NEST STAFF PENSION PYM	DEC NEST P	1339.41	DEC NEST STAFF PENSION PYM
18/12/2025	Utilita - The Simpson centre	DD9	134.18	2025-11/2/SIMPSON CENTRE/Utili
18/12/2025	British Gas Lite	DD16	53.39	13199831/FOOTAL GOAL/British G
19/12/2025	DEC STAFF SALARY	DD	23771.45	DEC STAFF SALARY
19/12/2025	DEC LGPS PENSION	DEC LGPS P	3502.17	DEC LGPS PENSION
19/12/2025	Central Beds Council	DD15	106	CAR PARK RATE 25/26
19/12/2025	Central Beds Council	DD16	449	MEMORIAL HAL RATE 25/26
19/12/2025	Utilita Energy Ltd - REC Brook	DD11	63.85	2025-11/1/REC HITCHIN ROAD/Uti
19/12/2025	Worldpay Ltd	DD12	50.79	400285102/Worldpay Ltd
19/12/2025	DEC STAFF SALARY - C A	DEC STAFF	0.2	DEC STAFF SALARY - C A
20/12/2025	Anglian Water - Hitchin Rd Rec	DD25	38.47	15913837/CHANGING ROOM/Anglian
21/12/2025	NATIONAL ALLOTMENT SOCIETY	ALLOT SOCI	84	NATIONAL ALLOTMENT SOCIETY FEE
22/12/2025	Anglian Water - Memorial Hall	DD18	201.85	15916021/MEMORIAL HALL/Anglian
22/12/2025	BARCLAY CREDIT CARD	DECBARCLAY	1305.29	BARCLAY CREDIT CARD
23/12/2025	Anglian Water - Cemetery	DD21	51.08	15930416/CEMETERY/Anglian Wate
24/12/2025	ALLSTAR Business Solutions Ltd	DD3	7.5	E2021357562/ALLSTAR Business S
24/12/2025	Utilita Energy Ltd - Memorial	DD10	156.05	2025-11/1/MEMORIAL HALL/Utilit
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29/12/2025	Integrated Business Telecom Lt	DD1	62.4	4860602/Integrated Business Te
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29/12/2025	Ocean Creative Cooperation Ltd	BACS58	1125.6	STRATECIC PLAN BROCHURES + CRE
29/12/2025	MAZARS LLP	BACS60	2520	ANNUAL AUDIT FEE
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29/12/2025	Chevron Traffic Management	BACS70	1174.8	XMAS LIGHT EVENT TRAFFIC CONTR
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31/12/2025	Central Beds Council	DD3	1331	GAC RATE 25/26
31/12/2025	BANK SERCIVE CHARGE	DEC SERVIC	26.25	BANK SERCIVE CHARGE
31/12/2025	DEC BANK HANDLING CHARGE	DEC MANUAL	11.4	DEC BANK HANDLING CHARGE
31/12/2025	ALLSTAR Business Solutions Ltd	DD6	72.68	E2021388339/ALLSTAR Business S
	Total		<b>125978.09</b>	

### Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
9006 EMR - Building Fund	36,714.99	-36,714.99	0.00
9009 EMR - Cemetery Projects	231,623.26	1,392.00	233,015.26
9010 EMR - Teasel	450.00		450.00
9015 EMR - Public Realm Projects	51,003.31	-27,202.99	23,800.32
9017 EMR - Street Lights	54,890.00	10,000.00	64,890.00
9018 EMR - Riverside MUGA	11,148.34	5,000.00	16,148.34
9020 EMR - Estab Office Equip	0.00	2,221.00	2,221.00
9021 EMR - Election Fund	20,637.95		20,637.95
9025 EMR - GAC Sinking Fund	142,735.00	-1,583.55	141,151.45
9026 EMR - Youth Work	5,410.40		5,410.40
9027 EMR - S106 GAC	203,510.00	-4,438.07	199,071.93
9028 EMR - S106 Pix Brook PA	434,385.00	-3,450.00	430,935.00
9030 EMR - Riverside Cpk Ext.	40,000.00	-400.00	39,600.00
9031 EMR - S106 PC Ave	135,000.00		135,000.00
9032 EMR - Tree Work	28,374.00		28,374.00
9033 EMR - S106 Greenacre Park	788,779.05	-21,398.70	767,380.35
9036 EMR - Facilities Team Set Up	13,600.21	-4,797.62	8,802.59
9037 EMR- A Rd MUGA Sinking Fund	10,000.00	5,000.00	15,000.00
9038 EMR- Car Park Reserve	428.74	739.59	1,168.33
9039 EMR-Ground Main Contract	151,205.08	-52,946.19	98,258.89
	<b><u>2,359,895.33</u></b>	<b><u>-128,579.52</u></b>	<b><u>2,231,315.81</u></b>

## STOTFOLD TOWN COUNCIL - WORK PROGRAMME 2025/26

Meeting Date	Agenda Publication Date	Agenda Item	Description	Responsible Officer	Report Deadline
08/04/2026	Monday 30/03/2026 (Easter holidays)	Assertion 10 Compliance	To receive a report on how the Town Council will meet the requirements to complete the new Assertion 10 for the AGAR	Town Clerk	24/03/2026