

STOTFOLD TOWN COUNCIL

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25 September 2025

Members of Stotfold Town Council:

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

You are hereby summoned to attend the **Governance & Resources Committee** meeting to be held in the Greenacre Centre, Valerian Way, Stotfold SG5 4HG on **Wednesday 1 October 2025** at 7.30pm 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, OWW, COUNTY ASSOCIATIONS

The seven principles of public life

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

AGENDA

1. **APOLOGIES FOR ABSENCE**

For Decision

To receive and accept apologies for absence from Members of the Committee.

2. **DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS**

For Decision

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

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

3. **PUBLIC SECTION**

For Information

Members of the public to speak are entitled to be at this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1, extended by the Local Government Act 1972, Section 100 unless precluded by the Council by resolution during the whole or part of the proceedings. on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. Public Participation Policy applies.

4. **MINUTES OF PREVIOUS MEETING**

For Decision

To approve the minutes of the Governance & Resources Committee meeting held 30 July 2025 as a true record of the meeting.

#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. **Town Council Investments**

For Decision

To receive a proposal from Arlingclose regarding Town Council investments.

6.2. Policy Review

For Decision

To consider the following policies for review and recommend their adoption to Full Council:

- a. Information and Data Protection Policy 2025 (revised)
- b. Investment Policy
- c. Scheme of Delegation

#policy

6.3. Policy Adoption

For Decision

To consider the following new policies for recommendation to Full Council that they are adopted:

- a. Customer Care Policy
- b. Civic Protocol

#policy

6.4. Governance & Resources Budget 2026-27

For Decision

To consider this Committee's budget for 2026-27.

6.5. Q2 Income and Expenditure Review

For Information

To consider this Committee's income and expenditure report for Q2.

6.6. Wanderbus Funding

For Decision

To receive an update on the funding request for the Wanderbus.

#funding

6.7. Local Council Award Scheme

For Decision

To consider applying for the Local Council Award Scheme, promoted by NALC.

6.8. Christmas Hours of Operation

For Information

To consider the operation of the Town Council offices during the festive season.

6.9. Bank Reconciliations

For Information

To note the bank reconciliations have been signed.

7. MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

For Information

To receive members' items for this committee, which may be considered at a future meeting.

8. WORK PROGRAMME

For Information

To note the work programme for this committee.

9. DELEGATED DECISIONS

For Information

To note the Town Clerk's delegated decisions relating to this committee.

10. DATE OF NEXT MEETING

Wednesday 30 October 2025.

11. CONFIDENTIAL ITEMS

For Information

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.

11.1. Staffing Matters

For Information

To receive an update on staffing matters.

[2025-07-30 - Governance Resources Committee - Minutes.pdf](#)

[G_R Clerks Report October 2025.pdf](#)

[G_R Tracker October 2025.pdf](#)

[Policy Review October 2025.pdf](#)

[Information and Data Protection Policy 2025 Revised.pdf](#)

[Investment Policy 2025.pdf](#)

[Scheme of Delegation - 2025 V3.pdf](#)

STOTFOLD TOWN COUNCIL

COMMITTEE: GOVERNANCE AND RESOURCES

MEETING DATE: 1 OCTOBER 2025

REPORTING OFFICER: EMMA PAYNE, TOWN COUNCIL

REPORT TITLE: POLICY REVIEW

1. PURPOSE OF THE REPORT

The purpose of the report is to advise Members of any changes in the following policies:

- Information Security and Data Protection Policy
- Scheme of Delegation
- Investment Policy

2. RECOMMENDATION

Members are asked to recommend to Full Council that the following policies are adopted:

- a) Information Security and Data Protection Policy
- b) Scheme of Delegation
- c) Investment Policy

3. BACKGROUND

2.1 Information Security and Data Protection Policy

From 2025/26, Assertion 10 has been added to the Governance and Accountability Return (AGAR) states to clarify data compliance previously covered under Assertion 3).

To complete this assertion, the authority needs to have taken the following actions:

- Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.
- All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.
- All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).
- All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).
- All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.

- All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.
- The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.
- All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment

This upgraded Information Security and Data Policy is designed to cover those assertions in relation to the way the authority deals with the use of IT equipment and software.

2.2 Scheme of Delegation

Following the decision to appoint the Public Realm Manager to the position of Deputy Clerk and the departure of the Democratic Services Manager, the scheme of delegation has been amended to reflect these changes in personnel. Other changes have been made in *italics* after comparison with advice from NALC and SLCC.

2.3 Investment Policy

JPAG (2024) advises that councils with any investments (other than basic current accounts) must have a formally adopted investment policy, reviewed annually, and that this is a key part of good financial governance. The policy has been reviewed in line with NALC and SLCC advice and has been updated with changes in *italics*.

4. FINANCIAL IMPLICATIONS

- 4.1 IT security is part of the contract with the IT provider.
- 4.2 There is a training budget for training for staff and councillors on IT security and GDPR.
- 4.3 Delegated decisions undertaken by Officers are within agreed budget limits.

5. IMPLICATIONS

Risk management	Regular review of policy ensures they are current and risk to the council is reduced
Legal	LGA 1972, Local Government Act 20023, Accounts and Unit Regulations
Resources/Stakeholders	Officers, Councillors
Financial Implications	Income from interest received.
Contracts/Procurements	Contractual implications on contract management
Crime and Disorder	N/A
Biodiversity and environment	N/A
Equalities	Website accessibility compliant with Equalities Act
Residents Impact Assessment	No direct impact
Sustainability/Climate Impact	N/A
Data Protection and Privacy	Include GDPR compliance.



STOTFOLD TOWN COUNCIL

INFORMATION AND DATA PROTECTION POLICY – 2025 (REVISED)

1. Purpose and Scope

This policy sets out how the Council protects and manages its information assets, including personal data, in line with the UK General Data Protection Regulation (GDPR), Data Protection Act 2018, and sector best practice (JPAG, NALC, SLCC).

It applies to all councillors, staff, contractors, and volunteers handling Council information, whether held electronically or on paper.

2. Legal and Regulatory Framework

The Council is committed to complying with:

- UK General Data Protection Regulation (GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- AGAR requirements (including Assertion 10: Digital and Data Compliance)
- Relevant guidance from the Information Commissioner's Office (ICO), JPAG, NALC, and SLCC

3. Roles and Responsibilities

- The Clerk is responsible for day-to-day information security and data protection.
- All users must follow this policy and report any security incidents or data breaches immediately.
- Data Protection Officer (DPO):
As of 2025, parish and town councils are exempt from the legal requirement to appoint a DPO under Section 7 of the Data Protection Act 2018. However, the Council may appoint a DPO as good practice. If appointed, the DPO will advise on data protection obligations, monitor compliance, and act as the contact point for the ICO.

4. Data Protection Principles

The Council will ensure that personal data is:

- Processed lawfully, fairly, and transparently
- Collected for specified, explicit, and legitimate purposes
- Adequate, relevant, and limited to what is necessary
- Accurate and kept up to date
- Kept only as long as necessary
- Processed securely

5. Information Security

The Council will ensure:

- Confidentiality: Information is accessible only to authorised users.
- Integrity: Information is accurate and complete.
- Availability: Information is accessible to authorised users when required.

6. Asset Inventory and Classification

- The Council maintains an up-to-date inventory of all information assets, including:
 - Computers, laptops, and mobile devices
 - Software and cloud services
 - Paper records
 - Backups and portable media
- Each asset is classified by sensitivity and protected accordingly.

7. Access and User Management

- Access to information is restricted to those who need it for Council business.
- All devices and systems are password-protected with strong, unique passwords.
- Access is removed promptly when a user leaves or changes role.
- Use of council-owned email accounts (preferably .gov.uk) is mandatory for Council business.

8. Data Handling, Retention, and Sharing

- Personal data is collected, used, and retained only as necessary for Council purposes, in line with the Council's Privacy Notice and Document Retention Policy.
- Data is not shared with third parties except as required by law or with consent.
- Backups are taken regularly, stored securely (including offsite/cloud), and tested periodically.
- Data is securely deleted or destroyed when no longer required.

9. Digital and Data Compliance (AGAR Assertion 10)

The Council will:

- Comply with all relevant digital and data protection laws, including the UK GDPR and Data Protection Act 2018.
- Maintain an up-to-date inventory of all digital assets and ensure appropriate security controls are in place.
- Restrict access to digital systems to authorised users and require the use of council-owned email accounts for council business.
- Encrypt sensitive data and ensure regular, secure backups.
- Conduct regular risk assessments and provide ongoing training to all users.
- Maintain clear procedures for reporting and responding to data breaches or cyber incidents.
- Review digital and data compliance annually and as part of the AGAR process.

10. Technical and Physical Security

- All computers are protected by up-to-date anti-virus and firewall software.
- Regular software and security updates are applied.
- Data is encrypted where possible, especially on portable devices and backups.
- Paper records are stored in locked cabinets or rooms.
- Devices and media are securely wiped or destroyed before disposal.
- Security Policy implemented and maintained, including Multi-Factor Authentication.

11. Incident Management and Breach Reporting

- All security incidents, including data breaches, must be reported immediately to the Clerk (or DPO, if appointed).
- Serious incidents are reported to the Council and, where required, to the Information Commissioner's Office (ICO) within 72 hours.
- The Council maintains a log of all incidents and reviews lessons learned.

12. Training and Awareness

- All staff, councillors, and volunteers receive regular training on information security and data protection.
- The policy is reviewed and updated at least every two years, or sooner if required by law or following an incident.

13. Review and Audit

- The Council conducts regular data audits and risk assessments.
- Compliance with this policy is monitored, and improvements are made as needed.
- This policy will be reviewed every two years, or more frequently if required by changes in legislation or following a security incident.

14. Related Policies

This policy should be read in conjunction with:

- Privacy Notice
- Document Retention Policy
- Information Security Asset Inventory

Glossary

- AGAR — Annual Governance and Accountability Return
- DPO — Data Protection Officer
- GDPR — General Data Protection Regulation
- ICO — Information Commissioner’s Office
- JPAG — Joint Panel on Accountability and Governance
- NALC — National Association of Local Councils
- SLCC — Society of Local Council Clerks

Revision History:

Date Adopted	March 2025	Replaced the previous policy - Information and Data Protection Policy – 2018
Date Reviewed	October 2025	Review and merged with information security policy to adhere to new AGAR assertion 10 Digital and Data Compliance
Date for Review	October 2027	



STOTFOLD TOWN COUNCIL

INVESTMENT POLICY 2025

1. Introduction

The Council recognises *its* responsibility to invest public funds prudently and in accordance with statutory guidance. The purpose of this policy is to set out the principles and procedures for the investment of surplus funds, ensuring security, liquidity, and appropriate returns.

This policy applies to all investments held by the Council and will be reviewed annually, or in response to significant changes in guidance or market conditions.

2. Statutory and Regulatory Framework

The Council will have regard to the Local Government Act 2003, the Department for Levelling Up, Housing and Communities (DLUHC) Guidance on Local Government Investments, the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, and the Accounts and Audit Regulations 2015.

The Council will only invest in "specified investments" as defined by statutory guidance (i.e., sterling-denominated, repayable within 12 months, and with high credit quality), unless otherwise resolved by Full Council following independent professional advice.

3. Investment Objectives

The Council's primary objectives are:

- Security: to protect the capital sum invested.
- Liquidity: to ensure funds are available when required.
- Yield: to achieve a reasonable return consistent with security and liquidity.
- *Ethical Considerations: Where possible, the Council will give preference to institutions with strong environmental, social, and governance (ESG) credentials.*

4. Risk Management

The Council will identify, assess, and manage investment risks, including counterparty, liquidity, and interest rate risks. The Responsible Financial Officer (RFO) will maintain a risk register for all investments, reviewed at least annually by the Governance & Resources Committee. Any significant risks will be reported to Full Council.

The Council will ensure, where practicable, that no more than £85,000 is held with any single financial institution to maximise protection under the Financial Services Compensation Scheme (FSCS).

5. Approved Investments and Counterparties

Investments will be limited to UK banks and building societies with a minimum credit rating of [specify rating, e.g., A- or above], the UK Government, or other local authorities.

The Council will not enter into non-specified investments without seeking independent professional advice and explicit Full Council approval.

6. Procedures and Controls

All investment decisions will be made by the RFO, in consultation with the Governance & Resources Committee and in accordance with this policy. Authorised signatories will be required for all transactions.

In the event of urgent investment decisions (e.g., rapid changes in interest rates), the RFO may act in consultation with the Chair and Vice-Chair, with all actions reported retrospectively to the next Council meeting.

Investment holdings and performance will be reported to Full Council at least annually, or more frequently if required.

7. Training

The Council will ensure that members and officers involved in investment decisions receive appropriate training to maintain their knowledge and competence.

8. Review

This policy will be reviewed annually by the Governance & Resources Committee and approved by Full Council.

9. Glossary

DLUHC — Department for Levelling Up, Housing and Communities

ESG — Environmental, Social, and Governance

FSCS — Financial Services Compensation Scheme

JPAG — Joint Panel on Accountability and Governance

RFO — Responsible Financial Officer

Revision History

Date Adopted:	September 2023
Date Reviewed:	October 2024 Change of Committee name to Governance & Resources.
Date Reviewed:	October 2025 Updated in line with best practice
Date for Review:	October 2026

[Policy Adoption October 2025.pdf](#)
[Civic Protocol 2025.pdf](#)
[Customer Care Policy 2025.pdf](#)
[G R Budget 2026-27.pdf](#)
[G R Q2 budget report.pdf](#)
[G R Q2 BUDGET October 2025.pdf](#)
[Wanderbus Funding.pdf](#)
[1 Wanderbus Stotfold Town Council July 25.pdf](#)
[2 Wanderbus Stotfold Sept 2024.pdf](#)
[Local Council Award Scheme.pdf](#)
[Christmas Office Operation.pdf](#)
[G R WP October 2025.pdf](#)
[G R Delegated Decisions October 2025.pdf](#)



STOTFOLD TOWN COUNCIL

SCHEME OF DELEGATION TO COUNCIL, COMMITTEES AND OFFICERS

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1. INTRODUCTION

The Town Council's Scheme of Delegation is a policy designed to enable the Town Council to run effectively and efficiently. Without this, every decision would have to be taken by the Full Council. Decision making powers are given to both Committees and Officers to enable the Town Council to react to circumstances and operate effectively.

Power cannot be legally delegated to individual Councillors or Working Parties/Task and Finish Groups.

Working Parties or Task and Finish Groups are ordinarily established to investigate and/or review particular matters then report back to the relevant committee or Full Council with its findings, which may include recommendations.

This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed annually or earlier, for example when there are staffing changes.

One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to Members.

Where consultation with others is a requirement of the ability to act it is clearly set out with whom the consultation should take place.

Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the deviation occurred.

The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its various committees. This element of the scheme incorporates the Terms of Reference of the committees.

2. THE POWER TO DELEGATE

2.1 The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101. Local Government Act 1972 S. 101. Arrangements for discharge of function by local authorities

- a) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: (a) by a Committee, a sub-Committee, or an officer of the authority, or (b) by any other local authority
- b) Whereby virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the subcommittee may arrange for the discharge of any of those functions by an officer of the authority.
- c) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, subcommittee, officer, or local authority shall

not prevent the authority or committee by whom the arrangements are made from exercising those functions.

- d) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.
- e) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

3. FULL COUNCIL FUNCTIONS

3.1 The following matters are to be dealt with by the Full Council:

- a) To do anything calculated to facilitate or conducive or incidental to the discharge of any of their functions (LGA 1972, s111), General Power of Competence (Localism Act 2011).
- b) Appointment of Mayor and Deputy Mayor of the Council.
- c) Approval of Budget and setting the Precept.
- d) Approval of the Annual Return and Audit of Accounts.
- e) Authorisation of borrowing.
- f) Adopting or changing all policies including Standing Orders, Financial Regulations, and the Scheme of Delegation.
- g) Agree or amend the terms of reference for Committees, deciding on their composition and making appointments to them.
- h) Filling any vacancies occurring on any committee of the Council during the municipal year.
- i) Making of Orders under any statutory powers.
- j) Making, amending, or revoking By-laws.
- k) Appointment of Standing Committees.
- l) Appointing Town Council representatives to outside bodies.
- m) Co-option of Members when a casual vacancy arises.
- n) All other matters which must, by law, be reserved to the Full Council.
- o) Appointment of the Clerk/RFO.
- p) To adopt the schedule of meetings for the ensuring year.
- q) Declaring the eligibility of the General Power of Competence.
- r) Approve any commitment in excess of £10,000 providing that it is within that Committee's budget.
- s) Agreement to take on new, including devolved services, subject in all cases to a fully costed business plan to be recommended by the Governance & Resources Committee.
- t) To determine matters involving expenditure for which budget provision is not made or is exceeded.

4. DELEGATION TO COMMITTEES

The following are delegated to the Town Council's Committees to make decisions on behalf of the Town Council. Committees are delegated plenary decision-making powers in respect of matters delegated. They must be exercised in accordance with the law,

Town Council Standing Orders and Financial Regulations and any approved policy framework and budget.

Full Council may, at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to Full Council. Similarly, where a Committee has no delegated power to decide, it makes a recommendation to Full Council.

4.1 All Committees

- a) Creation and appointment of Working Groups or Task and Finish Groups.
- b) Appointment of non-councillors to Working Groups/Task and Finish Groups where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of Councillors.

4.2 Governance & Resources Committee

All matters except for creating Council Policy relating to:

a) Finance & Risk Management

- The setting up and monitoring of internal control systems for the oversight of Council expenditure.
- The periodic review of the Internal Audit arrangements and monitoring reports with reports and any recommendations being adopted by Council.
- The periodic review of the Risk Management arrangements with recommendations for adoption by the Town Council.
- Resolve actions incurring expenditure within its budget.
- Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Town Council.
- To conduct a half yearly appraisal of the budgets based on September figures.
- To receive estimates of expenditure in December for the forthcoming financial year from other committees of the council, to set a recommendation for the Precept for approval by full council.
- Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
- Responsibility for the control of the Legacy Account and associated matters.

b) Human Resources

- To oversee the conditions of service for employees.
- To monitor staff contracts of employment, terms and conditions and policies relating to the employment of staff including but not exclusively:
 - Annual review of absence levels
 - Confirmation that annual performance management has been undertaken
 - Pension arrangements
 - Staffing levels
 - Staffing policies and staff handbook
 - To review staff salaries and contracts when information from NALC is available.
 - To form sub-committees for staff appointments, grievances and appeals as required.

c) Policy

- The development of policy for recommendation to Council.
- The periodic review of the Council's standing orders and financial regulations with recommendations for amendments to be ratified by Council.
- Ensure that the Town Council complies with strategic health and safety regulations.
- The implementation and operation of the Council's Public Sector Equality Duty
- In all considerations and actions, follow the council's adopted corporate strategic plan.
- Review all documents pertaining to this Committee.
- To seek nominations and decide on winner of the Citizens Award scheme – to be kept confidential within committee until the Annual Town Meeting, when award presentations will take place.

4.3 Public Realm Committee

a) Open Spaces

- Management, control, and development of all playing fields, sports grounds, open spaces, play areas, skate parks and other leisure and recreational facilities.
- Prepare and maintain grass cutting schedules for all open spaces and recreational facilities.
- Arrange repairs and maintenance of the following sites:
 - Hitchin Road Recreation Ground
 - Riverside Playing Fields
 - Greenacre Park
 - Arlesey Road Recreation Ground
 - Multi Use Games Areas (Arlesey Road and Riverside)
 - The Green
 - Pix Brook Play Area
 - Prince Charles Avenue Play Area and open space, associated play equipment
 - Jubilee Meadow and open space
 - Public conveniences and car park at Brook Street/High Street
 - Public conveniences at Arlesey Road Recreation Ground.
- Liaise with and support the local environmental group, TEASEL, particularly with their support work on Town Council open space, including Centenary Wood.
- Maintain and improve landscape throughout the town.
- Monitor and protect the footpath and bridleway network within the town.
- Arrange spraying of foreign growth on footpaths as designated by the committee.
- Have overall responsibility for Town Council owned sporting facilities and public open spaces.
- Provision and maintenance of litter bins, bus shelters and seats within the town.
- Maintenance of flowerbeds, tubs, troughs, and any other areas held by the Council on lease or licence.
- Maintain a rolling programme of maintenance and major projects.
- Review contracts for maintenance for MUGAs and all-weather pitches, Pix Brook play area, Arlesey Road, Hitchin Road recreation ground, Greenacre Park, and Riverside Recreation ground.
- To ensure that the Town Council complies with health and safety regulations in relation to open spaces, streetlights, cemetery, and recreational facilities.
- Review all documents pertaining to this Committee.
- In all considerations and actions, follow the council's adopted Corporate Strategic Plan.

- b) Highways**
- Liaise with Central Bedfordshire Council on matters relating to improvements on roadways, footways, footpaths, car parking and drains within the town.
- c) Allotments**
- Management of Town Council owned allotments.
 - Management of Common Road Allotments on behalf of the Eleemosynary Charity of William Field.
- d) Streetlights**
- Responsibility for the maintenance and supply of Stotfold Town Council owned street lighting.
 - To liaise with Central Beds Council for the repair and upkeep of all lighting columns within the town, owned by them.
 - Responsibility for the street lighting maintenance contract and tenders on a six-yearly basis.
 - In all considerations and actions, follow the Council's adopted corporate strategic plan.
- e) Trees**
- To take decisions on landscaping and tree planting in consultation with the Town Council's Tree Warden and following inspections as per council's Tree Management Policy.
 - Maintain and manage trees on Town Council owned land, according to the council's adopted Tree Management Policy.
- f) Cemetery**
- To continue improvements to the site for its use as a burial ground.
 - To monitor, review and determine the Rules and Regulations pertaining to Interments and Memorials.
 - To monitor the capacity of the present site and consider future expansion.
 - To review the leases for the Chapel of Rest and Mast, and renew, reissue, or seek new tenants as required.
 - To undertake visits to the Cemetery for monitoring and assessments of maintenance and repair works needed.
 - To arrange an inspection of the stability of the memorials every five years.
 - Maintain a rolling programme of maintenance and major projects relating to the cemetery.
- g) Finance**
- Resolve actions incurring expenditure within its budget.
 - Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Council, via the Establishment Committee.
 - Conduct a half yearly appraisal of the budgets based on September figures.
 - Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
 - To review and determine the list of charges annually relating to the cemetery fees and open spaces.
 - Responsibility for the leases relating to Town Council owned land and their review, as required.

- Review and set charges and lease rents.

4.5 Building Management Committee

- Be responsible for the overall management and maintenance of:
 - Memorial Hall
 - Greenacre Centre
 - Simpson Centre
 - Site leased to Stotfold (Mossman Centre)
 - Site leased to Stotfold Scouts
 - Site leased to Stotfold Bowls Club
 - Site leased to Stotfold Football Club including clubhouse and surrounding areas (excluding grass and planting) including car park.
 - Cemetery Toilets and Chapel
- To ensure development and maintenance of the council's buildings and premises under this committee's remit, follows existing council and committee policy
- Maintain a rolling programme of maintenance and major projects.
- To ensure that the Town Council complies with health and safety regulations in relation to its built assets.
- To maintain lettings policy for Council owned buildings.
- To review and determine hall hire charges on an annual basis as part of the budget setting process.
- Responsibility for leases relating to Town Council owned buildings within this committee's remit, and their review.
- Resolve actions incurring expenditure within its budget.
- Conduct a half yearly appraisal of the budgets based on September figures.
- Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Council, via the Governance & Resources Committee.
- Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
- In all considerations and actions, follow the Council's adopted Corporate Strategic Plan.
- Review all documents pertaining to this Committee.

4.5 Community Engagement Committee

- The committee has delegated powers to deal with all the implementation and management of events that are promoted by the Town Council and its partners.
- To consider all aspects relating to planning and hosting of Council events, including health and safety requirements, road closures and notifications to Safety Advisory Group.
- To monitor and review each event.
- To include the annual Christmas celebration including the provision of festive lights.
- The Committee will endeavour to ensure that the Town Council and its committees make decisions, take actions, and carry out projects that support the diverse communities within Stotfold.
- The Committee is to deal with day-to-day events related matters; making recommendations to Council when required.
- To formulate a budget request for revenue expenditure/capital for the next financial year, ready to recommend to Governance and Resources Committee's November meeting. This includes any charges for events including vendors, funfairs, catering etc.

- The Committee has delegated powers to spend within budget, other requests will be forwarded to the Governance & Resources Committee.
- The Committee is authorised to establish time expired sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
- Communication and Consultation, including website, social media, and surveys.
- To seek nominations and decide on winner of the Citizens Award scheme – to be kept confidential within committee until the Annual Town Meeting, when award presentations will take place.
- Delegated authority is given to the Town Clerk, Deputy Clerk, and the Community Engagement Officer to take decisions on the arrangements for council events.

4.6 Planning Committee

- To consider any planning application which meets the criteria of the Planning Policy and to make comment and pass resolutions in accordance with national and local planning policy.
- To respond to Central Bedfordshire Council on all planning applications within the set timescales.
- To appoint members to attend Central Bedfordshire Council's Development Management Committee meetings to make representations on behalf of the Council where necessary.
- To request a Central Bedfordshire Council Ward Member to call in applications to be referred to the Central Bedfordshire Council's Development Management Committee for consideration.
- To monitor Central Bedfordshire Council policies and Plans that could affect the town.
- To respond to consultations on local or national planning policy.
- To consider all matters of relevance to planning issues within Stotfold or its immediate environs that are or could be the subject of planning applications, and which have a relevance to the town of Stotfold and its inhabitants and to make recommendations thereon.
- In all considerations and actions, follow the Town Council's adopted Corporate Strategic Plan.
- This Committee may make recommendations to the Town Council on relevant matters for which it has no delegated authority and may be given delegated powers by full Council to act on relevant matters.

5. DELEGATION TO OFFICERS

The following matters are delegated to the Town Council's Officers to make decisions on behalf of the Town Council. These decisions must be exercised in accordance with the law, the Town Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

Full Council may at any time, following resolution, revoke any delegated authority. Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or Full Council. Similarly, where Officers have no delegated power to decide, they report the matter to Committee or Full Council for a decision.

5.1 Town Clerk

- a) The Town Clerk shall be Proper Officer of the Town Council as defined in law.
- b) See the table below for delegated responsibilities and the individuals to cover these in the absence of the Town Clerk
- c) The table below, whilst not comprehensive, seeks, to clarify responsibility in respect of at least some of these matters.

Delegated Responsibility	Responsible in Absence
The responsibilities and duties of the role of Proper Officer as set out within the law and Council policies.	Deputy Clerk
Issue all statutory notifications	Deputy Clerk
Receive Declarations of Acceptance of Office	Deputy Clerk
Receive and record notices disclosing pecuniary interests	Deputy Clerk
Receive and retain documents and plans	Deputy Clerk
Sign notices or other documents on behalf of the Council	Deputy Clerk
Receive copies of By-Laws made by Principal Authority	Deputy Clerk
Certify copies of By-Laws made by the Council	Deputy Clerk
Sign Summons to attend meetings	Deputy Clerk
Ensure compliance with Standing Orders	Deputy Clerk
To take proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council	Deputy Clerk
To appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest (in its own right or on behalf of the residents of Stotfold)	Deputy Clerk
To act at the Council's designated officer for the purposes of the Freedom of Information Act 2000.	Deputy Clerk
Manage all Town Council staff, either directly or indirectly, taking advice from HR provider where appropriate including: <ul style="list-style-type: none"> ➤ Appointment to posts where no changes in contractual arrangements are proposed ➤ Staff performance, discipline, and dismissal ➤ Payment of expenses ➤ Approval of increments ➤ Implement national pay awards and conditions of service in line with the National Joint Council Scheme of Conditions of Service as amended by the Local Agreement ➤ The establishment of new posts and changes to posts or terms and conditions, which would have implications for the budget, shall be subject to approval by the Governance & Resources Committee. 	Deputy Clerk
Manage the provision of Council services, land, and resources	Deputy Clerk
Incur expenditure in an emergency up to £3,000 whether budgeted or not	Deputy Clerk
Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical	Deputy Clerk
Deal with dispensation requests from Members under the Code of Conduct	Deputy Clerk
Deal with matters specifically delegated by Council or Committee	Deputy Clerk

Delegated Responsibility	Responsible in Absence
To take decisions relating to the training of Councillors and staff	Deputy Clerk
Appoint casual/temporary members of staff as needed to meet the business needs of the Council and within existing budgets.	Deputy Clerk
Authorise additional hours of work for existing staff on a temporary basis to support the needs of the Council	Deputy Clerk
Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary	Deputy Clerk
Enter into settlement agreements with employees up to a maximum of two months' salary where this is the prudent option for the Council	Deputy Clerk
Responsible for the overall management of all budgets in accordance with Council policies.	Deputy Clerk
Authorised to issue press releases on any Council activity exercised in accordance with Council policy	Deputy Clerk
Overall responsibility for Health and Safety across all Council owned sites	Deputy Clerk
To determine the outcome of employee probationary periods, following a probationary review having taken place	Deputy Clerk
In consultation with the relevant Chairs, amendments may be made to the meeting timetable by the Town Clerk where justified and required, ensuring that this does not reduce the number of Full Council or Committee meetings held during the Municipal Year.	Deputy Clerk
Dealing with and resolving complaints received by the Council (except those regarding the actions of Councillors or Council employees) in accordance with the Complaints Procedure	Deputy Clerk
Proper administration of the Council's Financial Affairs	Finance Officer
Report to External Auditor matters under Local Government Finance Act 1988 s114.	Finance Officer
Ensure compliance with financial regulations	Finance Officer
Ensure compliance with all financial procedures	Finance Officer
Determine accounting policies, records, and control systems	Finance Officer
Manage risk management of the Council	Deputy Clerk
Having consulted with the relevant Chair of Committee at the year end to earmark any underspends in the overall Town Council budget. Any such decisions are to be communicated promptly to the Governance & Resources Committee	Finance Officer
Arrange and manage the Council's insurance arrangements	Finance Officer
Management of Council salaries in accordance with contracts of employment	Finance Officer

5.2 Deputy Clerk

- a) Those responsibilities delegated in the absence of the Town Clerk as the table above.
- b) Day to day management of land, buildings, and other resources.
- c) Project development, with the Projects Officer, for consideration by relevant Committee.
- d) Management of maintenance contracts.
- e) Day to day management of all employees in this section.
- f) Matters specifically delegated by Council or Committee.

- g) Developing income generating activities.
- h) Responsible for the management Public Realm and Building Management budgets in accordance with Council Policy.
- i) Authorising purchase orders for matters agreed by Committee or Council up to £1,000. Any purchase orders above this to be authorised by the Town Clerk.
- j) Authorised to issue press releases on any Town Council activity exercised in accordance with the Town Council Policy, save for press releases which are felt to be controversial, or regarding a specific campaign, which will be signed off by the Town Clerk or in their absence, the Town Mayor.
- k) Day to day management of civic functions for the Council.
- l) Day to day management of the Council's website and social media.
- m) Day to day management of employees within section.
- n) Authorising expenditure within budgeted levels in areas of responsibility and those delegated by Town Clerk.
- o) Authorising purchase orders for matters agreed by Committee or Council up to £500. Any purchase orders above this to be authorised by the Town Clerk.
- p) Matters specifically delegated by Council or Committee.

6. REPORTING DELEGATED DECISIONS

*All delegated decisions must be reported to the next available meeting of the relevant Committee or Full Council for transparency and audit purposes.
(Best practice: NALC LTN 1, JPAG 2024)*

6.1 Legal Basis for Reporting Delegated Decisions

The requirement for reporting decisions made under delegated authority is outlined in the **Local Government Act 1972, Section 101**, which permits delegation but retains overall accountability with the council. It is important that decisions made by officers under delegated powers are **reported back to the council in a clear and timely manner** to maintain transparency.

6.2 When and How Often Should Reports Be Made?

The Town Clerk should provide regular reports on delegated decisions at each ordinary meeting of the council or relevant committee. These reports should include:

- Decisions made under financial delegation (e.g., payments approved within delegated limits).
- Personnel decisions (e.g., appointments, staff performance reviews).
- Urgent decisions made in consultation with the Mayor or Chair of relevant committee (if applicable).

6.3 Format of Delegated Decision Reports

a) Standard Delegated Decisions Report Template

Examples in italics below

Decision Date	Decision Taken	Reason/Authority	Financial Implication	Consultation (if any)	Outcome/Action
10/01/2025	<i>Approval of emergency tree removal</i>	<i>Health and safety (Delegation Scheme)</i>	<i>£500</i>	<i>Chair of Public Realm Committee</i>	<i>Contractor instructed</i>

b) Key Elements to Include in the Report

- **Summary of Decision:** Brief description of the decision made.
- **Reason for Decision:** State the authority under which the decision was made (e.g., scheme of delegation, financial regulations).
- **Consultation:** If relevant, indicate any consultation with the Chair or committee members.
- **Financial Implication:** Any associated costs or budget impact.
- **Outcome:** Action taken as a result of the decision.

6.4 Reporting Personnel Decisions

If the Town Clerk makes decisions relating to staff (e.g., recruitment, appraisals, or disciplinary actions), a confidential staffing report should be provided to the Governance & Resources Committee, ensuring GDPR compliance and protecting employee confidentiality.

The report should only be shared with members on a **need-to-know basis** to protect employee confidentiality.

Employee	Decision Taken	Reason	Outcome/Next Steps
<i>Staff Member A</i>	<i>Completed appraisal</i>	<i>Routine annual appraisal</i>	<i>No further action required</i>
<i>Staff Member B</i>	<i>Verbal Warning</i>	<i>Performance management</i>	<i>Monitor performance</i>

6.5 Where to Record Delegated Decisions

- **Full Council Minutes:** A summary of key delegated decisions should be included in the minutes to ensure transparency.
- **Minutes:** Sensitive staffing decisions are reported in a confidential report and minuted without providing any personal or confidential information in the minutes.
- **Delegated Decision Log:** The Town Clerk should maintain a **Delegated Decision Log** for audit purposes, which can be reviewed during the **Annual Governance and Accountability Return (AGAR)** process.

Example Minute Entry for a Delegated Decisions Report:

Minute 23/01/05: Town Clerk’s Delegated Decisions Report The Town Clerk presented a report on decisions taken under delegated authority since the last meeting. The report was noted.