

STOTFOLD TOWN COUNCIL

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



Members of Stotfold Town Council,

You are hereby summoned to attend the Stotfold Town Council meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 4th May 2022 at 7.00pm** for the purpose of transacting business detailed in the agenda.

Central Bedfordshire Council Ward Members, representative of the press and electorates of Stotfold, for information.

Mrs K Elliott-Turner

Mrs K Elliott-Turner
Town Clerk

28th April 2022

Members of the public:

Members of the public are invited to observe the meeting and may participate at 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).

The Greenacre Centre remains a Covid-Secure community centre, and therefore, although not mandatory, we recommend that face coverings remain in place unless speaking, and that social distancing is maintained.

AGENDA

1. **Election of Chairman**
To elect a Chairman of Stotfold Town Council, who will also take the role of Mayor of Stotfold.
2. **Declaration of Acceptance of Office**
The Chairman will sign the Declaration of Acceptance of Office for the role of Chairman of Stotfold Town Council.
3. **Election of Vice-Chairman**
To elect a Vice-Chairman of Stotfold Town Council, who will also take the role of Deputy Mayor of Stotfold. The Vice-Chairman will sign the Declaration of Acceptance of Office for the role.
4. **Apologies for absence**
To receive apologies for absence from Town Council members.
5. **Disclosures of Members Interests and Dispensations**
 - a) Members to declare interests in respect of any item on the agenda
 - b) Proper Officer to consider written requests from members for dispensationsMembers are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

6. Adoption of Standing Orders and Financial Regulations

To adopt council's Standing Orders and Financial Regulations.

7. Committees, sub-committees, working parties and steering groups

To confirm the constitution of committees, sub-committees, working parties and steering groups and **to adopt** Terms of Reference for each.

Committees

- Buildings Management Committee shall have **8 members**
- Cemetery Management Committee shall have **8 members**
- Planning Committee shall have **10 members**
- Town Strategy Committee shall have **8 members**
- RGPLL* Committee shall have **10 members**
- Establishment Committee shall have between **7 and 9 members** (consisting of the Chairman and Vice-Chairman of Council, and Chairmen of each committee)

Sub-committees, working parties and steering groups

- Etonbury Green Wheel shall have **8 or more members, 2 of which must be from RGPLL* Committee**
- Town Plan Implementation Group (sub-committee of Town Strategy Committee) shall have **up to 12 members – at least 2 of which must council members**
- Stotfold Christmas Lights Committee shall have **2 council members** plus residents/businesses (chairman shall be a council member)
- Stotfold Neighbourhood Plan Steering Group shall have **10 members, up to 4 of which shall be council members** (steering group chairman shall be a council member)
- Arlesey Road Task & Finish Group shall have **4 council members**

*RGPLL – Recreation Grounds, Public Lands & Lighting Committee

8. Formation of committee membership and election of committee chairmen & vice-chairmen

1) Formation of committee membership
To confirm membership of each of its committees, sub-committees, working parties and steering groups – member committee preferences table provided

2) Election of committee chairmen and vice-chairmen & confirm Establishment Committee membership

To elect chairmen and vice-chairmen for each standing committee:

Planning

Recreation Grounds, Public Lands & Lighting

Cemetery Management

Buildings Management

Town Strategy

Establishment Committee - will consist of the Chairman and Vice-Chairman of Council, plus chairmen of each standing committee. Once these roles have been determined, up to two additional members may complete this committee's membership

3) Election of sub-committee, working party and steering group chairman

To elect chairman for the following:

Stotfold Neighbourhood Plan Steering Group

Stotfold Christmas Lights Committee

9. [Meetings schedule](#)

To confirm dates for ordinary council and committee meetings for the period May 2022 to April 2023. Note, meetings may be subject to cancellation or postponement if there are no items for the agenda, the meeting will be inquorate or for other reasons determined by council or relevant committee.

10. [Appointment of member or nominated representatives on outside bodies](#)

To nominate or confirm representatives (where role continues) on the following outside bodies:

- a) Community Governor for St Mary's Academy
- b) Community Governor for Roecroft Lower School
- c) Community Governor for Etonbury Academy
- d) Stotfold Football Club Committee
- e) Mossman Management Committee
- f) Stotfold Bowls Club Committee
- g) Stotfold Scouts Committee
- h) Stotfold Chamber of Trade
- i) Trustees of Eleemosynary Charity of William Field
- j) Bedfordshire Association of Town & Parish Councils

11. [Appointment of member representatives to serve the council](#)

To appoint member representatives as follows:

- a) Tree Warden
- b) Highways Representative
- c) Bedfordshire Police & Priority Setting
- d) Stotfold Community Safety Plan Group

12. [Authorise regular/annual payments](#)

To approve payments which arise on a regular basis, as the result of a continuing contract, statutory duty or obligation – to include subscriptions and memberships.

13. [Appointment of bank signatories](#)

To confirm bank signatories to accounts held by the council as follows:

Unity Trust Bank – Councillors B Collier, A Cooper, Mrs J Hyde, B Saunders, and the Town Clerk

Barclays Bank – Councillors B Collier, B Saunders, Mrs J Hyde and the Town Clerk
Signing mandate requires x2 councillor signatories plus the Clerk, except for Barclays Imprest (payroll) which requires Clerk only

14. [Internal Auditor 2022/2023](#)

To appoint an Internal Auditor for 2022/2023 – Proposed that Mrs Julie Betts continues in the role. The Clerk has undertaken checks to ensure that Mrs Betts remains competent, independent and is suitable to carry out the role. Mrs Betts' fee for 2022/2023 is £250 per audit and will carry out two half year audits, as in previous years.

15. [Council policies](#)

To note council's policy documents, and their relevant review dates – these are accessible to members via the council's Google Drive, and as per Standing Order 6 (j) xvi, xvii, xviii, xix, **to review** the council's complaints procedure, press policy, and policies and procedures relating to employment and obligations under freedom of information and data protection legislation.

16. [Asset Register](#)
To review council's Asset Register, and update if necessary.
17. [Insurance cover](#)
To review council's insurance cover in respect of all insurable risks, and update if necessary.
18. [Councillor attendance record](#)
To note the attendance record of members for the 2021/2022 year (to be circulated).
19. [Mayor's announcements and civic attendance](#)
Attached.
20. [Public section \(max. 15 minutes\)](#)
Members of the public to speak 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.
21. [Clerk's Report, correspondence received & matters arising from previous council minutes, for information](#)

Correspondence
Update on Schools for Future new proposals for Shefford & Stotfold, and BEST newsletter.
22. [Council minutes](#)
To note and sign as a correct record, the minutes of the Extra Council meeting held on Thursday 17th March 2022, and the Council meeting held on 6th April 2022.
23. [1 Year Action Plan](#)
To consider and adopt the draft 1 Year Action Plan for period April 2022 to March 2023, any additions/amendments to be put forward at the meeting. To note review of previous Action Plan period.
24. [Library relocation proposal – update on consultation](#)
To note the library relocation consultation document and questionnaire, which is subject to final sign-off by Central Bedfordshire Council. The consultation will open Thursday 5th May 2022 for a period of 12 weeks.
25. [Council technology](#)
To consider a report and quotes to enhance council meeting technology which facilitates council's transparency within the community, modernises and improves council productivity and performance (report to be circulated).
26. [Stotfold & Astwick Neighbourhood Plan](#)
To note meeting notes of the Steering Group's meetings held on 13th and 19th April 2022, and **to approve** expenditure incurred in promoting the Plan, as previously authorised by council.

27. Reports

To note the following reports:

- a) Central Bedfordshire Council Ward Member
- b) Member and Nominated Representatives on Outside Bodies
- c) Town Plan Implementation Group (IG)
- d) Other Member Representative reports

28. Accounts

- a) **To approve** payment of the list of expenditure items in the May 2022 payment run, and note income received during April 2022 (to be presented)
- b) **To review and note** the monthly committee budget report, bank balances as at end April 2022 (to be presented)

29. Planning Committee meeting 13th April 2022

Members of the Planning Committee **to confirm** that the minutes are a correct record of the meeting. Members of council **to note** the minutes of the meeting.

30. Planning Committee meeting 27th April 2022

Members of the Planning Committee **to confirm** that the minutes are a correct record of the meeting (to be presented). Members of council **to note** the minutes of the meeting.

31. Recreation Grounds, Public Lands & Lighting Committee meeting 13th April 2022

Members of the Recreation Grounds, Public Lands & Lighting Committee **to confirm** that the minutes are a correct record of the meeting. Members of council **to note** the minutes of the meeting.

32. Establishment Committee meeting 27th April 2022

Members of the Establishment Committee **to confirm** that the minutes are a correct record of the meeting (to be presented). Members of council **to note** the minutes of the meeting and **to resolve the recommendation**.

RECOMMENDED that the following grants are approved:

Organisation	Purpose of Grant	Amount Awarded
Stotfold Guides	Purchase of play equipment for the Guides Garden	£1,500
Stotfold Bowls Club	Purchase of scarifier	£1,500
Stotfold Football Club	Purchase of full-size portable goals to facilitate senior section training	£1,500

33. Items for information purposes only

CLOSED