



STOTFOLD TOWN COUNCIL

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

19 March 2026

Members of Stotfold Town Council:

Cllr Danny Matthews (Chair), Cllr Steve Hayes (Vice Chair), Cllr Brian Saunders,
Cllr Jane Hyde, Cllr Janice Bendell, Cllr John Talbot, Cllr Mary Cooper, Cllr Nigel Venneear.

You are hereby summoned to attend the **Building Management Committee** meeting to be held at the **Greenacre Centre, Valerian Way, Stotfold, SG5 4HG** in the **Community Room** on **25 March 2026 at 7.00pm** for the purpose of transacting business detailed in the agenda.

E Payne
Town Clerk

Members of the public:

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

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



IN COLLABORATION WITH SLCC, NALC, OVV, COUNTY ASSOCIATIONS

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

AGENDA

1. APOLOGIES FOR ABSENCE

For Decision

To receive apologies for absence.

#apologies

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

For Information

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.

3. PUBLIC SECTION (MAX. 15 MINUTES)

For Information

Members of the public may speak 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.

4. MINUTES OF THE PREVIOUS MEETING

For Decision

Members are asked to resolve that the Minutes of the Building Management Committee meeting held on 7 January 2026 are a correct record.

#minutes

5. CLERK'S REPORT AND ACTION TRACKER

For Information

To note the Clerk's report and action tracker.

#tracker

6. REPORTS TO COMMITTEE

6.1. LEGIONELLA AND TOWN COUNCIL TENANTS

For Decision

Members to receive a report from the Town Clerk and consider the recommendations within the report

#legionella

6.2. MEMORIAL HALL FIRE DOORS

For Decision

Members to receive a report from the Deputy Clerk and consider the recommendations within the report

#memorialhall

6.3. MEMORIAL HALL KITCHEN REFURBISHMENT AND HALL PAINTING

For Decision

Members to receive a report from the Open Spaces Officer and consider the recommendations within the report

#memorialhall

6.4. MEMORIAL HALL WI-FI

For Decision

Members to receive a report from the Open Spaces Officer and consider the recommendations within the report

#memorialhall

6.5. MEMORIAL HALL STAGE LIGHTING AND CURTAINS

For Decision

Members to receive a report from the Deputy Clerk and consider the recommendations within the report

#memorialhall

6.6. MEMORIAL HALL HIRING AGREEMENT

For Decision

Members to adopt the updated Memorial Hall Hiring Agreement and Policy, as presented by the Projects Officer.

#memorialhall

6.7. MEMORIAL HALL STORAGE AGREEMENT

For Decision

Members to adopt the storage Terms and Conditions for the Memorial Hall, as presented by the Deputy Clerk.

#memorialhall

6.8. GREENACRE CENTRE BENCH INSTALLATION

For Decision

Members to receive a report from the Open Spaces Officer and consider the recommendations within the report

#GAC

6.9. GREENACRE CENTRE DISABLED ACCESS

For Decision

Members to receive a report from the Deputy Clerk and consider the recommendations within the report

#GAC

6.10. ANPR INSTALLATION AT GREENACRE CENTRE

For Discussion

Members to receive a report from the Town Clerk and note the information within the report

#GAC

6.11. LIBRARY PROJECT

For Information

Members to receive a report from the Town Clerk and note the information within the report

#GAC

6.12. OUT OF HOURS KEYHOLDER CONTRACT

For Decision

Members to receive a report from the Town Clerk and consider the recommendations within the report

#GAC

6.13. MEN IN SHEDS

For Decision

Members to receive a report from the Town Clerk and consider the recommendations within the report

#tractorstore

6.14. Q3 BUDGET REVIEW

For Information

To note the Q3 income and expenditure report for this committee.

#budget

7. DELEGATED DECISIONS

For Information

To receive the Clerk's List of Delegated Decisions related to this Committee.

8. WORK PROGRAMME

For Information

Members to note there is no work programme for 2026-27 currently.

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

For Information

10. DATE OF NEXT MEETING

For Information

Extra - Wednesday 1 April 2026

Wednesday 21 May 2026.



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

Present:

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

Apologies:

Cllr J Talbot

Also Present:

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

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Talbot.

Decision: It was RESOLVED to accept apologies.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

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

3. PUBLIC SECTION (MAX. 15 MINUTES)

There were no members of the public present.

4. MINUTES OF THE PREVIOUS MEETING

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

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

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

5. CLERK'S REPORT AND ACTION TRACKER

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

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

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



6. REPORTS TO COMMITTEE

6.1. Legionella Contract

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

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

6.2. Legionella Policy

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

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

6.3. Fire Safety Contract

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

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

6.4. Memorial Hall Fire Alarm Upgrade

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

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

6.5. Memorial Hall Storage

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

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



Decision: It was RESOLVED to

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

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

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

6.6. Memorial Hall Hire Charges

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

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

6.7. Simpson Centre

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

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

6.8. Business Rates Revaluations

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

Decision: It was RESOLVED to:

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



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

6.9. Energy Audit

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

Decision: It was **RESOLVED** to

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

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

6.10. CCTV Policy Review

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

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

7. DELEGATED DECISIONS

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

8. WORK PROGRAMME

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

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

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

There were no items raised.



10. DATE OF NEXT MEETING

Wednesday 25 March 2026.

11. CONFIDENTIAL ITEMS

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

11.1. Memorial Hall Lighting

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

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

Cllr Cooper requested a recorded vote:

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

Against: Cllr Cooper

The meeting closed at 20:16

SIGNED BY CHAIR:

MINUTES APPROVED (date):

STOTFOLD TOWN COUNCIL

COMMITTEE: **BUILDING MANAGEMENT**

MEETING DATE: **25 MARCH 2026**

REPORTING OFFICER: **EMMA PAYNE – TOWN CLERK
SUSAN RILEY – DEPUTY CLERK**

REPORT TITLE: **BUILDING MANAGEMENT – CLERK’S REPORT**

1. FIRE ALARM INSTALLED AT MEMORIAL HALL

The installation of the new fire alarm system at the Memorial Hall has now been successfully completed. This upgrade ensures that the building is fully compliant with current fire safety regulations and aligns with the recommendations outlined in the Fire Risk Assessment.

2. BOTTLE BINS – MEMORIAL HALL

The bottle banks located at the rear of the Memorial Hall are scheduled for removal by Central Bedfordshire Council in April, in line with forthcoming changes to waste management arrangements. From April, residents will be able to dispose of glass items within their household recycling bins, which will be collected as part of the standard kerbside recycling service.

3. BUSINESS RATES UPDATE

The Town Clerk has engaged the services of Corporate Commercial Surveyors Ltd to investigate the re-rating of the Town Council buildings. They have been engaged per building at a cost of £1,595.00 to be met from savings achieved from the non-domestic rates bills in 2026-27. A survey has been commissioned, and an anticipated saving on the Greenacre Centre has already been identified of £9,000.

4. LEGIONELLA TESTING AT THE FOOTBALL CLUB

The Football Club recently appointed a specialist water hygiene contractor to undertake the required legionella compliance works, except for routine weekly flushing, which remains in-house and is completed by a member of the Football Club Committee.

During a recent site visit, water samples were collected for testing. The results indicated two low-level positive readings from two separate sources. The Football Club has acted promptly and responsibly in response, following the contractor’s recommendations.

As part of this process, resampling was carried out on 12 March. The results of these samples are expected within 14 days, with confirmation anticipated on or around 26 March. The situation continues to be monitored to ensure appropriate control measures are in place and compliance is maintained.

Group Democratic Services
 Last Updated 19/03/2026 12:29

Due	Meeting Date	Meeting	Task	Status	Agenda item	Task Description
	07/01/2026	Building Management Committee	Town Clerk to undertake enquiries into the current rateable values and explore options for reducing business rates, reporting to a future meeting.	Not Started	6.8. - Business Rates Revaluations	
	07/01/2026	Building Management Committee	Projects Officer to instruct contractor regarding installation of lights once S106 funding has been approved.	In Progress	11. - CONFIDENTIAL ITEMS	
	07/01/2026	Building Management Committee	Town Clerk to obtain quotations for the energy audit and carbon footprint assessment from suitably qualified consultants including the evaluation of submissions and preparing a recommendation for appointment.	Not Started	6.8. - Business Rates Revaluations	
	24/09/2025	Buildings Management Committee	Memorial hall refurbishment	In Progress	6.3. - PROPOSED REFURBISHMENT OF MEMORIAL HALL	Lighting quotes are being considered at BM 7/1/26 Once
05/01/2026	23/07/2025	Building Management Committee	Town Clerk to liaise with Football Club, CBC and Solicitors.	In Progress	9. - CONFIDENTIAL ITEMS	Negotiations on going between all parties with the usual legal slowness.
04/08/2025	19/03/2025	Library Task and Finish Group	Town Clerk to provide greater detail a breakdown of library costs	In Progress	Meeting	

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDING MANAGEMENT

MEETING DATE: 25 MARCH 2026

REPORTING OFFICER: EMMA PAYNE, TOWN CLERK

REPORT TITLE: LEGIONELLA AND TOWN COUNCIL TENANTS

DECISION TYPE: FOR DECISION

1. BACKGROUND

- 1.2 The Town Council owns the Mossman Centre and Football Club which are leased to external organisations under full repairing leases. Under these arrangements, tenants have day-to-day control of the buildings. However, recent work to strengthen health and safety compliance has identified inconsistencies in how Legionella risks are managed across these sites.
- 1.2 The Council does not currently have the operational capacity to undertake routine flushing and monitoring across all leased buildings. At the same time, as the asset owner, the Council retains an overarching responsibility to ensure that risks are appropriately managed.
- 1.3 Many of these tenants are volunteer-led organisations. They often have limited capacity and may not fully understand their legal responsibilities regarding Legionella control and water safety management. This creates a risk of unintentional non-compliance despite best intentions. It is therefore reasonable and proportionate for the Town Council, as asset owner, to provide a clearer framework and practical support to enable these groups to meet their obligations.
- 1.4 The Council does not currently have the operational capacity to undertake routine flushing and monitoring across all leased buildings. At the same time, as the asset owner, the Council retains an overarching responsibility to ensure that risks are appropriately managed.
- 1.5 This has highlighted the need for a clear, structured and consistent approach to legionella management across all tenanted buildings.

2. INTRODUCTION

- 2.1 Legionella control requires a clear allocation of responsibilities between those who own buildings and those who occupy and manage them. The proposed approach introduces a formal Legionella Management Agreement which:
 - Appoints the Town Clerk as the Responsible Person for legionella control.
 - Requires tenants to act as Duty Holders responsible for day-to-day operational tasks.
 - Establishes a consistent framework for monitoring, reporting and compliance.
- 2.2 This approach reflects the practical position that tenants are best placed to undertake routine tasks such as flushing and temperature monitoring, while the Council retains strategic oversight of compliance.

- 2.3 The proposed Legionella Management Agreement sets out the respective roles and responsibilities of the Council and its tenants. Under the proposed arrangement:

The Town Council will:

- Act as the Responsible Person for legionella control.
- Provide guidance and oversight to tenants.
- Monitor compliance through periodic checks and review of records.

Tenants will act as Duty Holders and will be responsible for:

- Appoint a competent contractor to undertake water testing
- Maintain risk assessments and written schemes of control.
- Undertake routine flushing of outlets.
- Monitoring water temperatures where required.
- Maintaining accurate records of checks.
- Reporting any issues or risks to the Council.

This model provides a balanced and proportionate approach:

- It avoids placing operational demands on Council staff that cannot be resourced.
- It ensures that those in daily control of the building manage the immediate risks.
- It provides the Council with assurance that compliance is being maintained.

Minimum expectations for Duty Holders will include:

- Legionella awareness training.
- Understanding of flushing regimes and record keeping.
- Ability to identify and report risks.

- 2.4 If the Council does not get the agreement of the tenants to enter into this arrangement, responsibility for the management of Legionella risk would remain with the tenants under the terms of their full repairing leases, reflecting their control and day-to-day use of the premises. In this scenario, tenants would be wholly responsible for implementing, monitoring, and maintaining a compliant Legionella control regime, as well as for any associated costs and consequences arising from non-compliance.
- 2.5 Where necessary, the Council could exercise its rights under the lease to intervene, undertake required works to ensure compliance, and recover associated costs from the tenant. However, the Council would still retain an overarching duty as building owner under health and safety legislation and could be subject to scrutiny or enforcement action if it failed to take reasonable steps to ensure that risks were being appropriately managed.
- 2.6 The level of training required from the tenants to undertake is [IOSH Legionella Management – Keeping Water Systems](#). This is a two day course.

3. FURTHER INFORMATION

- 3.1 The proposal follows with the following guidance and legislation:
- Health and Safety at Work etc. Act 1974
 - Control of Substances Hazardous to Health Regulations 2002 (COSHH)
 - HSE Approved Code of Practice L8 (Legionnaires' disease)
 - HSG274 Technical Guidance
- 3.2 While the proposed approach delegates day-to-day Legionella management to tenants, the Council, and by extension its members, retains overarching legal responsibilities under health and safety legislation. Councillors may be personally liable where failures arise from neglect, lack of oversight, or failure to act on known risks. The adoption of this model must therefore be

supported by robust monitoring, competent advice, and appropriate governance arrangements to ensure risks are effectively controlled.

4. ADVANTAGES AND DISADVANTAGES OF THIS PROPOSAL

Members are asked to consider the following when making any decision on this proposal:

4.1 Advantages

a) Alignment with building control and use

- The approach places day-to-day Legionella control responsibilities with tenants who have direct control over the premises and water usage.
- Ensures that routine tasks (e.g. outlet flushing, temperature checks) are carried out by those best positioned to do so.

b) Resource efficiency for the Council

- Avoids the need for the Council to resource in-house staff to undertake weekly and monthly operational tasks across multiple sites.
- Reduces administrative and operational burden on Council officers.

c) Cost transfer to tenants

- Costs associated with monitoring, risk assessments, and remedial works are borne by tenants under the agreement.
- Supports the principles of full repairing leases and reduces unplanned financial liabilities for the Council.

d) Defined structure for compliance

- The agreement formalises:
 - Appointment of a named Duty Holder
 - Minimum training standards
 - Use of competent contractors
 - Record keeping and reporting requirements
- Provides a clear and auditable framework for Legionella management.

f) Retention of Council oversight

- Council maintains a strategic oversight role through the appointed Responsible Person.
- Enables monitoring of compliance across the estate without direct operational involvement.

g) Support for Community Groups

- Supports community groups who would not necessarily have the skills or expertise to undertake the compliance regime, therefore enabling a community facility to continue to be run safely.

4.2 Disadvantages / Risks

a) Legal responsibility cannot be fully transferred

- Under HSE Approved Code of Practice L8, duty holder responsibility is determined by control rather than contractual agreement.
- The Council, as building owner, is likely to retain some level of legal responsibility regardless of the agreement.

- b) Reliance on tenant competence**
- Effective implementation depends heavily on the capability of tenants, many of whom may be volunteer-led organisations.
 - Risks include:
 - Inadequate understanding of requirements
 - Poor record keeping
 - Failure to act on non-compliant results
- c) Potential for inconsistent standards**
- Each tenant appoints their own contractor and manages their own regime.
 - This may lead to variability in:
 - Quality of monitoring
 - Interpretation of results
 - Overall compliance standards across sites
- d) Risk of compliance gaps (“split responsibility”)**
- Dividing responsibilities between Council (oversight) and tenant (delivery) can create ambiguity.
 - There is a risk that critical actions are not taken due to assumptions about responsibility.
- e) Ongoing oversight requirement for the Council**
- Although operational duties are delegated, the Council must still:
 - Review compliance records
 - Monitor tenant performance
 - Intervene where necessary
 - This requires a level of internal competence and resource.
- f) Limited direct control over operational delivery**
- The Council cannot directly ensure that tasks such as flushing, or temperature monitoring are carried out correctly.
 - Assurance is dependent on tenant reporting and contractor performance.
- g) Contractor quality risk**
- Tenants may appoint contractors of varying competence or quality, particularly where cost is a deciding factor.
 - Poor contractor performance may not be immediately visible through record review alone.
- h) Increased risk in higher-risk or complex systems**
- The model is less robust where buildings have:
 - Complex water systems
 - Showers and aerosol-generating outlets
 - Irregular or low usage patterns
 - These scenarios require a higher level of control and competence.
- i) Reputational and enforcement risk to the Council**
- In the event of a Legionella incident, the Council may still be subject to investigation as building owner.
 - Any failures in oversight or governance could result in reputational damage and potential enforcement action.

4.3 Legionella Management Model – Risk Assessment (RAG Rated)

Risk Area	Description	Risk Level	Mitigation Measures
Legal liability	Council retains legal duties under HSWA 1974 regardless of agreement; potential for enforcement action if controls fail	● High	Clear agreement in place; legal duties explicitly acknowledged; competent advice obtained; regular compliance reporting to Council
Councillor liability (Section 37 HSWA)	Potential personal liability where failures arise from neglect, lack of oversight, or failure to act	● Medium	Robust governance arrangements; documented decision-making; regular review of compliance; action taken on non-compliance
Tenant competence	Reliance on tenants (often volunteer-led) to manage Legionella controls effectively	● High	Mandatory training (e.g. IOSH); requirement for named Duty Holder; clear guidance and support; periodic audits
Compliance monitoring	Risk that monitoring is inconsistent or not undertaken correctly	● Medium	Quarterly reporting; Council review of records; right to audit and inspect; escalation procedures in place
Contractor quality	Variability in standards of contractors appointed by tenants	● Medium	Require competent/accredited contractors (e.g. LCA/UKAS); Council oversight of reports; ability to challenge poor performance
Operational control	Council has limited direct control over day-to-day tasks (e.g. flushing)	● Medium	Clear allocation of responsibilities; defined control regime; tenant record keeping; audit checks
Financial exposure	Costs of remedial works or intervention if tenants fail to comply	● Low– ● Medium	Costs primarily borne by tenants; recharge provisions included in agreement
Reputational risk	Negative publicity in the event of Legionella incident, particularly in community buildings	● High	Proactive management; clear accountability; documented compliance; swift response to incidents
System complexity	Higher risk in buildings with complex water systems or irregular usage	● Medium	Enhanced controls where required; risk assessment-driven approach; additional monitoring for higher-risk sites

RAG Key:

- High Risk – Requires active management and regular oversight
- Medium Risk – Manageable with appropriate controls in place
- Low Risk – Limited impact if controls are maintained

4. FINANCIAL IMPLICATIONS

There are no significant direct costs associated with implementing the agreement.

- Officer time will be required to implement and monitor the arrangements.
- Training costs for tenants are expected to be minimal and proportionate.

- The approach reduces the risk of significant financial liability associated with non-compliance or enforcement action.

5. **TIMESCALE**

- Agreement issued to tenants following Committee approval.
- Implementation within 1–2 months.
- Ongoing monitoring and review incorporated into routine building management processes.

6. **RECOMMENDATION**

Members are asked to:

- a) Consider the proposed Legionella Management Agreement for use with tenants of Council-owned buildings
- b) If in agreement, appoint the Town Clerk acts as the Responsible Person for legionella control and,
- c) Agree that tenants act as Duty Holders responsible for operational compliance.
- d) Agree that the tenants undertake the required level of training
- e) Authorise the Town Clerk to issue and implement the agreement.

7. **IMPLICATIONS AND CONSIDERATIONS**

Strategic Plan	Supports the Council's priority to strengthen governance and ensure that community facilities are safe, compliant and well managed.
Risk management	Reduces the risk of legionella exposure by introducing a clear and consistent compliance framework. Risks associated with tenant non-compliance are mitigated through defined responsibilities, monitoring and escalation processes.
Legal	Ensures alignment with statutory requirements under health and safety legislation and HSE guidance. Clarifies the respective legal responsibilities of landlord and tenant.
Resources/Stakeholders	Places operational responsibility with tenants who are best positioned to manage day-to-day risks, while limiting the demand on Council staff resources.
Contracts/Procurements	Formalises responsibilities through a standard agreement linked to existing lease arrangements.
Crime and Disorder	No direct implications.
Biodiversity and environment	No direct implications.
Equalities	Ensures all users of community buildings benefit from safe and appropriately managed facilities.
Residents Impact Assessment	Positive impact through improved safety and consistency across community buildings used by residents.
Sustainability/Climate Impact	No direct implications.
Data Protection and Privacy	Minimal personal data involved. Any records maintained by tenants or the Council will be handled in line with data protection requirements.

LEGIONELLA CONTROL MANAGEMENT AGREEMENT

Between

Stotfold Town Council (“the Council”)

and

[Tenant Organisation Name] (“the Tenant”)

1. Purpose

1.1 This Agreement sets out the respective roles, responsibilities, and control measures required to ensure compliance with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- HSE Approved Code of Practice L8 – Legionnaires’ disease: The control of legionella bacteria in water systems

in respect of the management of Legionella risk within the Tenant’s demised premises located at:

[Premises Name / Address]

1.2 This agreement is entered into with the Tenant on the understanding that they have appointed an independent, competent contractor to undertake the Monitoring regime as outlined in 4.

1.3 This agreement will run for 24 months unless a clause 5, 6 or 7 are triggered.

1.4 For the avoidance of doubt, nothing within this Agreement transfers or removes statutory duties under health and safety legislation. Duty holder responsibilities shall be determined in accordance with HSE Approved Code of Practice L8, having regard to the extent of control exercised by each party. Both parties acknowledge that they may hold concurrent duties.

2. Appointment of Responsible Person (Council)

2.1 The Council confirms that:

The **Town Clerk** is hereby appointed as the Council’s **Responsible Person (Water)** for the purposes of overseeing Legionella risk management within Council-owned premises.

2.2 The Responsible Person shall:

- Oversee implementation of Legionella risk control measures
- Monitor compliance by tenants occupying Council premises
- Ensure appropriate reporting to Council Committees
- Escalate matters of non-compliance where required

- Undertake periodic audit and verification of tenant compliance, including review of records and, where reasonably required, site inspections
- 2.3 The Responsible Person shall not be responsible for operational delivery of Legionella control measures within the Tenant's demised premises. However, this does not remove the Council's duty to take reasonable steps to ensure risks are being properly managed.
- 3. Appointment of Duty Holder (Tenant)**
- 3.1 The Tenant shall appoint a named individual to act as:
- Duty Holder – Legionella Management** for the purposes of operational control of Legionella risk within their leased area.
- 3.2 The Tenant shall provide to the Council within 14 days of signing this Agreement:
- A signed Appointment Letter for the Duty Holder
 - A copy of the Duty Holder's training certificate confirming completion of:
[IOSH Legionella management – keeping water systems safe](#)
as the minimum standard of competency
- 3.3 The Tenant confirms that they have sufficient control over the premises and adequate resources to discharge their duties under this Agreement.
- 3.4 The Tenant shall ensure that the appointed Duty Holder has sufficient authority, competence, and time to manage Legionella risks effectively.
- 4. Monitoring and Testing Requirements**
- 4.1 The Tenant shall appoint, at their expense, a competent and suitably accredited water hygiene contractor to undertake monitoring and testing within their demised premises. Such contractor must be demonstrably competent and, where applicable:
- Be a member of the Legionella Control Association (LCA) or equivalent; and/or
 - Hold relevant UKAS accreditation (e.g. ISO 17025 for sampling)
 - All monitoring shall be undertaken in accordance with the control scheme and current HSE guidance (including HSG274 where applicable).
- 4.2 Evidence of appointment shall be provided to the Council upon request.
- 4.3 The Tenant shall maintain and provide to the Council evidence of the contractor undertaking the following:
- Records of quarterly monitoring undertaken as part of the Legionella control programme
 - Records of any sampling or remedial works undertaken
 - Updated schematic drawings where applicable (at tenants' expense).
 - Update the legionella risk assessment as required (at tenants' expense).

- 4.4 The tenant shall provide to the Council evidence that they have undertaken the following:
- Records of weekly flushing of outlets undertaken in house
 - Records of monthly temperature monitoring
- 4.5 The tenant will be responsible for any expenditure relating to Water regime remedial works, including works identified through risk assessment, monitoring, or audit.
- 4.6 All records shall be retained for inspection for a minimum period of five years and shall be held in line with the Town Council's privacy notice and in line with GDPR regulations. Records provided to the council every 3 months. The Council reserves the right to request records at any time and not solely at quarterly intervals.

5. Notification of Incidents

- 5.1 The Tenant shall notify the Council immediately of:
- Any positive Legionella sampling result (within 24 hours or next working day).
 - Any suspected case of Legionnaires' disease associated with the premises (within 24 hours or next working day).
 - Any failure of control measures identified during routine monitoring (within 24 hours or next working day).
- 5.2 The Tenant shall also notify the Council of any significant changes to the water system, usage patterns, or building occupancy that may affect Legionella risk.

6. Failure of Control Measures

Where there is evidence of significant or repeated failure to manage Legionella risk, including two confirmed Legionella outbreaks within the tenant's demised premises within a rolling twelve-month period, the Council reserves the right to:

- Require immediate corrective action
- Commission independent audits at the Tenant's expense
- Intervene to undertake necessary control measures (with costs recovered from the Tenant)
- Restrict use of water systems or facilities where there is a risk to health
- Act in accordance with lease terms

The Council shall not withdraw from its oversight role where risks remain present.

7. Change in Personnel

Should:

- The Council's Responsible Person leave the employment of the Council; or
- The Tenant's appointed Duty Holder leave the organisation of the Tenant

this Agreement shall be deemed null and void until such time as a replacement appointment has been made and formally notified in writing to the other party. (The council reserves the right to not renew such agreement in the future). Any appointment should be advised to the Town Council within 14 days of either position leaving the organisation.

8. General

- 8.1 Nothing within this Agreement removes or diminishes the statutory responsibilities of either party under relevant health and safety legislation.
- 8.2 The Town Council, as the Responsible Person, has the right to charge the tenant a reasonable administrative fee to cover staff costs, to be billed quarterly in advance.
- 8.2 The Tenant shall cooperate fully with the Council in relation to any audit, inspection, or investigation.
- 8.3 The Council does not warrant or guarantee the Tenant's compliance and accepts no liability for failures in the Tenant's operational management of Legionella risk, except where required by law.

Signed for and on behalf of:

Stotfold Town Council

Name:

Position: Town Clerk

Signature:

Date:

[Tenant Organisation Name]

Name:

Position:

Signature:

Date:

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDINGS MANAGEMENT COMMITTEE

MEETING DATE: 25 MARCH 2026

REPORTING OFFICER: SUSAN RILEY – DEPUTY CLERK

REPORT TITLE: MEMORIAL HALL FIRE DOORS

DECISION TYPE: FOR DECISION

1. BACKGROUND

- 1.1 In 2025, a Fire Risk Assessment (FRA) was undertaken at the Memorial Hall by the Council's appointed Compliance Specialist. The purpose of the assessment was to ensure that the building meets current fire safety standards and to identify any areas requiring improvement.
- 1.2 The FRA identified that the existing doors between the main hall and lobby are bowed and no longer provide an effective seal. As a result, they do not meet fire safety standards and present a risk of fire and smoke spread.
- 1.3 In addition, the loft access door was highlighted as requiring replacement. Due to stored items in the loft space, the fire load is increased, and the current door does not provide sufficient fire resistance to safely contain a potential fire.
- 1.4 The FRA therefore recommended that both sets of doors be replaced with best practice being to install fire-rated doors.
- 1.5 This report is to seek approval to replace non-compliant fire doors identified in the FRA.

2. INTRODUCTION

- 2.1 The Memorial Hall is a heavily used community building, hosting a wide variety of events, activities, and private hires. As such, it is essential that the building provides a safe environment for all users.
- 2.2 Fire doors are a key part of a building's fire safety system, designed to contain fire and smoke, protect escape routes, and allow safe evacuation. The existing bowed doors are ineffective as they do not close or seal properly, significantly reducing their ability to provide adequate fire protection.
- 2.3 Replacing the doors with certified fire doors ensures compliance with Regularly Reform (Fire Safety) Order 20025, improving safety for users, and reducing the risk of enforcement action or liability.

3. FURTHER INFORMATION

- 3.1 The works will involve replacing the existing bowed double doors between the main hall and lobby with a compliant FD30S-rated fire door set, including appropriate glazing, ironmongery, and proper installation to ensure effective fire and smoke protection; and replacing the loft hatch to ensure it meets fire safety requirements.
- 3.2 All works will be completed in line with fire safety legislation, relevant standards, manufacturer guidance, and the 2025 Fire Risk Assessment, including certified installation and appropriate fire stopping to ensure full compliance.

4. FINANCIAL IMPLICATIONS

Two quotes have been obtained:

Quote A - £5,568.45

Quote B - £6,275.60

Budget Code – EMR Capital Projects, Memorial Hall (2026/27)

5. TIMESCALE

- 5.1 Order placed within 1 to 2 working days.
- 5.2 Schedule contractors to deliver works within 6 weeks, dependent on delivery time.
- 5.3 Installation takes 1 to 2 days.

6. RECOMMENDATION

- 6.1 Members are asked to consider the following recommendation:
 - a) Select quote A to install fire doors in the main hall at the Memorial Hall and to the loft space, from the main hall.

7. IMPLICATIONS AND CONSIDERATIONS

Strategic Plan	Supports delivery of safe, compliant and high-quality community facilities.
Risk Management	Mitigates significant fire safety risk identified in the Fire Risk Assessment. Failure to act increases risk of fire spread, injury and enforcement action.
Legal	Ensures compliance with the Regulatory Reform (Fire Safety) Order 2005. The Council has a legal duty as the Responsible Person to address identified fire safety deficiencies.
Resources/Stakeholders	Minimal disruption during installation. Positive impact on all building users through improved safety.
Financial Implications	Capital cost met from EMR Capital Projects budget. Represents necessary compliance expenditure.

Contracts/Procurements	Quotes obtained in line with procurement requirements. Appointment subject to contractor competence and certification.
Crime and Disorder	No direct impact.
Biodiversity and Environment	Neutral impact.
Equalities	Positive impact. Improves safe evacuation for all users including those with mobility needs.
Residents Impact Assessment	Positive. Ensures continued safe use of a key community facility.
Sustainability/Climate Impact	Minor impact through material replacement. Long-term benefit through durable compliant installation.
Data Protection and Privacy	No implications.

STOTFOLD TOWN COUNCIL

COMMITTEE:	BUILDING MANAGEMENT
MEETING DATE:	25 MARCH 2026
REPORTING OFFICER:	CHARLIE ALLAN, OPEN SPACES OFFICER
REPORT TITLE:	MEMORIAL HALL KITCHEN AND HALL DECORATION
DECISION TYPE:	FOR DECISION

1. BACKGROUND

- 1.1 The Memorial Hall is one of the Town Council's primary community venues and hosts a wide range of events and regular user groups. The kitchen and main hall areas have experienced general wear due to regular use and now require refurbishment to maintain a suitable standard for community use.

2. INTRODUCTION

- 2.1 This report seeks approval to appoint a contractor to undertake refurbishment works to the Memorial Hall kitchen and associated decoration works.
- 2.2 Two quotations were obtained for refurbishment works within the Memorial Hall, specifically relating to the kitchen area, main hall decoration and replacement of the boiling water unit.

Kitchen Works

- Removal of redundant units and cleaner's cupboard
- Installation of new units and worktops
- Replacement flooring (commercial grade grey vinyl/LVT)
- Wall tiling
- Upgrade of boiling water unit
- Installation of COSSH compliant cupboard (to be installed separately)

Hall Works

- Repainting walls and woodwork

- 2.3 The existing instant boiling water unit will be upgraded but will remain in its current position within the kitchen. This type of unit is more suitable for the building, particularly during events where large numbers of hot drinks are prepared, as it allows hot water to be dispensed quickly and efficiently.
- 2.4 Retaining and upgrading the unit also helps reduce the risk of burns and scalds, as it provides controlled dispensing of hot water rather than relying on multiple kettles in a busy kitchen environment. For these reasons, officers consider upgrading the existing unit to be the most practical option for the facility.

3. QUOTES RECEIVED

3.1 QUOTE 1

Quote 1 provides a detailed breakdown of the proposed refurbishment works to the kitchen area and associated decoration works within the building. The quotation includes the removal and disposal of existing kitchen units, wall tiles, flooring and the cleaners' cupboard, with the surrounding areas made good ready for refurbishment.

The works include the installation of new kitchen wall and base units in the existing layout, together with new worktops, sink, mixer tap and wall tiling above the worktops. The kitchen area will also receive new click-system LVT flooring (Mandan range or similar), suitable for a commercial environment and designed to provide a durable and easy-to-clean surface.

Additional works include the installation of studwork and plasterboard beneath the service area where required, along with decoration of the kitchen area using washable paint finishes to walls and ceilings. The quotation also includes decoration works to the main hall walls and woodwork to refresh the space.

The quotation further includes the upgrade of the existing boiling water unit within the kitchen, ensuring it continues to provide an efficient and practical solution for preparing large volumes of hot drinks during events.

The total cost of the works outlined within

Quote 1 is £14,483.91 plus VAT

3.2 QUOTE 2

Quote 2 outlines the proposed refurbishment works to the kitchen area and associated decoration works within the building. The quotation includes the removal of the existing kitchen units, worktops, sink, wall tiles and flooring, together with general preparation works to allow for the installation of new fittings and finishes.

The works include the installation of new kitchen units and worktops, together with a new sink and tap within the existing layout. The quotation also allows for the installation of new commercial vinyl flooring within the kitchen area, with floor preparation and levelling carried out prior to installation to ensure a suitable finish.

Decoration works are also included as part of the quotation, covering areas within the building such as the kitchen and main hall walls and woodwork in order to refresh the internal appearance of the space.

The quotation also includes the provision of a boiling water unit within the kitchen area to support the preparation of hot drinks during events and general building use.

The total cost of the works outlined within

Quote 2 is £19,450.00 plus VAT

3.3 QUOTE 3 – preferred suppliers

Quote 3 includes the removal of the existing kitchen and installation of a new kitchen within the current layout. This includes new units, worktops, tiling and flooring, along with preparation works such as plumbing disconnection, making good walls and general site setup.

The quotation allows for the installation of non-slip LVT flooring (Cinder Grey) suitable for a commercial kitchen environment, along with plastering and finishing works where required.

The quotation also includes decoration of the kitchen area, including preparation, undercoating and application of multiple coats of paint to walls, ceilings and woodwork using trade-grade materials. In addition, decoration works to the main hall are included, covering walls, woodwork

Quote 3 is £14,198.87

4. FURTHER INFORMATION

- 4.1 The proposed works are intended to improve the condition and usability of the kitchen area within the building. The refurbishment will replace worn units, flooring and finishes while keeping the existing layout largely the same, helping to maintain a practical and familiar space for regular users of the hall.
- 4.2 Upgrading the existing boiling water unit will help ensure the kitchen continues to support events where large numbers of hot drinks are prepared, while also providing a safer and more efficient system than relying on kettles. The work will also allow for the future installation of COSHH cupboards, which will provide safer and more appropriate storage for cleaning materials.
- 4.3 Overall, the proposed works are routine improvement works and are not expected to have any negative impact on the operation of the building or its users. Instead, they will help ensure the facilities remain safe, functional and suitable for continued community use.
- 4.4 This project is part of a bigger project of improvements which was agreed by this committee on 24 September 2025. The refurbishment package included:
 - a) Replace lighting throughout the main hall, and rear room to modern, energy efficient standards
 - b) Installation of a new kitchen to replace the existing outdated facility.
 - c) Provision of a COSHH-compliant cupboard for safe storage of cleaning materials.
 - d) Installation of Wi-Fi
 - e) Installation of CCTV.
 - f) Minor redecoration to refresh the appearance and maintain the hall's condition.
 - g) Replacement of curtains with blinds, including blackout blinds in the rear room to improve flexibility for users.

4. FINANCIAL IMPLICATIONS

- 4.1 The funding for this project is part of the S106 allocation as agreed by this committee on 24 September 2025.

4.2 The provisional expenditure to date is:

ITEM	COST	REVENUE BUDGET	S106	REMAINING S106	
Total S106 Available				£41,627.92	Notes
Thorlux lighting	£24,812.15	£7,500	£25,501.56	£16,126.36	EMR BM compliance (2026/27)
Lighting Installation	TBC			£16,126.36	
COSHH Cupboard	£549.98	£549.98		£16,126.36	EMR BM compliance (2026/27)
W-IFI	TBC			£16,126.36	
Kitchen and painting	TBC			£16,126.36	
CCTV	TBC			£16,126.36	
Blinds and Curtains	TBC			£16,126.36	
		£8,049.98	£25,501.56		
Total Expenditure				£24,176.34	

4.3 Once the preferred quote is chosen, an application can be made to CBC to release the S106 funding.

5. TIMESCALE

- 5.1 Works could commence following approval by the Committee and agreement of a suitable programme with the contractor. The decoration works to the main hall are expected to take approximately 4–5 days to complete. During this period the hall space will need to be available for the contractors, which may require some bookings to be cancelled or temporarily relocated.
- 5.2 The kitchen refurbishment works are also expected to take approximately 4–5 days, bringing the total estimated project timescale to around 10 working days. Unlike the hall decoration works, the kitchen area can be closed off while the work is being carried out, which will allow other areas of the building to remain in use where possible.
- 5.3 Hall users and hirers will be notified in advance of the planned works, particularly during the kitchen refurbishment period, as some noise and disruption may occur while the works are being undertaken. Hirers will be given the option to relocate or cancel bookings during this time if they feel the work may impact their use of the building.

6. RECOMMENDATION)

- 6.1 Members are recommended to approve Quote 3 in the sum of £14,198.87 plus VAT for refurbishment works to the Memorial Hall kitchen and associated decoration works. They are the preferred suppliers because they offer good, reliable pricing that helps keep costs down, and they also provided a clear, detailed quote, making it easy to understand exactly what was included.

7. IMPLICATIONS AND CONSIDERATIONS

Strategic Plan	Supports the Council's objective of maintaining high quality community facilities by ensuring the Memorial Hall remains safe, functional and suitable for community use.
Risk Management	Refurbishment will address worn fixtures and fittings and improve the safety and usability of the kitchen. Temporary disruption to hall bookings will be managed through advance communication with hirers.
Legal	Works will be undertaken by a competent contractor in accordance with health and safety requirements.
Resources / Stakeholders	Officers will coordinate contractor access and communicate with hirers regarding temporary closure of the hall during decoration works.
Financial Implications	Funding will be met from S106 funding.
Contracts / Procurement	Quotations were obtained in accordance with the Council's procurement procedures.
Crime and Disorder	No impact.
Biodiversity and Environment	Not applicable.
Equalities	Maintaining the building to a good standard supports accessibility and usability for all community users.
Residents Impact Assessment	The works will ensure the Memorial Hall remains a well maintained and welcoming facility for residents and community groups.
Sustainability / Climate Impact	Replacing older fittings with modern materials may improve durability and reduce long-term maintenance requirements.
Data Protection and Privacy	No personal data will be processed as part of this project.

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDINGS MANAGEMENT
MEETING DATE: 25 MARCH 2026
REPORTING OFFICER: CHARLIE ALLAN, OPEN SPACES OFFICER
REPORT TITLE: WIFI FOR MEMORIAL HALL
DECISION TYPE: FOR DECISION

1. BACKGROUND

- 1.1 As part of the ongoing renovation works at the Memorial Hall, adding Wi-Fi has been identified as a key improvement to make the space more usable and accessible. The hall is used by a wide range of community groups and hosts the annual town meeting, having reliable internet access will support us in being able to hire out the space if it has this extra feature, helping groups make the most of the space. At present, the lack of Wi-Fi limits what visitors can do and makes it harder to attract bookings.
- 1.2 Providing Wi-Fi at the Memorial Hall forms part of the wider improvement programme for the building. Reliable internet access is increasingly expected by community groups, hirers and event organisers, particularly for presentations, hybrid meetings and digital payment systems. The installation of Wi-Fi will help improve the attractiveness of the venue and support future income generation through hall hire.

2. QUOTES RECEIVED

2.1 QUOTE 1

Officers have identified a preferred supplier who will provide the following hardware:

Ubiquiti UniFi 7 Pro Wireless Access Point – Indoor x2: £343.96

Ubiquiti 24 Ports POE Manageable Ethernet Switch: 306.00

6U Wall Mount Network Cabinet, 19" Wall-Mounted Server Rack for Data / IT Equipment, Small Lockable Rack Enclosure: £175.00

PDU with UK 13Amp Plug Sockets: £31.00

Professional services to install new network equipment in Memorial Hall for a managed Wi-Fi solution; setting up new cabinet to keep equipment in, however all cabling for the APs will be run by a third party: £650.00

TOTAL: £1,505.96

This supplier currently manages the Wi-Fi at the Greenacre, meaning the new installation can be configured on the same network. This ensures consistency in performance, management,

and user experience across both facilities. They will also be responsible for configuring the system once all hardware has been acquired

2.2 QUOTE 2

This is from a different company and covers the same installation work:

Ubiquiti U7 Lite Access Point x2: £149.58

Ubiquiti 8 Port Flex 2.5G PoE: £149.57

Delivery: £9.95

switch and Wireless Configuration: £520.00

6U cabinet, termination & testing of 2 No Cat6 cables and mounting of 2 No Wireless access points £705.00

TOTAL: £1,534.10

As this company does not manage the Greenacre network, the configuration may differ and would likely operate as a separate system. While still meeting the functional requirements for Wi-Fi access, this could mean a slightly different user experience.

2.3 QUOTE 3

Quote 3 is solely for the hardware:

Ubiquiti UCG Cloud Gateway: £90.00

ubiquiti USW-24-PoE Switch (95W Power Budget): £325.00

U7-Lite AP WiFi 7 (Ceiling Mounted): £90.00

U7-IW AP WiFi 7 (Wall Mounted): £130.00

6U Wall Mount Network Cabinet, 19" Wall-Mounted Server Rack for Data / IT Equipment, Small Lockable Rack Enclosure: £175.00

With the configuration and integration to be completed by Company 1 once the parts are in place which will then be an additional **£650.00**

TOTAL: £1,460.00

The preferred supplier (Company 1) would still be responsible for configuring and setting up the network once the hardware has been purchased and installed. It should be noted that under this arrangement the broadband connection would need to be installed and active before configuration work can begin. As a result, the supplier may need to spend additional time on site to complete the setup and ensure the network is correctly configured and operational.

2.4 In addition to the quotes received, it is advised that an installation fee for the broadband connection of £75 should be factored into the overall cost. There will also be an ongoing monthly broadband fee of £50-£75, which will apply regardless of which quote option is selected. These costs should therefore be considered alongside the quoted prices when reviewing the overall budget for the Wi-Fi installation.

3. FURTHER INFORMATION

- 3.1 The proposed Wi-Fi network will operate through a managed access platform. Users wishing to connect to the network will be required to enter an email address and create a password to gain access to the Wi-Fi service. This provides a simple and secure method of access while also allowing the network to be monitored and managed appropriately. This approach is commonly used in public and community buildings and helps maintain both security and reliability of the network.
- 3.2 Users will be required to accept terms and conditions before accessing Wi-Fi and a fair use policy will be applied. Data handling will be in line with the Town Council's privacy notice.

4. FINANCIAL IMPLICATIONS

- 4.1 The initial installation and setup costs will be funded through Section 106 funding, as agreed in a previous report. The ongoing monthly broadband costs will be met through the Memorial Hall building maintenance budget.

5. TIMESCALE

- 5.1 Once Members have agreed on a supplier, it should take around three weeks to schedule the installation and organise any necessary work. The actual setup is expected to take about two working days.
- 5.2 Contractors will need one day on site at the Memorial Hall to get the Wi-Fi hardware installed and positioned so it covers the whole building properly. The following day will be spent on network configuration at the supplier's office to make sure everything is set up, secure, and ready to go.
- 5.3 Assuming broadband is in place and the equipment is available; the Wi-Fi should be up and running shortly after these works are completed.

6. RECOMMENDATION

Members are recommended to:

- a) Approve the installation of a managed Wi-Fi network at the Memorial Hall.
- b) Approve the appointment of Supplier 1 at a cost of £1,505.96 for the supply and installation of equipment.
- c) Approve the installation of a broadband connection at an estimated cost of £75 installation plus £50–£75 per month ongoing costs, to be met from the Memorial Hall building maintenance budget.

7. IMPLICATIONS AND CONSIDERATIONS

Strategic Plan

Supports the Council's strategic priority to improve community facilities and increase the usability of the Memorial Hall for residents and hirers.

Risk Management

Minimal operational risk. Installation risk can be mitigated by appointing a competent contractor and ensuring appropriate electrical and cabling safety standards are followed. Ongoing

	cyber security risks will be mitigated through the managed network platform.
Legal	The Council must ensure procurement complies with its Financial Regulations and that appropriate terms are agreed with the supplier. Public Wi-Fi provision should also comply with data protection legislation and internet usage regulations.
Resources / Stakeholders	Hall users, community groups and hirers will benefit from improved digital connectivity. Staff time required will be limited to procurement, coordination of installation and basic system oversight.
Financial Implications	Initial installation costs of approximately £1,505.96 will be funded through Section 106 funding. Ongoing broadband costs of £50–£75 per month will be funded through the Memorial Hall maintenance budget.
Contracts / Procurements	Three quotations have been obtained in line with the Council's procurement procedures. Members are recommended to appoint Supplier 1.
Crime and Disorder	No direct implications.
Biodiversity and Environment	No significant environmental impact. Equipment will have minimal energy consumption.
Equalities	Provision of Wi-Fi may improve accessibility for groups using digital tools, presentations or assistive technologies.
Residents Impact Assessment	Residents and community groups will benefit from improved facilities and increased opportunities to use the Memorial Hall for meetings, events and activities.
GDPR	Will be handled in line with GDPR policies.

STOTFOLD TOWN COUNCIL

COMMITTEE:	BUILDINGS MANAGEMENT COMMITTEE
MEETING DATE:	25 MARCH 2026
REPORTING OFFICER:	SUSAN RILEY – DEPUTY CLERK
REPORT TITLE:	MEMORIAL HALL STAGE LIGHTINGS & CURTAINS
DECISION TYPE:	DECISION

1. BACKGROUND

- 1.1 The Memorial Hall was previously used on a regular basis by a local theatre group for rehearsals and productions. As part of their activities, stage lighting equipment and theatre curtains were installed and utilised to support performances.
- 1.2 The theatre group disbanded several years ago, and since that time, the stage lighting and curtains have remained in situ. The equipment is no longer in regular use and has not formed part of the Hall's current operational or hire provision.
- 1.3 The curtains have recently been reviewed and identified as not compliant with BS 5867 Part 2, which relates to fire safety requirements for curtains and drapes used in public buildings.

2. INTRODUCTION

- 2.1 This report has been prepared to inform Members of the status of the stage lighting and curtains and to seek a decision regarding their future. Consideration must be given to compliance with current fire safety standards, ongoing maintenance responsibilities, financial implications, and the suitability of retaining equipment which is no longer actively used.

2.2 Stage Lights

The stage lighting equipment is currently redundant and not used as part of the Hall's regular hire or operations. The equipment may have residual value and could potentially be sold, subject to condition and market demand. Removal would also reduce future maintenance, inspection, and potential safety liabilities.

2.3 Curtains

The existing theatre curtains do not comply with BS 5867 Part 2, which specifies fire resistance requirements for curtains used in public assembly buildings. Non-compliant curtains present a potential fire risk and may invalidate insurance or create liability concerns in the event of an incident.

If the curtains are to be retained, they will require specialist cleaning and certified fire-retardant treatment by a competent contractor to achieve compliance with BS 5867 Part 2. If they are treated in-house, BS5867 part 2 compliance would not be achieved as this normally requires certified treatment and documentation. Self-treatment may not satisfy the insurance company or

withstand fire risk assessment scrutiny. In the event of a fire, the Council will need to demonstrate competence, traceability, certification and an ongoing inspection regime.

Alternatively, the curtains could be permanently removed and disposed of, eliminating any compliance risks and ongoing maintenance requirements.

Retention of the curtains may provide atmospheric or aesthetic benefits, particularly if the Council wishes to support theatrical or performance-based activities in the future.



3. FURTHER INFORMATION

- 3.1 If the lights and curtains are retained, there would be ongoing maintenance in the form of annual PAT testing and strength testing of the bars and fire-retardant curtains every 3 to 5 years.

4. FINANCIAL IMPLICATIONS

4.1 Lighting:

Strength Tests: £445 + VAT annually

PAT Test: £300 + VAT annually

4.2 Stage Curtains

Fire retardant spray £701.48 + VAT every three to five years

Officer Time to fire retard curtains, approximately three days

4.3 New Stage Curtains

New lined curtains: £1,226.00 + VAT

New blackout curtains: £1879.20 + VAT

- 4.4 2026/27 budget. Lighting costs to be met from 52/511 Cleaning and compliance. Replacement curtains to be met from 53/512 maintenance.

5. **TIMESCALE (IF APPLICABLE)**

5.1 Works could be undertaken within 1 to 3 months, depending on the option selected and contractor availability.

6. **OPTIONS**

Members are asked to choose one of the following options:

- a) Retain lighting equipment for potential future use with associated costs for testing or dispose or
- b) Sell stage lighting equipment.
- c) Clean and treat curtains to ensure compliance or dispose of non-compliant curtains or
- d) purchase new curtains for the stage as outlined above.

7. **IMPLICATIONS AND CONSIDERATIONS**

Strategic Plan	Supports delivery of the Council's Community Facilities and Governance and Resources priorities by ensuring that operational buildings are safe, compliant and suitable for their intended use.
Risk Management	Retaining non-compliant curtains and redundant stage lighting presents an ongoing fire safety and maintenance risk. Officers are required to take reasonable steps to ensure that statutory compliance requirements are met in order to reduce the Council's exposure to legal, financial and reputational risk associated with the management of Council-owned assets.
Legal	Failure to ensure compliance with relevant fire safety standards, including BS 5867 Part 2, may expose the Council to liability in the event of an incident and may impact on insurance cover.
Resources/Stakeholders	Officer time would be required to manage treatment, testing or disposal of equipment depending on the option selected.
Financial Implications	Retention of curtains and lighting would result in ongoing inspection, maintenance and treatment costs. Removal would eliminate future compliance and lifecycle maintenance requirements.
Contracts/Procurements	Any treatment, testing or disposal works would be subject to the Council's procurement procedures.
Crime and Disorder	N/A
Biodiversity and Environment	Disposal of materials would be undertaken in accordance with relevant waste management regulations.
Equalities	No implications identified.
Residents Impact Assessment	Ensures that Council-owned community facilities remain safe for public use.
Sustainability/Climate Impact	Removal of redundant equipment may reduce future energy use associated with maintenance and testing.
Data Protection and Privacy	No implications identified.

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDING MANAGEMENT COMMITTEE

MEETING DATE: 25 MARCH 2026

REPORTING OFFICER: COLIN ROGERS, PROJECTS OFFICER

REPORT TITLE: HIRING AGREEMENTS AND POLICY

DECISION TYPE: FOR DECISION

1. BACKGROUND

- 1.1 Upon review of the current procedures, it has been noted that the Hiring Agreement Terms and Conditions for the Greenacre Centre and the Memorial Hall have not been updated. Officers have therefore proposed amendments to the Hiring Agreement Forms to bring them up to date and to implement a hiring policy for adoption by the Town Council.
- 1.2 This report is to present updated hiring agreement documentation and a new Hiring Policy.

2. INTRODUCTION

- 2.1 Officers have reviewed the current hiring documentation and procedures for both the Greenacre Centre and Memorial Hall. The existing agreements have not been updated for several years and do not fully reflect the current facilities available, the increasing use of the buildings by community groups, or modern expectations regarding safeguarding, liability and building management.
- 2.2 Officers have updated the Hiring Agreement Forms for both the Greenacre Centre and Memorial Hall, using model articles provided by Beds RCC. Officers have also designed Hiring Handover Forms to allow our caretakers to formally hand over and take back the hired premises from hirers.
- 2.3 The new Hiring Handover procedure is to prevent loss occurring that cannot be traced back to a particular hirer and to formalise the handing over and return to the Town Council of the responsibility of the premises.
- 2.4 Changes to the hiring agreement include:
- a) Inclusion of clauses to deal with wi-fi at both buildings (should wi-fi be installed at the Memorial Hall)
 - b) Proposed increase in the minimum age to hire the hall to 25 and to include supervising adults when a hire is predominantly for 16–21-year-olds
 - c) Updates to the facilities available at both sites following recent works to both sites.
 - d) Added “Frequently Asked Questions” section to give information requested by hirers, including our requirements in respect of any third-party entertainment.
- 2.5 A draft policy has also been prepared for adoption to implement these changes

3. FURTHER INFORMATION

Hiring Policy

[Hiring Policy](#)

Greenacre Centre

[Greenacre Centre Hiring Agreement Form](#)

[Greenacre Centre Regular Hiring Agreement Form](#)

[Greenacre Centre Hirers Handbook](#)

[Hiring Handover Form](#)

[Regular Hirer Handover Form](#)

Memorial Hall

[Memorial Hall Hiring Agreement Form](#)

[Memorial Hall Regular Hiring Agreement Form](#)

[Memorial Hall Hirers Handbook](#)

[Hiring Handover Form](#)

[Regular Hirer Handover Form](#)

4. TIMESCALE

Implementation could take place immediately following approval of the policy. Officers would brief caretakers on the new procedures, and the updated documents would be introduced for all new bookings from April 2026..

5. RECOMMENDATION

Members are recommended to:

- a) Approve the updated hiring agreement documentation for the Greenacre Centre and Memorial Hall.
- b) Adopt the proposed Hiring Policy to govern all bookings of Town Council buildings.
- c) Approve the introduction of the Hiring Handover Forms for use by caretakers.
- d) Delegate authority to the Town Clerk to make minor administrative amendments to the documentation where required.

6. IMPLICATIONS

Strategic Plan	Supports the objective of maintaining high-quality community facilities by ensuring the Council's buildings are managed consistently and responsibly.
Risk Management	A formal hiring policy and handover procedure will reduce risks associated with damage, misuse of facilities, safeguarding concerns and disputes regarding responsibility for premises during hires.
Legal	Clear contractual terms strengthen the Council's position in the event of disputes or claims arising from the use of its facilities.
Resources / Stakeholders	Implementation will require officer and caretaker training and minor administrative updates to booking procedures. Hirers will benefit from clearer guidance and expectations.
Financial Implications	No direct financial cost is associated with adoption of the policy. Improved procedures may reduce costs associated with damage, disputes or additional officer time resolving issues.
Contracts / Procurements	Not applicable.
Crime and Disorder	Clear hiring conditions and supervision requirements may reduce the risk of antisocial behaviour associated with building use.
Biodiversity and Environment	No direct impact.
Equalities	The policy applies consistently to all hirers and supports fair and transparent access to council facilities.
Residents Impact Assessment	Residents and community groups will benefit from clearer guidance and improved management of council buildings.
Sustainability / Climate Impact	No direct impact.
Data Protection and Privacy	Personal information collected from hirers will continue to be processed in accordance with the Council's data protection policies and UK GDPR.



Stotfold Town Council – Terms and Conditions

Storage at The Memorial Hall, Stotfold

Effective: 1st April 2026

1. General

- 1.1 These Terms and Conditions apply to all regular hirers who are permitted to store items at the Memorial Hall.
- 1.2 Storage space is provided at the discretion of Stotfold Town Council ("the Council") and may be withdrawn or amended at any time with reasonable notice.
- 1.3 Storage is available to regular hirers only and is subject to the availability of space.

2. Storage Charges and Invoicing

- 2.1 A storage charge will apply in accordance with the fees approved by the Council.
- 2.2 Storage charges will be invoiced monthly, in advance.
- 2.3 Non-payment of storage charges may result in the withdrawal of storage permission and removal of items.

3. Permitted and Prohibited Items

- 3.1 Only items directly related to the hirer's booked activities at the Hall may be stored.
- 3.2 The following items must **not** be stored under any circumstances:
 - Flammable, explosive, hazardous or combustible materials
 - Gas cylinders, fuels, chemicals or aerosols
 - Food, drink, perishable goods or items likely to attract pests
 - Illegal, unsafe or offensive materials
- 3.3 All stored items must be clean, dry, in good condition and suitable for indoor storage.
- 3.4 Stotfold Town Council accepts no responsibility for traders' valuables.
- 3.5 The Council reserves the right to inspect stored items and to require the immediate removal of any items deemed unsuitable or unsafe.

4. Storage Arrangement

- 4.1 All items will be stored on shared racking provided by the Council.

- 4.2 Locked cupboards, cages or private enclosures are not available.
- 4.3 Hirers must ensure that items are clearly labelled with the organisation's name.
- 4.4 Items must not obstruct access routes, fire exits, lighting, heating systems or other building services.

5. Access and Security

- 5.1 Hirers will not be issued a key or given independent access to the storage area.
- 5.2 Access to stored items will be provided only during booked hire times.
- 5.3 The storage area will be unlocked and locked by the caretakers at the start and end of each booking.
- 5.4 The Council does not guarantee continuous or exclusive access to stored items.

6. Responsibilities and Insurance

- 6.1 All items are stored entirely at the hirer's own risk.
- 6.2 The Council accepts no responsibility for loss, theft or damage to stored items, however caused.
- 6.3 Hirers are responsible for ensuring that their own insurance covers stored items, including while not in use.
- 6.4 Stored items are not covered by the Council's insurance policies.

7. Records of Stored Items

- 7.1 Hirers may be required to provide a list of items being stored, including descriptions and quantities.
- 7.2 Hirers must notify the Council of any significant changes to the items being stored.

8. Health and Safety

- 8.1 Hirers must ensure that stored items do not create a health and safety risk to staff, caretakers, contractors or other users of the Hall.
- 8.2 The Council may require items to be removed to ensure compliance with fire safety, health and safety or risk assessment requirements..

9. Removal of Items

- 9.1 Stored items must be removed immediately upon termination of the hire agreement or withdrawal of storage permission.
- 9.2 Any items not removed by the agreed date may be disposed of by the Council, with any reasonable costs recharged to the hirer.

10. Termination and Review

- 10.1 The Council reserves the right to terminate storage arrangements at any time with reasonable notice.
- 10.2 These Terms and Conditions may be reviewed and amended from time to time. Hirers will be notified of any changes.

11. Acceptance

- 11.1 Use of storage facilities at the Memorial Hall constitutes acceptance of these Terms and Conditions.

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDING MANAGEMENT

MEETING DATE: 25 MARCH 2026

REPORTING OFFICER: CHARLIE ALLAN, OPEN SPACES OFFICER

REPORT TITLE: INSTALL OF BENCHES AT GREENACRE CENTRE

DECISION TYPE: FOR DECISION

1. BACKGROUND

- 1.1 The Library Task and Finish Group agreed to the installation of benches at the rear of the Greenacre Centre as part of the library installation project. The proposal to install benches was for the use of café customers, particularly dog walkers, who can access café services via the hatch. The installation of outdoor seating will enhance the usability of the space for residents visiting the café, library and play area and support the wider objective of creating an attractive and inclusive community hub at the Greenacre Centre
- 1.2 Funding was secured from CBC for the purchase of the benches, and installation was the responsibility of the Town Council. Neighbouring properties were consulted with on the installation of benches and One objection was received from a nearby resident who raised concerns that the benches could encourage anti-social behaviour based on previous issues in the area. They suggested options such as moving the benches, using removable seating, or adding CCTV. It was explained that there is already CCTV on the building covering the area and following a response from the former Mayor addressing these concerns, the resident is now happy for the works to go ahead.
- 1.2 Quotations have been received to install picnic benches on the grassed area to the rear of the café. The benches will be installed on prepared bases to ensure they are secure and suitable for public use.

2. INTRODUCTION

- 2.1 This report outlines the proposed installation of picnic benches and accessible seating areas to improve outdoor seating facilities for residents and visitors using the café, library and play area.
- 2.2 Works are proposed to prepare the grassed area to the rear of the café for the installation of five picnic benches supplied by the council. This involves digging out and forming concrete bases in the agreed locations for the benches. Once installed, each bench will be securely fixed using four concrete anchor bolts to ensure stability and reduce the risk of movement or vandalism.
- 2.3 In addition, two of the benches will include accessible hardstanding areas. These will consist of a 1.5m x 1.5m prepared pad to the bench to provide space for wheelchair users and ensure the seating area is accessible to all residents.

3. QUOTATIONS RECEIVED

Officers were only able to obtain two quotations.

QUOTE 1

Includes digging out the grassed area and preparing concrete bases for the five picnic benches at a cost of:

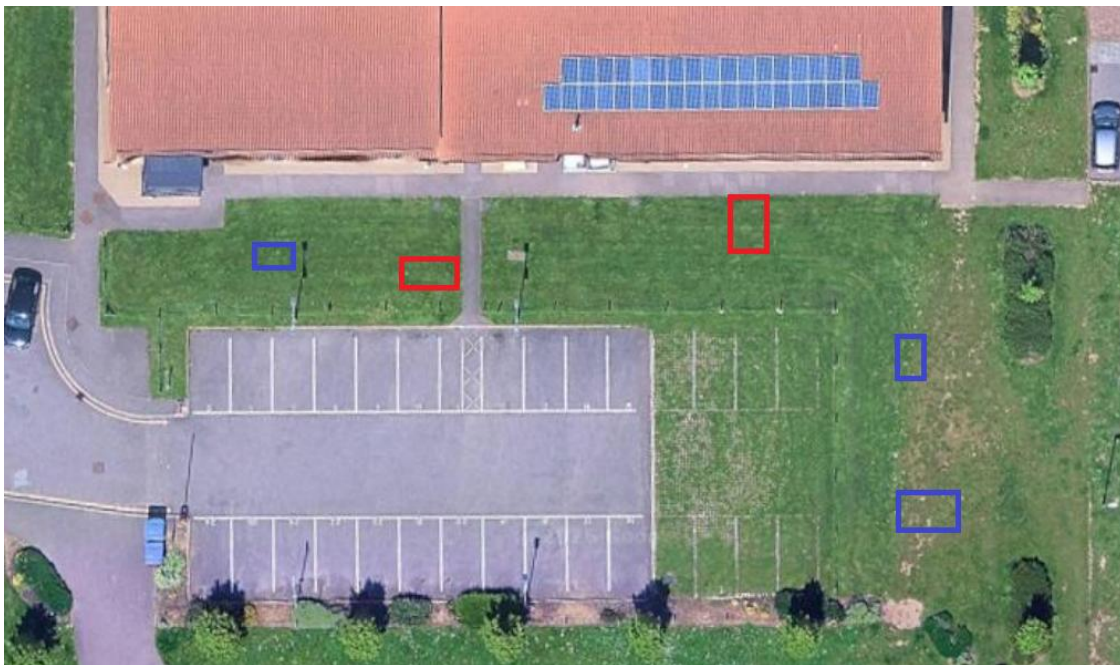
£4,508.75 plus VAT

QUOTE 2

Securing each bench with four concrete anchor bolts and forming two accessible seating pads measuring 1.5m by 1.5m to allow wheelchair access to the benches, for a total cost of;

£4,487.50.

3. FURTHER INFORMATION



The image above shows the proposed location for the installation of the picnic benches to the rear of the Greenacres Centre. The areas marked in red indicate the positions of the accessible benches, which will include the 1.5m by 1.5m hardstanding to allow wheelchair access. The areas marked in blue indicate the positions of the standard picnic benches.

4. FINANCIAL IMPLICATIONS

Funding to be met from Public Realm Project EMR which currently has a balance of £20,861.17

5. **TIMESCALE**

The works are expected to take approximately to complete once scheduled with the contractor. This includes preparation of the ground, installation of the benches, securing them with concrete anchor bolts, and forming the accessible seating pads.

6. **RECOMMENDATION**

Officers recommend acceptance of Quote 2 as it provides the lowest cost.

7. **IMPLICATIONS AND CONSIDERATIONS**

Strategic Plan	Supports the Council's priority of maintaining and enhancing community facilities and public spaces by improving outdoor seating provision at the Greenacre Centre.
Risk Management	Benches will be securely installed on prepared bases and anchored to reduce the risk of movement, vandalism or injury. Installation by a contractor reduces liability associated with incorrect installation. 2–3 working days
Legal	The installation forms part of the Council's management of its public open space and community facilities. Works will be undertaken by a competent contractor.
Resources / Stakeholders	The benches will benefit users of the café, library, play area and surrounding open space. Officer time will be required to oversee the installation.
Financial Implications	The cost of installation will be met from the Public Realm Projects Ear Marked Reserve. Benches themselves are funded through Central Bedfordshire Council.
Contracts / Procurement	Two quotations were obtained for the works in accordance with the Council's procurement requirements.
Crime and Disorder	Well used public spaces can contribute positively to natural surveillance and community presence. The site is covered by CCTV.
Biodiversity and Environment	Works involve a small section of grassed area and will have minimal environmental impact.
Equalities	Accessible hard standing pads will provide improved access for wheelchair users and those with mobility impairments.
Residents Impact Assessment	Residents and visitors will benefit from improved outdoor seating facilities at the Greenacre Centre.
Sustainability / Climate Impact	No significant impact.
Data Protection and Privacy	No personal data will be processed as part of this project.

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDINGS MANAGEMENT COMMITTEE

MEETING DATE: 25 MARCH 2026

REPORTING OFFICER: SUSAN RILEY – DEPUTY CLERK

REPORT TITLE: GREENACRE CENTRE CAR PARK – DISABLED ACCESS

DECISION TYPE: FOR DECISION

1. BACKGROUND

- 1.1 The rear car park at the Greenacre Centre is regularly used by members of the public accessing the Town Council Offices, the library, café and Greenacre Park. The car park includes a marked disabled parking bay positioned adjacent to the footpath leading directly to the building entrance.
- 1.2 Officers have received complaints from residents with mobility impairments who have been unable to safely use the footpath from the car park to the building. Users have reported that they are required to walk to the end of the car park to access the building via the dropped kerb at the corner, which adds extra distance and inconvenience.

2. INTRODUCTION

- 2.1 The Council has a duty to ensure that its premises are accessible and inclusive. The current arrangement presents barriers to individuals with mobility difficulties, wheelchair users, and those using walking aids.
- 2.2 Although a designated disabled parking bay has been installed adjacent to the footpath, the route itself does not meet accessibility standards. This undermines the purpose of the bay and creates a potential equality and reputational risk for the Council.
- 2.3 The current path does not meet recognised accessibility standards as set out in:
 - Approved Document M of the Building Regulations (Access to and Use of Buildings)
 - BS 8300-1:2018 – Design of an accessible and inclusive built environment

Key requirements include:

- Gradient: Ramps should not exceed 1:20 for general access routes. Where steeper gradients are unavoidable, a maximum of 1:12 may be used for short distances with appropriate landings
- Width: Minimum unobstructed width of 1200mm, with 1500mm preferred to allow wheelchair passing
- Surface: Firm, level and non-slip surfaces with smooth transitions between materials
- Kerbs: Dropped kerbs should be flush or no greater than 6mm upstand to allow safe wheelchair access
- Landings: Level resting areas required at regular intervals where gradients are present

2.4 There are two disabled bays in the front car park at the Greenacre Centre.

3. FURTHER INFORMATION

3.1 Failure to address these issues is likely to result in ongoing complaints and potential claims for injury or failure to make reasonable adjustments under the Equality Act 2010. This could negatively impact on the Council's reputation as an inclusive and accessible authority.

4. FINANCIAL IMPLICATIONS

4.1 Officers requested four quotes, with two obtained:

Quote A - £4,752

Quote B - £2,191.22

4.2 Companies were asked to excavate and reconstruct a pathway/disabled access ramp, installing it to a compliant and suitable gradient path for all users.

4.3 The works will be funded from S106 Greenacre Park contributions, allocated for improvements to infrastructure and accessibility within the park and surrounding facilities.

5. TIMESCALE

The works are to be completed within 6 weeks.

6. RECOMMENDATION

Members are recommended to:

a) Authorises officers to instruct the work to make the path inclusive and accessible.

7. IMPLICATIONS AND CONSIDERATIONS

Strategic Plan	Supports the Council's commitment to accessibility, inclusion and high-quality public facilities.
Risk management	mitigates the risk of injury, complaint escalation and potential legal challenge.
Legal	Potential obligations under the Equality Act 2010 to make reasonable adjustments.
Resources/Stakeholders	Improved access for residents, library users, café customers, park visitors and Town Council staff.
Contracts/Procurements	Works to be undertaken in accordance with the Council's procurement policy.
Crime and Disorder	N/A
Biodiversity and environment	Minimal environmental impact anticipated, subject to final design.
Equalities	Positive impact. Removal of barriers for disabled users and those with mobility impairments.
Residents Impact Assessment	Improved safe and independent access to key community facilities.

Sustainability/Climate Impact	Minor construction impact; long-term benefit through durable infrastructure.
Data Protection and Privacy	N/A.

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDING MANAGEMENT

MEETING DATE: 25 MARCH 2026

REPORTING OFFICER: EMMA PAYNE, TOWN CLERK

REPORT TITLE: ANPR AT GREENACRE CENTRE CAR PARK

DECISION TYPE: FOR DISCUSSION

1. BACKGROUND

- 1.1 The Greenacre Centre car park supports a range of users including Town Council staff, library visitors, café customers, park users and parents accessing nearby Roecroft School.
- 1.2 Members will be aware of the potential for issues relating to:
- Overnight parking
 - Potential misuse of the car park outside of operational hours
 - Pressure on spaces during peak school drop-off and pick-up times
- 1.3 At present, there is no formal enforcement mechanism in place. There are bollards in 6 bays, but these don't work well, are often not locked into place and have been hit by drivers

2. INTRODUCTION

- 2.1 Officers have investigated the introduction of an Automatic Number Plate Recognition (ANPR) system. It uses cameras to monitor vehicles entering and exiting a site and can operate continuously without the need for on-site enforcement.
- 2.2 The proposal presented is based on a no-cost installation model, whereby:
- The provider installs and maintains the system at their own cost
 - The provider enforces parking restrictions and issues penalty notices
 - Income from penalties is retained by the provider until costs are recovered
 - Any surplus income may then be shared with the Town Council
- 2.3 The system would operate 24/7 and could be configured to:
- Prevent overnight parking
 - Enforce maximum stay periods
 - Monitor usage patterns
- 2.4 To support legitimate users of the Greenacre Centre, it is proposed that:
- Visitors to the library and Town Council offices would enter their vehicle registration number into a tablet located at reception points
 - This would allow users to receive up to 2 hours free parking
- 2.5 In addition, to support school-related use:
- A 30-minute grace period would be applied to all vehicles

- This would allow parents and carers to drop off and collect children from Roecroft School without needing to register their vehicle
- Vehicles remaining beyond 30 minutes without registration would be subject to enforcement

2.6 Regular users of the car park e.g. library, café and town council staff would 'register' their number plates and be recognized by the system.

2.7 Parking enforcement would not apply to the disabled parking space in the rear car park.

3. FURTHER INFORMATION

3.1 Benefits

- Acts as a deterrent to overnight and unauthorised parking
- Protects spaces for genuine users of the Greenacre Centre
- Supports short stay use linked to school drop-off and pick-up
- Provides automated enforcement without staff resource
- Enables controlled free parking for legitimate visitors
- Potential future income stream
- Improved data on car park usage

3.2 Risks and Concerns

- Public perception of enforcement and fines
- Risk of users forgetting to register their vehicle
- Potential confusion between the 30-minute grace period and 2-hour free parking
- Impact on vulnerable users unfamiliar with the system
- Reputational risk if enforcement is seen as overly punitive
- Dependence on a third-party operator

3.3 Operational Considerations

- Tablets required at key reception points
- Clear and prominent signage explaining:
 - 30-minute grace period
 - 2-hour free parking via registration
- Staff may need to support users during early implementation
- Alignment with peak school times and community use
- Appeals and complaints handling process

3.4 Members are reminded that one of the car parking spaces in the front car park belongs to the land opposite the Greenacre Centre which was recently sold at auction.

3.5 ANPR is widely used across public and private sector sites, including councils and NHS facilities, with systems operating across over 2,000 UK locations.

3.6 Further due diligence would be required in relation to:

- Contract terms and revenue-sharing arrangements
- System reliability and user interface
- Data protection compliance
- Enforcement standards and appeals processes

4. FINANCIAL IMPLICATIONS

- No upfront capital cost to the Council under the proposed model
- Ongoing maintenance covered by the provider
- Potential future income, subject to recovery of provider costs
- No guaranteed revenue
- Minor indirect resource impact through staff support to users

5. RECOMMENDATION

Members are invited to consider the following options:

- a) Option A: Support further investigation and request a detailed proposal including alternative companies for comparison
- b) Option B: Do not progress the proposal

6. IMPLICATIONS AND CONSIDERATIONS

Strategic Plan	Supports effective management of Council assets and accessibility to community facilities.
Risk Management	Reduces misuse of the car park. Introduces risk of misunderstanding of parking rules.
Legal	Contractual agreement required. Compliance with parking enforcement regulations and consumer law.
Resources/Stakeholders	Impacts residents, visitors, parents, staff and facility users. Requires clear communication and staff awareness.
Financial Implications	No capital cost. Potential income but not guaranteed.
Contracts/Procurements	Procurement route and contract terms require review.
Crime and Disorder	May reduce anti-social behaviour linked to overnight parking.
Biodiversity and Environment	Neutral impact.
Equalities	System must be accessible and easy to understand. Consideration required for those unable to use tablets.
Residents Impact Assessment	Positive impact through improved parking availability. Supports school-related use. Risk of confusion if not clearly communicated.
Sustainability/Climate Impact	Neutral.
Data Protection and Privacy	ANPR captures vehicle data. GDPR compliance required, including clear signage and privacy notices.

STOTFOLD TOWN COUNCIL

COMMITTEE:	BUILDING MANAGEMENT
MEETING DATE:	25 MARCH 2026
REPORTING OFFICER:	EMMA PAYNE, TOWN CLERK
REPORT TITLE:	LIBRARY PROJECT – END OF PROJECT REPORT
DECISION TYPE:	FOR INFORMATION

1. BACKGROUND

The Library Task and Finish Group was established in January 2025 to oversee the delivery of the relocation of Stotfold Library into the Greenacre Centre. The group was responsible for reviewing design elements, commissioning works, managing costs and ensuring the successful delivery of the project in partnership with Central Bedfordshire Council.

2. INTRODUCTION

2.1 The project has now been completed, and the library and café are operational within the Greenacre Centre. This report provides:

- a) A summary of works undertaken
- b) An overview of key decisions made by the Task and Finish Group
- c) Final project costs
- d) Recommendations to formally close the project and disband the Task and Finish Group

3. FURTHER INFORMATION

3.1 The task and finish group was established January 2025. It had delegated authority used where required to oversee the project delivery. The project required several design adaptations during the delivery to respond to the original café tenant withdrawing and amendments to the original specification.

3.2 Key Project Decisions and Changes

Design and Layout

- Following the withdrawal of the original café tenant, Café kitchen approach amended to fit out kitchen with commercial kitchen equipment and not the domestic units previously quoted for.
- Café counter retained as part of Building Regulations compliance

Mechanical and Electrical Works

- Emergency lighting installed at £14,900.90 plus installation costs
- Air conditioning units installed in council officers and meeting rooms
- Additional PIR sensors installed (toilets)

Security and Access

- Shutter connection to intruder alarm explored but not progressed due to cost and complexity
- Panic alarms installed in key office areas (£820 + VAT)

Building Compliance and Safety

- Fire door compliance issues identified and addressed
- Emergency exit considerations reviewed

External Works and Facilities

- Kitchen equipment procured (up to £7,000)
- Hot water cylinder installed (£3,580)
- Outdoor seating procured to support café use. This was funded by CBC. Installation being considered at this meeting.
- Internal redecoration of main hallway and lobby area was additional, all officers redecorated.

Additional Items Identified

- Car park remarking referred to Buildings Management Committee
- Signage and branding implemented in partnership with CBC

- 3.3 Members are asked to note that the extraction for the kitchen has yet to be commissioned. Officers are waiting for a final quote. It is anticipated that it will be £507.24 plus circa £600-700 installation. This will be undertaken with Officer's delegated powers.

4. FINANCIAL IMPLICATIONS

The final cost of the Library Relocation Project is summarised as follows:

Original Total Project Cost:	£159,847.38
CBC Project works	£131,231.87
Café equipment	£6,596.17
Hot water cylinder	£3,580.00
Emergency lighting	£14,900.00
Emergency lighting installation	£7,784.84
Final Project Cost:	£164,092.88
Variance	-£4,245.50

6. RECOMMENDATION OR OPTIONS (PICK ONE)

Members are recommended to:

- a) Note the works undertaken as part of the Library Relocation Project
- b) Note the final project costs
- c) Approve the disbandment of the Library Task and Finish Group

7. IMPLICATIONS AND CONSIDERATIONS

Strategic Plan	Supports delivery of high-quality community facilities and improved service provision.
Risk Management	Residual risks relate to ongoing building maintenance and operations.
Legal	Works delivered in line with Building Regulations and safety requirements; leases drawn up with tenants.
Resources/Stakeholders	Positive impact on residents, library users and partner organisations including CBC.
Financial Implications	Project delivered within agreed financial framework, subject to final confirmed costs.
Contracts/Procurements	Works commissioned in accordance with the Council's procurement processes.
Crime and Disorder	Improved natural surveillance and activation of the site through increased footfall.
Biodiversity and Environment	Limited environmental impact. Some mitigation considered for external plant equipment.
Equalities	Improved access to library services within a central community location.
Residents Impact Assessment	Significant positive impact through enhanced facilities and co-location of services.
Sustainability/Climate Impact	Modernised building infrastructure improves efficiency compared to previous provision.
Data Protection and Privacy	No additional implications arising from the project.

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDING MANAGEMENT
MEETING DATE: 25 MARCH 2026
REPORTING OFFICER: EMMA PAYNE, TOWN CLERK
REPORT TITLE: OUT OF HOURS KEY HOLDING – UPDATE
DECISION TYPE: FOR DECISION

1. BACKGROUND

At its meeting on [21 January 2026](#), the Governance and Resources Committee considered options for out-of-hours emergency response arrangements and reviewed quotations from external keyholding providers. The Committee supported a hybrid model and considered the associated costs based on the quotations received

Decision: It was **RESOLVED** to:

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

2. INTRODUCTION

- 2.1 Following further review of the quotations received, it has been identified that the pricing provided by contractors was based on a per building cost, rather than a single cost covering all Council buildings.
- 2.2 The original report and subsequent decision did not fully reflect this distinction, and therefore the financial implications presented to Members require clarification and adjustment.
- 2.3 As the Buildings Management Committee has oversight of Council buildings, it is appropriate that this Committee considers the revised cost implications before the arrangement is progressed further.

3. FURTHER INFORMATION

- 3.1 The quotations received from contractors include charges **per site/building**, which means that the total annual cost will increase depending on the number of buildings included within the service.
- 3.2 The Council currently operates multiple buildings, including:

- Greenacre Centre
- Memorial Hall (does not have an intruder alarm)
- Simpson Centre
- The Barn

3.3 Based on a per-building pricing model, the revised cost position is as follows:

- **Contractor A:** £595 per building per annum
- **Contractor B:** £239.40 per building per annum plus call-out charges (£57.50 Per hour)
- **Contractor C:** £364 per building per annum plus call-out charges (£46.25 Callout and first hour then £31.25 Per Hour after initial callout)

3.4 This represents a material change from the originally understood cost, as the total cost will be multiplied across each building included within the contract.

3.5 The Committee is therefore asked to consider whether:

- The revised total cost remains acceptable
- All buildings should be included within the scope
- A phased or partial approach should be adopted

3.6 The Keyholders/caretakers have lone working devices in the event of an emergency.

4. FINANCIAL IMPLICATIONS

The budget for this cost would be the relevant compliance budget for each building from 2026/27.

5. RECOMMENDATION OR OPTIONS (PICK ONE)

5.1 Members are recommended to:

- Note that the quotations received for out-of-hours keyholding are based on a per building cost
- Consider the revised financial implications of implementing the service across all Council buildings
- Determine whether to:
 - Proceed with all buildings included or
 - Limit the service to specific priority buildings

7. IMPLICATIONS AND CONSIDERATIONS

Strategic Plan	Supports effective asset management and organisational resilience.
Risk Management	Clarifies financial risk and prevents budget overspend arising from incorrect cost assumptions.
Legal	Ensures decisions are made on an accurate financial basis, supporting proper governance.
Resources/Stakeholders	Impacts staff, contractors and users of Council buildings. Clear arrangements improve response to incidents.
Financial Implications	Increased cost due to per building pricing structure. Requires careful consideration of affordability and scope.

Contracts/Procurements	May require revision of procurement decision or contract scope.
Crime and Disorder	Supports timely response to alarms and unauthorised access.
Biodiversity and Environment	No direct impact.
Equalities	Ensures a fair and sustainable approach to staff responsibilities and workload.
Residents Impact Assessment	Positive impact through improved protection of community assets.
Sustainability/Climate Impact	Neutral.
Data Protection and Privacy	No additional implications beyond existing arrangements.

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDING MANAGEMENT

MEETING DATE: 25 MARCH 2026

REPORTING OFFICER: EMMA PAYNE, TOWN CLERK

REPORT TITLE: MEN'S SHED USE OF HITCHIN ROAD

DECISION TYPE: FOR DECISION

1. BACKGROUND

- 1.1 On 21 May 2025, the Community Engagement Committee considered a report regarding the establishment of a Men's Shed initiative in Stotfold.
- 1.2 The Committee resolved to support in principle the creation of a Men's Shed, to provide promotional and practical assistance, and to request that the Clerk liaise with the organization. The Committee also agreed to consider recommending a one off start up grant once a viable project plan had been presented.
- 1.3 The original report set out the purpose of the initiative, its mental health and wellbeing benefits, and the proposed facilitative role of the Town Council [Report - Mens Sheds.pdf](#)
- 1.4 This matter has not previously been considered by Buildings Management Committee.

2. INTRODUCTION

- 2.1 The Clerk and Deputy Clerk have met with the local representative from the Men's Shed organisation and shown them the tractor shed at Hitchin Road, which is now vacant following the relocation of the Town Rangers to The Barn on Arlesey Road. The building is currently underutilised and has characteristics appropriate for workshop-based activity.
- 2.2 Buildings Management Committee is asked to determine whether it is appropriate to permit use of this building under a formal licence agreement.

3. FURTHER INFORMATION

- 3.1 The Men's Shed model provides a workshop style environment where predominantly older or socially isolated men can undertake practical projects, share skills and reduce loneliness. The initiative aligns with the national movement supported by the UK Men's Sheds Association as referenced in the original report

The group proposes to:

- Use the former tractor shed as a workshop base
- Operate as a community led organisation
- Manage its own day to day activities
- Obtain appropriate insurance and governance arrangements

- 3.2 The arrangement would be strictly structured as a licence to occupy and would not create any tenancy rights. The Council would retain full ownership, strategic control and inspection rights. The licence would include a fixed term and termination clause exercisable by the Council should the building be required for operational purposes.
- 3.3 The licence would set out:
- Permitted use
 - Hours of operation
 - Insurance requirements
 - Health and safety compliance
 - Responsibility for internal maintenance
 - Utilities contribution
 - Security and key holding arrangements
 - Termination clause
- 3.4 Prior to occupation, the following would require confirmation:
- Building condition assessment
 - Electrical safety certification
 - Fire risk assessment
 - Asbestos register review
 - Risk assessments for workshop use
 - Public liability insurance
- 3.6 The Council's role will remain enabling rather than operational.

4. **FURTHER INFORMATION**

- 4.1 Any occupation must comply with:
- Health and Safety at Work legislation
 - Occupiers' Liability legislation
 - Fire Safety regulations
- 4.2 While the wider recreation ground is well used, the tractor shed itself is currently underutilised. Prolonged vacancy can result in avoidable deterioration and reactive maintenance. Managed occupation provides routine oversight and reduces these risks.
- 4.3 Access to the adjacent changing room facilities would be required. The cleaning of this facility comes within the remit of the Town Rangers.

4. **FINANCIAL IMPLICATIONS**

- 4.1 There is no approved capital allocation at this stage. Potential financial considerations include:
- Minor compliance works before occupation
 - Utility costs if not recharged
 - Insurance premium impact
- 4.2 Members may wish to determine whether:
- The licence is granted at nil rent
 - A utilities contribution is required
 - A 12 month pilot period is appropriate

4.3 Any start up grant would be considered separately by the Governance and Resources Committee.

5. **TIMESCALE**

- 5.1 Subject to Committee approval:
- April to May 2026. Draft and agree licence terms
 - May to June 2026. Complete compliance checks
 - Summer 2026. Commence pilot occupation

6. **RECOMMENDATION OR OPTIONS (PICK ONE)**

Members are asked to:

- a) Note the resolution of Community Engagement Committee
- b) Agree in principle to grant a time limited licence to occupy
- c) Determine whether the licence is subject to utility contribution
- d) Authorise the Clerk to draft terms for Full Council approval

7. **IMPLICATIONS AND CONSIDERATIONS**

Strategic Plan	Supports priorities relating to community wellbeing, mental health, volunteering and effective use of community assets.
Risk Management	Risks include injury, misuse of premises and reputational impact. Mitigation through formal licence, insurance verification, risk assessments and clear boundaries of responsibility.
Legal	Licence to occupy required to avoid tenancy rights. Group must hold adequate public liability insurance and comply with all relevant legislation.
Resources/Stakeholders	Officer time required to manage agreement and compliance. Positive engagement with local residents and voluntary sector.
Contracts/Procurements	No procurement at this stage. Any required works to follow Financial Regulations.
Crime and Disorder	Positive impact through reducing isolation and supporting preventative wellbeing activity.
Biodiversity and Environment	Opportunity to promote reuse and repair culture. No adverse biodiversity impact anticipated.
Equalities	Primarily targeted at men experiencing isolation. Must operate inclusively and in compliance with Equalities legislation.
Residents Impact Assessment	Positive mental health and social benefits. Minor risk of noise or access concerns, manageable through licence conditions.
Sustainability/Climate Impact	Encourages repair and reuse. Existing building reuse avoids new construction impact.
Data Protection and Privacy	The group will manage its own data. The Council will not routinely process participant data beyond standard licence administration.

STOTFOLD TOWN COUNCIL

COMMITTEE:	BUILDING MANAGEMENT
MEETING DATE:	25 MARCH 2026
REPORTING OFFICER:	EMMA PAYNE, TOWN CLERK
REPORT TITLE:	BUILDING MANAGEMENT Q3 INCOME AND EXPENDITURE
DECISION TYPE:	FOR INFORMATION

1. BACKGROUND

- 1.1 The Building Management Committee has responsibility for the financial oversight of the Council's operational buildings including Simpson Centre, Memorial Hall and Greenacre Centre. This report presents the Month 11 position for 2025.26 and identifies significant variances requiring member consideration, based on the detailed cost centre report

2. INTRODUCTION

- 2.1 At Month 11, expenditure should broadly align with the annual budget profile. The report identifies material variances within:
- Building – General
 - Simpson Centre
 - Memorial Hall
 - Greenacre Centre
- 2.2 The most significant issue relates to Building – General maintenance which currently stands at £72,972 from a budget of £14,000.

The split between sites is:

Simpson Centre - £4,088

Costs relating to the consultation on the Simpson Centre and in the installation of the intruder alarm.

Memorial Hall - £13,708

This is asbestos inspections, designs for memorial hall feasibility study, sanding the floor and minor maintenance works to fire alarm, electrical works and plumbing

Greenacre Centre - £44,623

Works to the library café came from this budget, alongside the legionella risk assessments which could have been apportioned across all sites except there are no site-specific budget codes. There were also works to the staff kitchen, the outdoor water fountain, indoor water fountain, installation of hanging rail and general maintenance. This budget was used after the EMR Building Fund was used for the library works.

The overspend will be met by General Reserves.

- 2.3 There is no income noted against the cost centre as the building is unlet.
- 2.4 At the Simpson Centre, utilities are higher than above budget as it was anticipate that the empty running costs would be lower than is the case. There is also the issue of rates on an empty building, and this has been covered by a previous meeting.
- 2.3 Memorial Hall income exceeds budget, and expenditure is lower than budgeted except for cleaning. This overspend was due to the increase in cleaning costs notified after the budget was agreed. Cleaning for the Memorial Hall will be part of the new caretaker role.
- 2.4 Greenacre Centre income has improved with the opening of the library and café. Again, there is an overspend on cleaning, which was due to a notification of price increase after the budget had been set. Other expenditure is below budget.

3. FURTHER INFORMATION

Some of the issues relating to the budget for buildings maintenance will be addressed in 2026/27 with individual site building maintenance budgets. There has also been an additional capital budget for compliance agreed in 2026/27.

4. RECOMMENDATION

Members are asked to note the Month 11 financial position.

7. IMPLICATIONS AND CONSIDERATIONS

Strategic Plan	Supports Community Facilities priority through maintaining safe and operational buildings.
Risk Management	Under budgeting maintenance increases risk of emergency works and reserve depletion.
Legal	Expenditure relates to statutory compliance obligations including health and safety and building safety requirements.
Resources/Stakeholders	Impacts building users, tenants and hirers. Ensures facilities remain safe and operational.
Contracts/Procurements	Highlights need for structured maintenance contracts and lifecycle planning.
Crime and Disorder	Well maintained buildings reduce risk of vandalism and anti social behaviour.
Biodiversity and environment	Energy overspends indicate need for improved efficiency measures.
Equalities	Maintained buildings ensure accessible facilities for all users.
Residents Impact Assessment	Financial resilience of assets protects long term service delivery.
Sustainability/Climate Impact	Future capital planning should consider energy efficiency and carbon reduction.
Data Protection and Privacy	No direct implications arising from this report.

Detailed Income & Expenditure by Budget Heading 04/03/2026

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
51 Simpson Centre								
5003 Income - The Simpson Centre	3,845	0	0	0			0.0%	
5004 Income - Library Utilities	2,210	0	0	0			0.0%	
5005 Income - Library Lease	1,940	0	0	0			0.0%	
Simpson Centre :- Income	7,995	0	0	0				0
505 Rates - Simpson	9,798	8,999	7,875	(1,124)		(1,124)	114.3%	
507 Water Charges - Simpson	906	404	200	(204)		(204)	201.8%	
510 Electricity - Simpson	5,269	3,056	1,000	(2,056)		(2,056)	305.6%	
Simpson Centre :- Indirect Expenditure	15,973	12,458	9,075	(3,383)	0	(3,383)	137.3%	0
Net Income over Expenditure	(7,978)	(12,458)	(9,075)	3,383				
52 Memorial Hall								
5001 Income - Mem Hall	29,167	25,686	25,000	(686)			102.7%	
Memorial Hall :- Income	29,167	25,686	25,000	(686)			102.7%	0
504 Rate	4,491	4,491	5,300	809		809	84.7%	
506 Water Charges	518	566	1,500	934		934	37.7%	
508 Gas	3,394	1,956	3,500	1,544		1,544	55.9%	
509 Electricity	1,964	1,545	2,300	755		755	67.2%	
511 Cleaning Contract & Compliance	0	11,662	10,000	(1,662)		(1,662)	116.6%	
512 Maintenance	0	117	0	(117)		(117)	0.0%	
Memorial Hall :- Indirect Expenditure	10,367	20,336	22,600	2,264	0	2,264	90.0%	0
Net Income over Expenditure	18,800	5,349	2,400	(2,949)				
53 Building - General								
512 Maintenance	18,349	77,514	14,000	(63,514)		(63,514)	553.7%	20,223
518 Bin Hire	2,929	2,692	3,500	808		808	76.9%	
538 Service Contracts & Compliance	19,530	6,238	6,500	262		262	96.0%	
Building - General :- Indirect Expenditure	40,808	86,444	24,000	(62,444)	0	(62,444)	360.2%	20,223
Net Expenditure	(40,808)	(86,444)	(24,000)	62,444				
9000 plus Transfer from EMR	0	20,223	0	(20,223)				
Movement to/(from) Gen Reserve	(40,808)	(66,220)	(24,000)	42,220				
55 Greenacre Centre								
5008 Income -GAC	1,113	2,479	1,500	(979)			165.3%	
5009 Income - Solar Panels FIT	0	1,009	400	(609)			252.3%	
5010 Income - Library Lease	0	13,500	18,000	4,500			75.0%	

Detailed Income & Expenditure by Budget Heading 04/03/2026

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5011 Income - Cafe Lease	0	1,000	562	(438)			177.9%	
5012 Income - Service Charge	0	12,967	4,000	(8,967)			324.2%	
Greenacre Centre :- Income	1,113	30,955	24,462	(6,493)			126.5%	0
504 Rate	15,968	15,968	17,000	1,032		1,032	93.9%	
506 Water Charges	530	573	3,000	2,427		2,427	19.1%	
508 Gas	8,574	6,294	9,000	2,706		2,706	69.9%	
509 Electricity	16,689	14,368	20,000	5,632		5,632	71.8%	
537 Cleaning Contract	15,685	17,208	16,000	(1,208)		(1,208)	107.5%	
Greenacre Centre :- Indirect Expenditure	57,445	54,410	65,000	10,591	0	10,591	83.7%	0
Net Income over Expenditure	(56,332)	(23,455)	(40,538)	(17,083)				
9001 less Transfer to EMR	(218)	0	0	0				
Movement to/(from) Gen Reserve	(56,114)	(23,455)	(40,538)	(17,083)				
Grand Totals:- Income	38,275	56,640	49,462	(7,178)			114.5%	
Expenditure	124,593	173,648	120,675	(52,973)	0	(52,973)	143.9%	
Net Income over Expenditure	(86,318)	(117,007)	(71,213)	45,794				
plus Transfer from EMR	0	20,223	0	(20,223)				
less Transfer to EMR	(218)	0	0	0				
Movement to/(from) Gen Reserve	(86,100)	(96,784)	(71,213)	25,571				

25.500	22/09/2025	Building Management	Charlie Allan	53/512	Bradders	Call out fee	1	£80.00	£80.00	Emma Payne	07/01/2026
25.512	09/10/2025	Building Management	Zoe Putwain	53.51	Drain Doctor	Drain Cleaning	1	£350.00	£350.00	Emma Payne	07/01/2026
25.515	09/10/2025	Building Management	Charlie Allan	52/513	reactive doors	fit new gearbox to front door	1	£795.00	£795.00	Susan Riley	07/01/2026
25.531	07/11/2025	Building Management	Charlie Allan	51/505	principled	fees for business rates to go down	1	£2,769.18	£2,769.18	Emma Payne	07/01/2026
25.533	11/11/2025	Building Management	Charlie Allan	85/806	Glasdon	(5) benches for rear of GAC	1	£4,897.63	£4,897.63	Emma Payne	07/01/2026
25.535	12/11/2025	Building Management	Charlie Allan	53/512	black and white fire	alarm maintenance and log	1	£126.37	£126.37	Susan Riley	07/01/2026
25.536	12/11/2025	Building Management	Charlie Allan	26/206	danfo	service on brook st toilets	1	£378.36	£378.36	Susan Riley	07/01/2026
25.537	12/11/2025	Building Management	Charlie Allan	27/241	halo	alarm for the barn	1	£2,238.84	£2,238.84	Susan Riley	07/01/2026
25.547	18/11/2025	Building Management	Katie Hammond	53/512	Bradders	Fixing of ladies toilet	1	£160.00	£160.00	Emma Payne	07/01/2026
25.549	19/11/2025	Building Management	Susan Riley	53/512	Acorn Safety Services	Legionella Water Sampling	1	£1,374.50	£1,374.50	Susan Riley	07/01/2026
25.553	26/11/2025	Building Management	Charlie Allan	53/512	mid Essex group	asbestos sample	1	£250.00	£250.00	Susan Riley	07/01/2026
25.558	28/11/2025	Building Management	Charlie Allan	53/512	CHUBB fire	fire extinguisher service memoria hall	1	£139.97	£139.97	Susan Riley	07/01/2026
25.560	28/11/2025	Building Management	Susan Riley	538/53	Dantek	Legionella Contract	1	£7,632.00	£7,632.00	Susan Riley	07/01/2026
25.564	01/12/2025	Building Management	Zoe Putwain	53/512	STAS	Community Art Rail	1	£408.87	£408.87	Susan Riley	07/01/2026
25.572	03/12/2025	Building Management	Zoe Putwain	53/512	Mid Essex Group	Asbestos Sample	1	£200.00	£200.00	Emma Payne	07/01/2026
25.573	03/12/2025	Building Management	Zoe putwain	52/513	Reactive Doors	Push Pad	1	£285.00	£285.00	Emma Payne	07/01/2026
25.577	08/12/2025	Building Management	Zoe Putwain	53/512	Griggs Electrical	Memorial Hall emergency Lighting	1	£298.99	£298.99	Susan Riley	07/01/2026
25.578	08/12/2025	Building Management	Zoe Putwain	53/518	Flame UK Waste	Bins for Greenacre	1	£64.22	£64.22	Susan Riley	07/01/2026
25.579	08/12/2025	Building Management	Zoe Putwain	53/518	Flame Uk Waste	Bins for Memorial Hall	1	£26.61	£26.61	Emma Payne	07/01/2026
25.582	08/12/2025	Building Management	Zoe Putwain	52/513	Reactive Doors	Call Out to correct doors	1	£175.00	£175.00	Emma Payne	07/01/2026
25.583	08/12/2025	Building Management	Zoe Putwain	52/513	Mid Beds Locksmiths Ltd	Locks fir the Barn	1	£33.25	£33.25	Susan Riley	07/01/2026
25.586	10/12/2025	Building Management	Zoe Putwain	52/513	Halo Security Solutions	System Design proposal - Library CCTV	1	£687.40	£687.40	Susan Riley	07/01/2026
25.589	15/12/2025	Building Management	Charlie Allan	52/513	Jerome Griggs	put a new sounder/beacon in corrido or Gac	1	£162.38	£162.38	Susan Riley	07/01/2026
25.591	15/12/2025	Building Management	Zoe Putwain	52/513	Euro safe	Flag Pole Inspections	6	£312.00	£936.00	Emma Payne	07/01/2026
25.594	16/12/2025	Building Management	Zoe Putwain	52/513	Chubbs	Replace a 6kg Powder extinguisher	1	£139.96	£139.96		07/01/2026
25.598	18/12/2025	Building Management	Charlie Allan	52/513	Flame UK Waste	empty bins fee	1	£37.46	£37.46	Susan Riley	07/01/2026