



**MINUTES OF THE MEETING OF GOVERNANCE & RESOURCES COMMITTEE
HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON
WEDNESDAY 30 JULY 2025 AT 19:00**

Present:

Cllr J Smith (Chair), Cllr J Headington (Vice Chair), Cllr J Bendell, Cllr S Buck, Cllr M Cooper, Cllr S Hayes, Cllr J Talbot

Apologies:

Cllr Liz Anderson, Cllr D Matthews

Also Present:

E Payne, Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Anderson and Matthews.

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

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION

There were no members of the public present.

4. MINUTES OF PREVIOUS MEETING

The minutes of the previous Governance & Resources Committee meetings held on 4 June 2025 and 2 July 2025 were presented for approval.

Decision: It was **RESOLVED** that the minutes of the meetings held on 4 June and 2 July 2025 were a true record of the meeting.

5. CLERK'S REPORT

The Clerk's report was presented, noting updates on various matters. Members noted the error in the item regarding the pay award with the incorrect date. Additionally, there was an update on a meeting with the CEO of CBC with a further meeting scheduled for September 2025. The Chair thanked the Clerk for representing the SLCC at the National Forum.

6. REPORTS TO COMMITTEE

6.1. Overview and Scrutiny Committee

The proposal to form an overview and scrutiny committee to review the services of the Town Council was discussed. Members expressed support for the idea, noting the importance of public engagement and transparency. It was agreed that public involvement would be beneficial, and the Clerk was tasked with drafting a person specification for public members to ensure appropriate criteria were met.



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

- a) **An Overview and Scrutiny Committee convened.**
- b) **A person specification for potential Members of the Public to join the Committee is circulated by email.**

Task: **Draft a person specification for public members to ensure appropriate criteria are met**

Task: **Advertise the Committee seeking input from residents.**

6.2. Town Council Investments

The discussion on Town Council investments focused on maximising returns from existing funds. The Clerk provided several options, including continuing with current investments or exploring new providers such as Insignis, Arlingclose and CCLA. Members debated the merits of each option, considering fees and potential returns. There was a consensus on the importance of seeking professional financial advice to ensure the best investment strategy.

Decision: It was **RESOLVED** to appoint Arlingclose as the Town Council's investment advisor.

Task: **Commission Arlingclose to put forward a proposal for investments.**

6.3. VAT Partial Exemption

The committee considered quotes to undertake a review of the Town Council's VAT liabilities. Three contractors were evaluated, with the discussion highlighting the importance of compliance with HMRC regulations. Contract C was favoured for its comprehensive service and lower cost.

Decision: It was **RESOLVED** to appoint **Contract C, Parkinson Partnership** to undertake the Town Council's partial VAT calculation and assist with the registration of the Greenacre Centre for VAT at a cost of £375 plus VAT plus £125 per hour for VAT registration.

Task: **Instruct Parkinson Partnership to undertake VAT partial exemption calculation and VAT registration.**

6.4. Wanderbus Funding

A request to consider funding towards buying a replacement Wanderbus was considered. Members discussed the importance of the Wanderbus service, noting its reasonable charges and non-profit status. There were suggestions to improve the visibility and marketing of the service within Stotfold.

Decision: It was **RESOLVED** to defer the decision until further information was available.

Task: Request more information from Wanderbus about their service frequency, passenger numbers from Stotfold, and their advertising strategy before committing to the funding request.



6.5. Review of Q1 for Governance & Resources
 The committee reviewed the Q1 income and expenditure for the Governance & Resources committee. No significant variances were highlighted, and the report was noted without further questions.

6.6. Bank Reconciliations
 The bank reconciliations for April and May were noted, having been signed by Councillor Cooper. The Clerk mentioned that June's reconciliation was in progress.

6.7. Town Council Credit Card
 The committee discussed the need to ratify adding the Amenities Team Leader to the Town Council credit card following the departure of the Democratic Services Manager. The Clerk clarified the role of the Amenities Team Leader, and the committee approved the addition to the credit card.

Decision: It was **RESOLVED** to add the Amenities Team Leader, to the credit card with a limit of £1,000

Task: Add the Amenities Team Leader to the Town Council's credit card.

7. WORK PROGRAMME

The work programme for the committee was noted.

8. DATE OF NEXT MEETING

Wednesday, 1st October 2025.

The meeting closed at 7:32.

SIGNED BY CHAIR:

MINUTES APPROVED (date):