



**MINUTES OF THE MEETING OF GOVERNANCE & RESOURCES COMMITTEE  
HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON  
WEDNESDAY 29 OCTOBER 2025 AT 19:00**

**Present:**

Cllr J Smith (Chair), Cllr J Bendell, Cllr S Buck, Cllr M Cooper, Cllr S Hayes, Cllr D Matthews, Cllr J Talbot

**Apologies:**

Cllr J Headington, Cllr L Anderson

**Also Present:**

Cllr J Hyde  
E Payne, Town Clerk and Responsible Financial Officer

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**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Anderson and Cllr Headington.

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

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

Cllr Hyde declared an interest in item 6.1 as a member of St Mary's.

Cllr Talbot declared an interest in item 6.3 as the Chair of Stotfold Good Neighbour Group who is a hirer of the Memorial Hall.

**3. PUBLIC SECTION**

There were no members of the public present.

**4. MINUTES OF PREVIOUS MEETING**

Members received the minutes of the previous Governance & Resources Committee meeting held on 1 October 2025. There were no questions.

**Decision: It was RESOLVED to adopt the minutes of the meeting held on 1 October 2025 as a true record of the meeting.**

**5. CLERK'S REPORT AND ACTION TRACKER**

The Clerk's report and Action Tracker were presented to the committee. An additional item was raised by the Clerk regarding a grant awarded to the PPG at Larksfield Surgery in 2023-24 for newsletter production. The Clerk explained that the PPG requested to use part of the funding to contact vulnerable patients about the nutrient triage system. Cllr Talbot, as a Member of the PPG advised Members that the funds were held by the surgery, and he would seek more information at the next meeting.

The Clerk will investigate why the funds have not been spent when the grant was awarded in 2023-24. There were no objections to the funds being reallocated.

**Task: Town Clerk to investigate the PPG grant**



## 6. REPORTS TO COMMITTEE

### 6.1. Grant Applications

Several grant applications were considered, including requests from Magpas Air Ambulance, St. Mary's Church, Stotfold Singers and the local Brownie group. Councillors discussed the eligibility criteria for grants, such as operational costs and subscriptions.

**Decision:** It was **RESOLVED** to award the following grants:

- a) **Stotfold Singers £430**
- b) **Magpas Air Ambulance £1500**
- c) **St. Mary's Church £984**
- d) **Stotfold Brownies £159**

**Task:** Town Clerk to arrange transfers of funds and grant evaluation forms

### 6.2. Budget 2026-27

The proposed budget for 2026-27 was reviewed. The Chair noted that the council was ahead of schedule compared to previous years. It was suggested to hold an informal meeting in December for a more in-depth discussion on the budget. The importance of forward planning and considering earmarked reserves was emphasised. The committee agreed to involve more councillors in the budget discussion and to review the Community Engagement budget separately.

**Decision:** It was **RESOLVED** to:

- a) **Organise a separate budget setting workshop in December.**
- b) **Return the Community Engagement budget for review by the committee at its meeting on 19 November 2025.**

### 6.3. Fees and Charges 2026-27

The review of fees and charges for 2026-27 was discussed. It was noted that the schedule was omitted from the report. Members were advised that there had been previous increases in hire charges in 2025-26. Members were advised that the Public Realm Committee were considering outside space charges at its meeting in December. The Clerk recommended deferring the review of hire charges for buildings until the results of the partial VAT exemption calculation is received. The committee agreed to discuss this further in the December meeting.

**Decision:** It was **RESOLVED** to defer this item to December's committee meeting.

### 6.4. Policy Adoption

The committee considered recommending the adoption of the Reserves Policy 2025 and the Stress Management Policy to Full Council. There were no questions or objections raised.

**Decision:** It was **RESOLVED** to recommend the adoption of the Reserves Policy 2025 and the Stress Management Policy to Full Council.

### 6.5. Business Continuity Plan 2025

The Business Continuity Plan was reviewed, with several reallocations of resources noted. The committee agreed to re-adopt the plan and consider arrangements for out-of-hours emergency contacts. It was highlighted that the fire alarm at the Greenacre Centre was not linked to any external service. The



Clerk was tasked with preparing a report on emergency contact arrangements for the next meeting.

**Decision:** It was **RESOLVED** to recommend to Full Council that the Business Continuity Plan is readopted

**Task:** Town Clerk to prepare a report on emergency contact arrangements for the next meeting

**6.6. Interim Internal Audit 2025-26**

The interim internal audit results were presented, and the committee resolved to adopt the recommendations and recommend them to Full Council. The audit highlighted the need for mandatory GDPR training for all councillors and staff. The audit results were positively received, and further training was acknowledged as necessary.

**Decision:** It was **RESOLVED** to adopt the recommendations of the interim internal audit and recommend them to Full Council.

**Task:** Provide mandatory GDPR training for all councillors and staff.

**Task:** Assist with resetting passwords and ensuring compliance with assertion 10 of the Annual Governance and Accountability Return.

**6.7. Strategic Plan 2025-30**

The proposed strategic plan for 2025-30 was reviewed. The Chair noted that the Clerk had added additional objectives based on the resident survey results, including increasing town council satisfaction levels and improving awareness of councillors. The committee agreed to recommend the adoption of the strategic plan to Full Council.

**Decision:** It was **RESOLVED** to recommend the adoption of the strategic plan for 2025-30 to Full Council.

**6.8. Bank Reconciliations**

The bank reconciliations for August were noted as signed and up to date.

**Decision:** It was **RESOLVED** to note the bank reconciliations were signed as of August 2025.

**7. MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY**

No specific items were raised for information purposes.

**8. WORK PROGRAMME**

The work programme for the committee was noted. No questions or changes were proposed.

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

**9. DELEGATED DECISIONS**

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

**Decision:** It was **RESOLVED** to note the Clerk's delegated decisions.



**10. DATE OF NEXT MEETING**

The next meeting was confirmed for Wednesday, 17 December 2025.

**11. CONFIDENTIAL ITEMS**

**Decision:** It was **RESOLVED** to move into confidential session in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, as extended by Schedule 12A of the Local Government Act 1972. The public and press were excluded due to the confidential nature of the business to be transacted.

**11.1. Staffing Update**

Members received an update on staffing including a resignation, long term sickness and a complaint.

**Decision:** It was **RESOLVED** to:

- a) Note the resignation of the Community Engagement Officer
- b) Note the potential consequences of long-term sick leave
- c) Note the complaint.

**Task:** Clerk to prepare report for December’s meeting with staff recruitment

The meeting closed at 19:54

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

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