

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 7th September 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

31st August 2022

Members of the public:

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 may be 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).

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. [Grand Union Housing Youth Participation Officer](#)
To receive an update on works carried out by Grand Union Housing Youth Participation Officer and team.
4. [Mayor's announcements and civic attendance](#)
Appended for members.
5. [Public section](#)
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.

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

Clerk's Report

As noted at the July Establishment Committee meeting (min 65/22), minutes of committee meetings will now be considered by the relevant committee at their next meeting to confirm that they are a correct record of their previous meeting. Council will now only be asked to note those minutes, and to consider any recommendations.

7. Council minutes

To note and sign as a correct record, the minutes of the Council meeting held on 6th July 2022, and minutes of the Extra Council meeting held on 19th July 2022.

8. Councillor attendance record 2021/2022

For information, **to note** councillor attendance record for period May 2021 to April 2022.

9. Residents Survey 2022

Lead – Councillor J Smith

As per the Aims and Objectives contained within Council's [Statement of Intent as to Community Engagement](#) (adopted 2014) and our adopted [Corporate Strategic Plan](#) (2019-2023), it is proposed to send out a Residents Survey to gauge the view of residents as to our services and facilities we provide. The intention is to engage with our residents on an annual basis using this survey, and to use the first year's results as a benchmark for future years to ascertain any improvements made over time. Members are asked **to approve** sending out the Residents Survey 2022

<https://forms.office.com/r/L7ugBwbsTp> (attached for members). Deadline for responses will be 18th December, and results to be considered by council in the new year, with survey findings and any actions to be carried out published at the Annual Town Meeting, our website and Facebook page.

10. Option to opt out of the SAAA central external auditor appointment

To consider correspondence from the Smaller Authorities' Audit Appointments Ltd, which advises that all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5 year period. Correspondence outlines the key implications. The next appointing period runs from 2022-23 until 2026-27.

11. Annual Governance & Accountability Return 2021/2022

To receive and note the External Auditor's Certificate (Mazars) and completed Annual Return for year-end 31st March 2022. The External Auditor advises that there are no minor issues identified or scope for improvement required in 2022/23. The Notice of Completion of Audit, together with the Annual Return have been published as required on the Council's website and notice board.

12. 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

13. [Accounts](#)

- a) **To approve** payment of the list of expenditure items in the September 2022 payment run (including those made in August), and note income received during July and August 2022 (to be circulated)
- b) **To review and note** the monthly committee budget report, budget variances report and bank balances as at end August 2022

14. [Committee minutes](#)

To note the minutes of the following Committee meetings:

- Recreation Grounds, Public Lands & Lighting Committee – 13th July 2022
- Planning Committee – 13th July 2022
- Planning Committee – 3rd August 2022
- Cemetery Management Committee – 20th July 2022
- Buildings Management Committee – 20th July 2022
- Establishment Committee – 21st July 2022

15. [Committee recommendations](#)

To consider recommendation from the Recreation Grounds, Public Lands & Lighting Committee, meeting 13th July 2022, minute 105/22:

“That the previous decision to site Jubilee benches at Prince Charles Avenue, the front of The Greenacre Centre and Millennium Green is rescinded, and that the question of proposed locations is put to residents:

“We have x3 Jubilee benches, and we have considered siting them in these areas – Millennium Green, Hitchin Road Recreation Ground, Common Road Allotments, Prince Charles Avenue and in front of the Greenacre Centre. You may also have other suggested locations, please let us know where you think the benches could be sited”

The outcome of the engagement with residents to be considered at the September committee meeting.”

16. [Questions from electors on items arising from the meeting](#)

17. [Items for information purposes only](#)

18. [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 staff issues are discussed and that they be instructed to withdraw from the meeting for the following agenda item only.

19. [Report from Grievance Panel](#)

To consider a report from the Grievance Panel regarding their findings following receipt of a grievance and to confirm any actions to be taken.

CLOSE