



STOTFOLD TOWN COUNCIL

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

09 July 2026

Members of Stotfold Town Council:

Cllr N Venneear (Chair), Cllr J Headington, Cllr B Bendell, Cllr L Miller, Cllr J Smith, Cllr B Wood.

You are hereby summoned to attend the **Community Engagement Committee** meeting to be held in the **Greenacre Centre, Valerian Way, Stotfold SG5 4HG** on **Wednesday 16 July 2026 at 6:30pm** 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, OVW, 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.

#apologies

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 Member's declarations of interest in items on the agenda.
- b. To receive a request for a dispensation from Cllr Bellis.

#interests

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.

#publicparticipation

4. MINUTES OF THE PREVIOUS MEETING

For Decision

Members are asked to resolve that the Minutes of the Community Engagement Committee meeting held on 29 May 2026 are a correct record.

#minutes

5. REPORTS FOR DECISION

5.1 Christmas Lights Event

For Decision

Members to receive a report from the Community Engagement Officer and consider the recommendations within the report.

#christmaslights

5.2 Duck Race
For Decision

Members to receive a verbal report from the Community Engagement Officer.

#duckrace

6. REPORTS FOR INFORMATION

6.1 Clerk's Report
For Information

To receive the Clerk's report.

#tracker

6.2 Delegated Decisions
For Information

To note the Town Clerk's delegated decisions.

#delegateddecisions

6.3. Work Programme
For Information

To receive this Committee's Work Programme.

#workprogramme

7. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE
For Information

8. DATE OF NEXT MEETING
For Information

Wednesday 16 September

9. CONFIDENTIAL ITEM
For Decision

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.

#confidential

9.1 Social Media Contract
For Decision

To receive a confidential report on the Social Media Tender

#socialmedia



MINUTES OF THE MEETING OF COMMUNITY ENGAGEMENT MEETING HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG ON WEDNESDAY 20 MAY 2026 AT 19:00

Present:

Cllr Nigel Venneear (Chair), Cllr Janice Bendell (Vice Chair), Cllr Lisa Miller, Cllr Bryony Woods, Cllr Jon Smith

Apologies:

Cllr Jos Headington

Also Present:

Cllr Mary Cooper
E Payne, Town Clerk
Z Putwain, Community Engagement Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Jos Headington.

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

2. ELECTION OF THE VICE-CHAIRMAN

The Chair invited nominations for Vice-Chair. Janice Bendell was nominated and seconded, and no alternative nominations were put forward.

Decision: It was **RESOLVED** that Cllr Janice Bendell was elected Vice Chair.

3. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

No disclosures of interest or requests for dispensations were declared.

4. PUBLIC SECTION (MAX. 15 MINUTES)

No members of the public were present.

5. MINUTES OF THE PREVIOUS MEETING

Members confirmed that they had reviewed the minutes of the previous meeting and agreed that they were a correct record.

Decision: It was **RESOLVED** that the minutes of the meeting held on 18 March 2026 were a true record of the meeting.

6. CLERK'S REPORT AND ACTION TRACKER

Members received the Clerk's report and action tracker and raised a small number of points on current activity. Members sought assurance that the upgraded decking at Greenacre Bay would be safe. Officers confirmed that the revised specification was



being provided at no extra cost and that the relevant public liability and related documentation had been obtained.

Discussion then moved to activity around the summer beach installation. Members were reminded that the beach would run from 1 July to 7 September and that a children's beach party was already scheduled for Saturday 25 July in partnership with Amplius, with a Punch and Judy show, ice cream vendor and potentially a face painter.

Members explored whether further low-cost activity should sit alongside the beach, including occasional traders, free family games, links with local groups such as the Scouts, and possible Sunday activities rather than weekly programming. Concerns were raised about staffing, toilet access, value for families, and whether every Sunday would be excessive.

Members asked for proposals to be developed quickly, noting that waiting until the 15 July meeting might leave too little time for delivery. During the same discussion, members also asked that the position on music licensing for the linked Eat Feast event be checked.

On the augmented reality trail, members confirmed that the two locations used last year had worked well and agreed that the same sites should be used again rather than creating new routes.

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

Task: Confirm whether Eat Feast holds the required music licence. @Emma Payne

Task: Develop proposals for additional beach-related activities and bring them back for consideration. @Zoe Putwain

Task: Investigate providing inexpensive free-play items for families to use at the beach, including buckets, spades, bats and balls. @Zoe Putwain

7. REPORTS TO COMMITTEE

7.1. Resident's Survey 2025-26

Members confirmed that they had read the resident survey report and discussed both the findings and the practical implications for the committee's future engagement work. Attention was given to community safety concerns. It was noted that most of the issues raised did not fall directly within the council's remit, except for the dog fouling. The intention was to meet the priority policing team, especially as there had been no recent contact since the last meeting.

The committee also considered the action points around coordinated lobbying on highways and policing, together with the suggestion to communicate more regularly through bulletins and social media. Members supported using council channels more actively to raise awareness. During the discussion it was noted that a Speed Watch meeting was being arranged and that a small group was already forming around that work.

On the survey response rate and longer-term target setting, members noted that participation had fallen compared with the previous year but did not treat that as



evidence of failure in itself. Alternative explanations included broader survey fatigue and the possibility that residents were responding less frequently across public-sector consultations generally. Members reflected that consultation is only one form of community engagement and that future work may need to include different ways of involving residents. This can be investigated when the survey is considered in November before launch.

Decision: It was **RESOLVED** to:

- a) **Receive the results of the Residents' Survey 2025-26.**
- b) **Note the representativeness limitations of the sample and the implication that further engagement is needed before service decisions are taken on issues affecting under represented groups, particularly young people.**
- c) **Agrees Actions 1 to 8 set out in section 3.9 of this report as the Council's response to the survey findings.**
- d) **Notes the actions that lie outside Town Council direct control (parking, speeding, highway maintenance, policing) and confirms the Council's role as lobbying and facilitating on these matters. The Resident's Survey report recommendations, including the actions outlined in section 3.9, were approved.**

Task: Provide the names of additional Speed Watch participants so the relevant meeting details can be circulated. *@Cllr Janice Bendell*

7.2. Strategic Plan Review

Members confirmed that they had reviewed the strategic plan update. The discussion noted that the plan remained under regular review and that the e-bulletin target had slipped. Officers indicated that further work would begin in September and that around 160 people had already signed up, with the expectation that more promotion should increase participation over time.

Members also commented positively on the proposal to refresh councillor profiles and recognised that audience growth would take time.

Decision: It was **RESOLVED** to:

- a) **Adopt the 2026-27 delivery programme for the six Community Engagement objectives in the Strategic Plan 2025-2030, as set out in section 2 of this report.**
- b) **Note the 2025-26 Residents' Survey baselines for objectives 4 and 5 and confirms these will be tracked through the 2027 survey.**
- c) **Note that the e-bulletin will launch in September 2026 with a working target of 500 subscribers by March 2027, and confirms that any formal amendment to the Strategic Plan target will be brought back to this Committee in November 2026 if progress is off track.**
- d) **Receive a Strategic Plan progress report regularly by meeting of this Committee through 2026-27.**
- e) **Commissions a quarterly "You said, We did" update published via social media and Stotfold News.**

Task: Launch e-bulletin *@Emma Payne*



Task: Add e-bulletin update to November committee meeting @Emma Payne

7.3. Website Hosting Contract Extension

The committee noted that the current website hosting contract had originally been let for only one year and would expire on 6 July 2026. Members heard positive feedback on the provider's responsiveness and support and were asked to extend the arrangement through to July 2028.

Decision: It was **RESOLVED** to:

- a) Approves the sole-source extension of the existing website hosting contract with Active Council for two years from 7 July 2026 to 6 July 2028 at an annual cost of £349 per annum to be met from the subscriptions budget 61/618.
- b) Note the rationale for sole-source extension on continuity, value-for-money and election-cycle grounds, in line with the Procurement Policy 2025.
- c) Authorises the Town Clerk to sign the extension before 6 July 2026.
- d) Agrees a documented Transparency Code compliance audit to be completed by 31 July 2026, with outcome reported to the September 2026 meeting.
- e) Notes that any future contractual position beyond July 2028 will be a matter for the post May 2027 Council. extend the website hosting contract with Active Council was extended to July 2028.

Task: Undertake Transparency Code audit @Emma Payne

Task: Extend website hosting contract until July 2028 @Emma Payne

7.4. Social Media Specification

Members discussed whether the current outsourced social media arrangement was delivering value and what a formal specification should seek to test. Questions were raised about what an external provider could do differently from the current posting pattern, and whether bringing the function in-house might eventually become an option. Officers explained that the present arrangement had been put in place temporarily during a staffing gap and remained relatively ad hoc, so a more transparent market test was considered appropriate.

The committee also weighed value-for-money considerations against the importance of local knowledge and service continuity. Members noted that internal delivery could be explored in future, but that it would likely be more expensive once employment costs were considered and there was no budget provision for such a change this year. Officers advised that, if approved, a formal process could return to the July meeting and allow a new contract to begin on 1 August.

Members also supported the proposed contract shape, namely an 18-month term with a 6-month break clause, so that support would continue through the period after a new intake of councillors rather than ending immediately after elections.



Decision: It was RESOLVED to:

- a) Approve the draft Social Media Management Tender Specification appended to this report.
- b) Authorise the Town Clerk to issue the tender in line with the Council's procurement procedures;
- c) Delegate authority to the Town Clerk, in consultation with the Chair of the Community Engagement Committee, to evaluate submissions and present evaluations to Community Engagement Committee meeting 15 July 2026.

Task: Circulate social media specification to interested parties @Emma Payne

7.5. For Men to Talk

Members received the report on launching For Men to Talk in Stotfold and responded positively to the initiative. Members discussed the potential wider benefits of the project, including practical activity and community links, and briefly explored whether similar ideas could eventually support additional groups. The main formal business, however, related to start-up funding and the legal arrangements needed to establish the project properly.

Members were advised that a one-off start-up grant of £500 was recommended from the grants budget. They also heard that the cost of preparing the required licence was now known to be £1500, and that a transfer from the Community Engagement budget to the legal fee budget was therefore recommended.

Decision: It was RESOLVED to:

- a) Note the project plan for the Men's Shed at Hitchin Road and the resolution of the Buildings Management Committee of 25 March 2026.
- b) Recommend to Governance and Resources a one off start up grant of up to £500 to For Men to Talk, to be met from the grant budget and subject to the Council's standard grant conditions.
- c) Approve a virement of £1500 from the Community Engagement Budget to Legal Fee budget to cover the cost of the licence being draw up.
- d) Request the Town Clerk/Community Engagement Officer to liaise with For Men to Talk to support set up activity, including the launch event and recruitment of members.
- e) Receives a progress update at the November 2026 meeting following commencement of the pilot.

Task: Add recommendation to Governance and Resources Agenda @Emma Payne

Task: Vire £1500 from the Community Engagement Budget 63/642 to the Legal Fee Budget 61/613 @Jo Wang

Task: Update report to November Community Engagement Committee @Emma Payne

7.6. Stotfest 2026

Members were told that the event layout would remain broadly the same as last year, except that the fairground rides would replace the previous inflatable area and the food court would no longer sit in the middle because that arrangement had not been well received. Traders had already been invoiced, and officers reported that they



were over 50% complete on the documentation side, with remaining risk assessments and insurance papers still to come in.

The running order for entertainment had also been confirmed. Members were told that several returning acts had been balanced with some newer local performers. Event infrastructure was largely in place, including stage, bins and other bookings, and a change had been made on power arrangements so that traders and operators would bring their own generators while the stage and bar remained self-sufficient.

Operational detail was then covered in more depth. Most equipment would be set up and removed on the day, although metal barriers, toilets and the fairground rides would stay outside that timetable, with the rides likely to arrive on Thursday evening. That in turn reduced security costs, as the council would no longer need to fund security from Friday afternoon to Monday afternoon. Members also heard that the event would run from 11 o'clock until 9 o'clock, with volunteers and casual staffing now being actively advertised.

Tokens had been ordered, and the bar operator had increased its contribution. Members also discussed whether a non-alcoholic cocktail offer could be added, but availability remained uncertain. Officers explained that late budget authorisation in September had made parts of this year's booking exercise difficult, especially in relation to bands, and noted that the 2027 band had already been secured early to avoid a repeat of that problem.

A practical issue remained around stage management. Officers advised that gate and token roles were covered, but no stage manager had yet been found for the period from the first act at 11 through to the headliner slot at 6.30. The role would involve keeping performers in the right place at the right time and dealing assertively with backstage logistics. Members agreed that this still needed attention. Other arrangements, including shade at entrances and the distribution of 10 sets of 20 ride tokens to schools for children who would most benefit, were also noted.

Task: **Review stage management cover for Stotfest 2026 and identify a suitable person for the role. @Emma Payne**

8. WORK PROGRAMME

The work programme was received. It was noted that an additional meeting would need to be programmed, primarily to deal with Stotfest-related matters and an update on the beach activities.

Officers also reported early preparatory work on the Christmas tree lighting, including a meeting arranged for the following day with the street light and Christmas tree contractor, completion of the Safety Advisory Group application for both Christmas and Remembrance events, submission of the road closure request, and initial stage quotations.

Members commented that this preparatory work was ahead of the position reached in previous years and acknowledged the progress made.

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



Task: Call an extra Community Engagement Committee Meeting @Emma Payne

9. DELEGATED DECISIONS

The report on delegated decisions was received.

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

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

There were no items raised.

11. DATE OF NEXT MEETING

Wednesday 15 July 2026.

It was also noted that an additional meeting would need to be arranged before then.

The meeting closed at 19:43

SIGNED BY CHAIR:

MINUTES APPROVED (date):

STOTFOLD TOWN COUNCIL

COMMITTEE: **COMMUNITY ENGAGEMENT**

MEETING DATE: **15 JULY 2026**

REPORTING OFFICER: **ZOE PUTWAIN, COMMUNITY ENGAGEMENT OFFICER**

REPORT TITLE: **CHRISTMAS LIGHT EVENT OPTIONS**

DECISION TYPE: **FOR DECISION**

1. BACKGROUND

- 1.1 Members are asked to consider the proposed format for the 2026 Christmas Light Community Event and to determine which elements should be included within the final event plan.

An early decision is required to allow officers to:

- secure contractors and suppliers,
- obtain accurate quotations,
- confirm insurance arrangements,
- Finalise the event footprint and site layout, and
- Begin the necessary operational and promotional arrangements.

- 1.2 The annual Christmas Light Community Event is held on the last Saturday in November and is expected to attract over 3,000 visitors to the High Street.

In previous years, the event has included a combination of entertainment, trading, family attractions and infrastructure support, including:

- Stage and live entertainment,
- Live music and performances,
- Market stalls,
- Food court,
- Outdoor cinema screen,
- Public seating,
- Road closure,
- Security,
- Fairground rides,
- Public toilets,
- Waste and recycling bins, and
- Event staffing.

The 2026 event is intended to build on the community success of previous years while ensuring the event remains affordable, practical and sustainable within the approved budget.

2. INTRODUCTION

2.1 Current Commitments:

The following elements are already committed for inclusion:

- Road closure,
- First aid,
- DJ Dan, and
- Doorstep Elves.

2.2 Option 1 – Repeat of last year’s layout and format

This would retain the same footprint and general event arrangement as last year.

Advantages:

- Familiar format for residents and traders,
- Minimal change to planning and operations,
- Lower officer time in redesigning the site plan,
- Reduced risk in terms of event delivery.

Disadvantages:

- Limited stall space, with only around 7/8 stalls available,
- Restricted opportunity for community groups, charities and local traders,
- Health and safety concerns around stall placement,
- Limited wider community benefit,
- Less scope to grow the event offer.
- Fairground rides add additional costs to event insurance.

This is the most conservative option and the easiest to deliver operationally, but it provides the least community value and the lowest opportunity for participation.

2.3 Option 2 – Remove the fairground rides and expand the stall offer

This option retains the same footprint but removes the fairground rides, allowing space for additional stalls, including community groups, charities and traders. Officers anticipate that up to 20 stalls could be feasible, subject to final stage positioning.

Advantages:

- Significantly increases community participation,
- Creates a more traditional community Christmas market feel,
- Offers more opportunity for local groups, charities and traders to raise funds,
- Improves choice for visitors and encourages dwell time in the event area,
- Better aligns with the event’s community purpose.

Disadvantages:

- Loss of fairground ride income,
- May reduce appeal for some families if rides are removed,
- Requires careful balancing of stall layout and stage positioning.

This is the strongest community option and is the officer recommendation. It makes better use of the event footprint, supports local organisations and creates a broader community offer. The reduction in ride income can be offset by stall charging arrangements, and the wider event value is greater.

2.4 **Option 3 – Add festoon lighting for stalls**

This would add festoon lighting at an estimated additional cost of £300.

Advantages:

- Enhances the visual impact of the event,
- Strengthens the Christmas market atmosphere,
- Improves ambience and presentation,
- Supports evening event appeal.

Disadvantages:

- Adds to event cost,
- Requires confirmation of power, positioning and installation arrangements,
- Should be considered in the context of overall budget pressure.

This is a modest-cost enhancement that adds clear visual and atmosphere benefits. It works particularly well alongside Option 2 and is considered a positive value-for-money addition.

2.5 **Option 4 – Remove the screen**

This option would remove the outdoor screen from the event.

Advantages:

- Reduces direct expenditure on the screen hire,
- May simplify site layout and stage positioning.

Disadvantages:

- Reduces the event's visibility and wider audience engagement,
- Removes an effective way for visitors to view stage activities from alternative viewpoints,
- Would still require programme creation and printed materials,
- May undermine the quality of the event experience,
- Could create additional layout and crowd-flow issues.

While this would save some cost, the screen contributes to event quality, accessibility and crowd engagement. Officers are confident sponsorship can be sourced to fund the screen.

2.6 Other Operational Considerations:

- Use of the parade of shops is by permission of the traders.
- Benches are currently rented by the Town Council to support the food court and encourage visitor dwell time in the parade area.
- If permission is not granted, these items cannot be placed in that area.
- Food stalls and trading stalls have already shown interest, and 24 traders have registered interest to date.
- The screen location used last year was on private land, and the resident has confirmed they would be happy for it to remain in the same position.

3. FURTHER INFORMATION

3.1 Officer Assessment and Weighting of Options:

Taking account of community impact, event purpose, affordability and deliverability, officers consider the options as follows:

- Highest priority: Option 2
- Strong supporting enhancement: Option 3
- Not recommended as a first choice: Option 1
- Least preferred / cost-saving only: Option 4

The combination of Option 2 and Option 3 is considered to offer the best balance between:

- Community benefit,
- Event atmosphere,
- Trader participation,
- Financial viability, and
- Practical delivery.

4. FINANCIAL IMPLICATIONS

The current event budget is £15,000 under budget code 63/637, of which £4000 has already been allocated (this includes 2 x Christmas Trees, First Aid, and performers).

5. RECOMMENDATION

Members are asked to:

- a) Select an option, as outlined in the report, allowing Officers to proceed with the delivery of the Christmas Lights Event 2026.

The officer's recommendation would be to accept options 2 and 3 to create a more community feel for the event, with festoon lighting to complement the Christmas market appeal.

7. IMPLICATIONS AND CONSIDERATIONS

Strategic Plan	To increase participation in events and communication with residents.
Risk management	Risk of financial loss covered by insurance for the event.
Legal	Use of land owned by private businesses and Central Bedfordshire Council
Resources/Stakeholders	Staffing to consist of Community Engagement Officer, Council officers and Volunteer Cllrs.
Contracts/Procurements	Contracts for Stage and sound system as well as performers.
Crime and Disorder	Impact on local crime prevention (if applicable)
Biodiversity and environment	N/A
Equalities	Accessibility aware event.
Residents Impact Assessment	Positive impact on attendance of the event through Community groups and charities. Inconvenience due to the restriction of access implemented by the road closure.
Sustainability/Climate Impact	Use of when possible local contractors to reduce impact on environment due to equipment supply.
Data Protection and Privacy	Data to be obtained from Stall holders and contractors for use during the event. .

STOTFOLD TOWN COUNCIL

COMMITTEE: COMMUNITY ENGAGEMENT

MEETING DATE: 15 July 2026

REPORTING OFFICER: SUSAN RILEY - DEPUTY TOWN CLERK
ZOE PUTWAIN - COMMUNITY ENGAGEMENT OFFICER

REPORT TITLE: COMMUNITY ENGAGEMENT CLERK'S REPORT

1. STOTFEST



StotFest 2026 was a fantastic success, with thousands of people coming together to enjoy a great day of live music, entertainment and community spirit. The event was buzzing from start to finish, with local bands keeping the crowds entertained and community groups, charities and local businesses enjoying a steady stream of visitors throughout the day.

Although the weather was exceptionally hot, it certainly didn't put people off. Visitors made the most of the sunshine, while the additional shaded areas provided a welcome place to cool down and relax. The funfair was a huge hit with families, and the festival atmosphere could be felt across the site as people enjoyed great food, music and time with friends and neighbours.

StotFest continues to be one of the Town Council's biggest and most popular community events, bringing people together and showcasing the fantastic organisations, businesses and talent within the town. The positive feedback received from residents, stallholders, performers and volunteers has been overwhelming, and a huge thank you goes to everyone who helped make the event such a memorable day.

2. GREENACRE BAY

Greenacre Bay is up and running and in use by the community. Site maintenance is reviewed daily. Community engagement with the users has been positive with people making use of the facility and responding positively in person to the edition to the summer offer.

Amplius will be attending the event on the 25th of July 1pm – 3pm with sports, fancy dress and Punch and Judy.

Friday 7th August Eat feast will be at the Greenacre Bay and will include a worst shirt competition.

3. OCEAN SAFARI

The trail will be available from the 20th of July and run through the summer break. There will be 2 small trails that can be run independently, and the location will be as per last year, with a small adaptation to include Jubilee Meadow.



Delegated Decisions

22/05/2026	Community Engagement	Katie Hammond	63/638	D Allen Services Ltd	Supply of MC and DJ for Stotfest 2026	1	£250.00	£250.00	Emma Payne
27/05/2026	Community Engagement	Manvir Kooner	63/644	Sam Welbury Support Service	Stotfold Monday basketball and detached	5.5	£20.00	£110.00	Emma Payne
27/05/2026	Community Engagement	Zoe Putwain	63/638	Jane Evans	Stotfest Photography	8	£50.00	£400.00	Emma Payne
28/05/2026	Community Engagement	Zoe Putwain	63/638	Sunbaba	side panels for the stage	1	£314.52	£314.52	Susan Riley
29/05/2026	Community Engagement	Manvir Kooner	63/644	Michael Gray	Stotfold Football Sessions	8	£25.00	£200.00	Emma Payne
02/06/2026	Community Engagement	Zoe Putwain	63/638	Ocean Creative	Stotfest boards and banners	23	£369.00	£369.00	Susan Riley
09/06/2026	Community Engagement	Zoe Putwain	63/639	London Punch and Judy	Beach kids day	1	£200.00	£200.00	Emma Payne
09/06/2026	Community Engagement	Zoe Putwain	63/638	Shadowplay Band	Band for Stotfest	1	£400.00	£400.00	Emma Payne
10/06/2026	Community Engagement	Zoe Putwain	63/638	DJ Dan	Stage Manager Stotfest	1	£130.00	£130.00	Emma Payne
10/06/2026	Community Engagement	Zoe Putwain	63/638	Shredded Lettuce	Band Stotfest	1	£100.00	£100.00	Emma Payne
10/06/2026	Community Engagement	Zoe Putwain	63/638	Immi Davis	Band Stotfest	1	£50.00	£50.00	Emma Payne
10/06/2026	Community Engagement	Zoe Putwain	63/643	High Street Safari	High Street Safari Ocean		£799.00	£799.00	Emma Payne
10/06/2026	Community Engagement	Zoe Putwain	63/638	W F Fuller	4 x Stewards for Stotfest	1	£1,000.00	£1,000.00	Emma Payne
11/06/2026	Community Engagement	Manvir Kooner	63/644	Harel Kilby	Youth Sports Provision May 2026	1	£120.00	£120.00	Emma Payne
01/07/2026	Community Engagement	Manvir Kooner	63/644	Sam Welbury Support Service	Stotfold Monday Youth Provision	1	£250.00	£250.00	Susan Riley
01/07/2026	Community Engagement	Manvir Kooner	63/644	Harel Kilby	Youth Provision Delivery June 2026 Stotfold	12.5	£20.00	£250.00	Susan Riley
06/07/2026	Community Engagement	Manvir Kooner	61/614	Stotfold News Magazine	Full page x18 Stotfold News Magazine 2026 -2027 Campaign	18	£211.26	£3,802.70	Susan Riley
07/07/2026	Community Engagement	Manvir Kooner	63/644	Michael Gray	Stotfold Footbal Sessions	1	£150.00	£150.00	Susan Riley
08./07/2026	Community Engagement	Zoe Putwain	63/638	Casual Staff Stotfest	Casual Staff Stotfest	2	£221.00	£221.00	Susan Riley
08/07/2026	Community Engagement	Zoe Putwain		Real Christmas Trees	2 Christmas Trees		£1,670.00	£1,670.00	Susan Riley

COMMUNITY ENGAGEMENT COMMITTEE - WORK PROGRAMME 2026-27

Meeting Date	Agenda Publication Date				
16/09/2026	4/9/2026 (early due to Town Clerk's Holiday)	Q1 Income and Expenditure Review	To receive this committee's Q1 income and expenditure report	Town Clerk	01/09/2026
		Martyn's Law	Implications of implementing Martyn's Law on Town Council events and other events on Town Council land	Community Engagement Officer	
		Events Programme 2027-28	To consider the programme of events for 2027-28	Community Engagement Officer	
		Commuity Engagement Budget 2027-28	To consider a budget for this committee	Town Clerk	
		Cozy Café	To receive a report on starting a cozy café in the Community Room	Deputy Clerk	
		Fees and Charges 2027-28	To review fees and charges relating to this committee	Community Engagement Officer	
		Review of Strategic Plan Progress	To receive an update on the progress on actions from the Strategic Plan	Town Clerk	
		e-bulletin report	To receive an update on the launch of the e-bulletin	Town Clerk	
		Citizen's Awards	To consider a refresh and relaunch of the Citizen's Awards	Town Clerk	
		Youth Engagement	To review the Council's youth engagement	Community Engagement Officer	
		Transparency Audit of Website	To receive a report on a transparency audit on the town counil website	Town Clerk	

18/11/2026	12/11/2026	Q2 Income and Expenditure Review		Town Clerk	09/11/2026
		Residents Survey 2027-28	To receive a report on the residents' survey for 2026-27	Town Clerk	
		e-bulletin	To receive an update on the e-bulletin launch and numbers of residents subscribed	Town Clerk	
		Update on For Men to Talk	To receive an update on this project	Town Clerk	
13/01/2027	07/01/2027	Q3 Income and Expenditure Review		Town Clerk	04/01/2027
		Review of social media contractor		TBC	
17/03/2027	11/03/2027	Review of Strategic Progress		Town Clerk	08/03/2027