



**MINUTES OF THE MEETING OF GOVERNANCE & RESOURCES COMMITTEE
HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG
WEDNESDAY 1 OCTOBER 2025 AT 19:30**

Present:

Cllr J Smith (Chair), Cllr L Anderson, Cllr J Bendell, Cllr S Buck, Cllr S Hayes, Cllr J Talbot

Apologies:

Cllrs Headington, Cooper and Matthews.

Also Present:

E Payne, Town Clerk

2 representatives from Arlingclose Investments

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Headington, Cooper 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

Members received the minutes of the meeting held on 30 July 2025.

Decision: It was RESOLVED to adopt the minutes of the meeting held on 30 July 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 updates.

Decision: It was RESOLVED to note the report.

6. REPORTS TO COMMITTEE

6.1. Town Council Investments

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

A presentation was made by representatives from Arlingclose on potential Town Council investments.



Members then discussed the services offered by Arlingclose, including strategic treasury advice, economic forecasting, investment advice, and performance benchmarking. Members had previously deliberated on whether to proceed with Arlingclose or consider other options such as CCLA and Ingnis. There was a consensus that the Town Council should aim to achieve an investment income of £100,000 per year. It was noted that the Town Council currently has £1,000,000 invested with CCLA and another £1,000,000 in a Unity Trust account yielding 2.1%. The suggestion was made to move the funds from Unity Trust to CCLA temporarily while finalising the contract with Arlingclose.

Decision: It was **RESOLVED** to:

- a) **Transfer £1,000,000 from Unity Trust to CCLA on a short-term basis to maximise the investment returns.**
- b) **Contract Arlingclose to offer financial information to assist with investments for a period of 12 months.**

Task:

- a) **Town Clerk to arrange transfer of funds**
- b) **Town Clerk to arrange contract for services with Arlingclose.**

6.2. Policy Review

Members reviewed several policies for recommendation to Full Council. The Information and Data Protection Policy 2025 has been revised to include Assertion 10, which is included in the Annual Governance and Accountability Return for 2025-26, which pertains to cybersecurity and the use of personal devices for accessing data. The Investment Policy was deferred until the investment strategy is finalised. The Scheme of Delegation was updated following the appointment of the Deputy Clerk.

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

- a) **Information and Data Protection Policy**
- b) **Scheme of Delegation.**

6.3. Policy Adoption

Members considered the adoption of new policies, including the Customer Care Policy and the Civic Protocol. The Customer Care Policy outlines the time scales for responding to letters and email queries, initially set at five days to acknowledge and ten days to respond. After discussion, it was agreed to reduce the acknowledgment time to three days and the response time to five days. The Civic Protocol was also reviewed.

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

- a) **Customer Care Policy**
- b) **Civic Protocol**

6.4. Governance & Resources Budget 2026-27

This item was deferred to the meeting on 29 October 2025.



Decision: It was **RESOLVED** to defer this item to the next meeting scheduled for 29 October 2025.

6.5. Q2 Income and Expenditure Review

The committee reviewed the income and expenditure report for the second quarter. No specific questions or concerns were raised during the discussion.

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

6.6. Wanderbus Funding

Members received an update on the funding request for the Wanderbus. The Wanderbus has developed complications, prompting a request for funding in this financial year and not 2026-27 which had been the intention. The committee discussed the usage of the bus and the criteria for granting funds, which typically cover capital expenditure rather than running costs. Despite concerns about the bus's usage and financial viability, the committee agreed to provide a grant of £4,500 towards the purchase of a second bus.

Decision: It was **RESOLVED** to provide a grant of £4,500 towards the purchase of a bus for the Wanderbus.

Task: Town Clerk to arrange for a grant funding form to be completed by Wanderbus.

6.7. Local Council Award Scheme

Members committee considered applying for the Local Council Award Scheme, which recognises excellence in local council operations. The scheme replaces the Quality Scheme previously held by the Town Council. The committee discussed the benefits of the award, including recognition and showcasing the council's work.

Decision: It was **RESOLVED** to proceed with the application for the Local Council Award Scheme.

6.8. Christmas Hours of Operation

Members reviewed the proposed hours of operation for the Town Council offices during the festive season. The library hours had been advised to the Town Clerk and the café operator will be notified of the changes.

Decision: It was **RESOLVED** to note the hours of operation for the Town Council offices during the festive season.

6.9. Bank Reconciliations

Members were advised that bank reconciliations up to and including August had been verified.

Decision: It was **RESOLVED** to note the bank reconciliations have been agreed.

7. MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

There were no items raised.



8. WORK PROGRAMME

Members reviewed and noted the work programme for the Governance & Resources Committee. No questions or amendments were proposed.

Decision: It was RESOLVED to note the report.

9. DELEGATED DECISIONS

The Town Clerk's delegated decisions relating to the committee were noted.

Decision: It was RESOLVED to note the report.

10. DATE OF NEXT MEETING

Wednesday 29 October 2025.

11. CONFIDENTIAL ITEMS

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

11.1. Staffing Matters

Members received a verbal update on the recruitment of a 6-month contract for the role of Business Services Officer. This allowed some flexibility as the staffing structure continues to evolve with the additional compliance responsibilities.

The meeting closed at:

SIGNED BY CHAIR:

MINUTES APPROVED (date):