

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 1st June 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.

K Elliott-Turner

Mrs K Elliott-Turner
Town Clerk

27th May 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. [Apologies for absence](#)
To receive apologies for absence from Town Council members.
2. [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.
3. [Mayor's announcements and civic attendance](#)
Appended for members.
4. [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.

5. Clerk's Report, correspondence received & matters arising from previous council minutes, for information

Matters arising

Minute 71/22 – a review of council's Standing Orders will be carried out at a future suitable Establishment Committee meeting.

6. Council minutes

To note and sign as a correct record, the minutes of the Council meeting held on Wednesday 4th May 2022.

7. Establishment Committee membership

To consider appointing one or more new Establishment Committee members to bring the membership number up to 7 or 9 for 2022/2023, as per Standing Orders.

8. Recreation Grounds, Public Lands & Lighting Committee membership

To consider increasing the membership number for the Recreation Grounds, Public Lands & Lighting Committee for 2022/2023 only, to 11 members to allow Councillor Smith, as our Highways Representative, to be a committee member and present highways reports.

9. Grant application

To consider a grant application which was omitted from the April Establishment Committee consideration of applications.

Applicant: Just Out (youth club)

Amount requested: £1,000

Purpose of grant: To provide continued improvements at the Roecroft Centre venue to adapt to the demands of youth provision in Stotfold. Also, to provide activities that continue to engage the teenagers

10. Flag Flying Policy

To consider adopting the draft Flag Flying Policy, appended for members.

11. 2021-2022 Annual Audit Report

To note the Internal Auditor's report on the internal audit carried out on year-end figures and accounts during 2021-2022, together with the completed Annual Internal Audit Report 2021-2022 of the Annual Governance & Accountability Return (AGAR) Part 3.

12. 2021-2022 Annual Governance Statement (Section 1)

To confirm and approve the statements on the Annual Governance Statement (Section 1) of the 2021-2022 Annual Governance & Accountability Return (AGAR) Part 3. The Clerk, being Responsible Financial Officer, and the Chairman of Council are to sign once approved by council.

13. 2021-2022 Accounting Statement (Section 2)

To confirm and approve the Accounting Statement (Section 2) of the 2021-2022 Annual Governance & Accountability Return (AGAR) Part 3. The Clerk, being Responsible Financial Officer, has signed to certify that the Accounting Statement has been prepared following guidance in Governance & Accountability for Smaller Authorities – a Practitioner's Guide to Proper Practices and presents fairly the financial position of this authority. The Chairman of Council is to sign once approved by council.

14. [2021-2022 Annual Governance & Accountability Return – Exercise of Public Rights](#)
Following approval of Sections 1 and 2 of the AGAR, the Clerk, as Responsible Financial Officer, will confirm the commencement date for the exercise of public rights. The Annual Return will be published on the council's website on Monday 6th June 2022, and the period for public rights will commence on Tuesday 7th June for a period of 30 working days.
15. [Stotfold & Astwick Neighbourhood Plan](#)
To note meeting notes of the Steering Group's meeting held on 10th May 2022 (to be circulated).
16. [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 – Cllr J Talbot – Stotfold Good Neighbour Group
17. [Accounts](#)
 - a) **To approve** payment of the list of expenditure items in the May 2022 payment run, and note income received during April 2022
 - b) **To review and note** the monthly committee budget report and bank balances as at end April 2022
18. [Recommendation from Cemetery Committee – 18th May 2022](#)
To consider resolving the recommendation from minute 33/22:
That the previous decision contained within minute 20/22 is rescinded, with a new resolution to charge those requesting a memorial bench the sum of £150 installation fee (plus purchase of bench), which covers a £50 charge for each contractor, plus £50 materials.
19. [Recreation Grounds, Public Lands & Lighting Committee meeting 11th May 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.
20. [Planning Committee meeting 25th May 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.
21. [Cemetery Management Committee meeting 18th May 2022](#)
Members of the Cemetery Management Committee **to confirm** that the minutes are a correct record of the meeting. Members of council **to note** the minutes of the meeting.
22. [Buildings Management Committee meeting 18th May 2022](#)
Members of the Buildings Management Committee **to confirm** that the minutes are a correct record of the meeting. Members of council **to note** the minutes of the meeting.
23. [Establishment Committee meeting 25th May 2022](#)
Members of the Establishment Committee **to confirm** that the minutes are a correct record of the meeting. Members of council **to note** the minutes of the meeting.

24. [Town Strategy Committee meeting 25th May 2022](#)
Members of the Town Strategy Committee **to confirm** that the minutes are a correct record of the meeting. Members of council **to note** the minutes of the meeting.
25. [Items for information purposes only](#)
26. [Exclusion of press and public](#)
Under section 3d of Standing Orders, the Chairman will propose that the press and public are temporarily excluded whilst matters pertaining to contractual issues are discussed and that they be instructed to withdraw from the meeting for the following agenda item only.
27. [Contractor – breach of contract](#)
To consider advice from council's solicitors regarding a breach of contract by one of our Contractors – report appended for members.

CLOSE (by 8.15pm)