

# STOTFOLD TOWN COUNCIL

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26 March 2024

## 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 3 April 2024 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.

**E Payne**  
Town Clerk

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### 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 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](mailto: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).

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## AGENDA

### 1. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence from Town Council members.

### 2. DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

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 consider any requests for dispensations.

### 3. PUBLIC SECTION

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.

### 4. MEMBERS ON OTHER AUTHORITIES

To receive and note the reports of CBC Ward Councillors.

**5. COUNCIL MINUTES**

To approve the minutes of the Council meeting held 6 March 2024 as a true record of the meeting.

**6. MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE**

Civic Attendance report attached for information.

**7. CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION**

**8. COMMITTEE MINUTES**

To receive the minutes of the following Committee meetings and note any recommendations:

**8.1 Planning Committee – 13 March 2024**

There were no recommendations.

~~**8.2 Community Engagement Committee – 13 March 2024**~~

~~There were no recommendations.~~

**8.3 Recreation Committee – 13 March 2024**

To ratify the following recommendation:  
The Council adopts Banner Policy.

**8.4 Building Committee – 20 March 2024**

There were no recommendations.

**8.5 Town Strategy Committee – 27 March 2024**

There were no recommendations.

**8.6 Establishment Committee – 27 March 2024**

There were the following recommendations:

The Council adopts:

- a) Business Continuity Plan
- b) Filming at Council Meeting
- c) Public Participation Policy
- d) Press Policy

**9. FINANCE & RISK MANAGEMENT**

9.1 To resolve to approve expenditure.

9.2 To note the income received during February 2024.

9.3 To review and note the year-to-date income and expenditure report and Earmarked Reserves as at 22/03/2024.

9.4 To receive the risk management policy and risk assessment for the Council.

**10. PLANNING OBLIGATION**

To receive an updated Planning Policy.

**11. REPORTS**

To note the following reports:

11.1 Member and Nominated Representatives on Outside Bodies

11.2 Other Member Representative reports

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

**13. WORK PROGRAMME**

To note the Work Programme for Council.

**14. DATE OF NEXT MEETING**

Annual Council Meeting 1 May 2024.

# MINUTES OF THE MEETING OF STOTFOLD TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD ON WEDNESDAY 6 MARCH 2024 AT 7.00PM

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Present:

Cllrs S Buck (Chairman), S Hayes (Vice Chairman), L Anderson, J Bendell, M Cooper, S Dhaliwal, J Hyde, J Headington, D Matthews, B Saunders, J Talbot, H Wightwick, B Woods, N. Venneear.

Also present:

E Payne, Town Clerk  
PCSO T Healey

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## 218/24 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Smith. It was **RESOLVED** to:

***Accept apologies.***

## 219/24 DISCLOSURE OF MEMBERS INTERESTS AND DISPENSATIONS

There were no declarations of interest on any item on this agenda.

***Standing Orders were suspended whilst the Public Section was opened.***

## 220/24 PUBLIC SECTION

PCSO Tasha Healey introduced themselves to the meeting as the Town's PCSO and answered questions from Members including trends in crime.

## 221/24 MEMBERS ON OTHER AUTHORITIES

Cllr Woodfine offered their apologies. Cllr Wightwick made a short verbal report on the budget for CBC. There is a ward councillor meeting with Highways on 31 March 2024 and if there are any highways issues to raise, please pass them to Cllr Wightwick.

***Standing Orders were reinstated.***

## 222/24 COUNCIL MINUTES

Members received the minutes of the meeting held on Wednesday 31 January 2024. It was **RESOLVED** to:

***Adopt the minutes as a true record of the meeting.***

## 223/24 MAYORS ANNOUNCEMENTS AND CIVIC ATTENDANCE

The Chairman's engagements were circulated separately after the meeting.

**224/24 CLERKS REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

**a) CBC Electric Charging Points Arlesey Road**

The Clerk can confirm that they have signed a letter of understanding with CBC for the installation of charging points at this location. CBC had updated the Clerk on the situation with the Memorial Hall charges. BP Pulse are seeking to connect them via a connection in one of the Grand Union properties adjacent to the Memorial Hall and not via Hitchin Road.

**225/24 COMMITTEE MINUTES**

**225/24.1 Planning Committee – 31 January 2024**

The minutes of this committee meeting were received. There were no recommendations. It was **RESOLVED** to:

*Note the minutes.*

**225/24.2 Community Engagement Committee – 7 February 2024**

The minutes of this committee meeting were received. There were no recommendations. It was **RESOLVED** to:

*Note the minutes.*

**225/24.3 Recreation Committee – 14 February 2024**

The minutes of this committee meeting were received. There was the following recommendation:

**a) The Council adopts the Banner Policy**

There being no other recommendations, it was **RESOLVED** to:

*Adopt the recommendations and note the minutes.*

**226/24.4 Cemetery Committee – 21 February 2024**

The minutes of this committee were received. It was **RESOLVED** to:

*Note the minutes.*

**226/24.5 Town Strategy Committee – 21 February 2024**

The minutes of this committee were received. It was **RESOLVED** to:

*Note the minutes.*

**227/24. FINANCE AND RISK MANGEMENT**

**227/24.1 Expenditure January 2024**

Members received the expenditure report for January 2023, and it was **RESOLVED** to:

*Approve the expenditure.*

**227/24.2 Income Report January 2024**

Members received the income report for January 2024, and it was **RESOLVED** to:

*Note the report.*

### **227/24.3 Review of Income & Expenditure Report and Earmarked Reserves**

Members received the income and expenditure and earmarked reserve reports. It was **RESOLVED** to:

**Note the report.**

### **228/24. PLANNING OBLIGATION**

Members received a proposed policy for the handling of planning applications. Members expressed concerns that there would not be an opportunity to consider planning applications if the policy was introduced. Members asked how the email decisions would be notified to the whole Council. They were advised that there is a register of planning applications received and this could be made available to all councillors via the Teams channel. This could also be available for the public via the Town Council website. Members wanted the public to be able to access the list that was circulated to all Councillors. This could be published on the website or a link to CBC's website who do issue this list weekly. Members asked for variation of conditions to be included in the list of applications to be considered.

Members queried if there is a need of the public to register their desire to speak at a meeting. This would be covered by the Public Participation Policy. The public have the right to put in their own objections to planning applications and should not be reliant in coming to the Town Council for the opportunity to object.

A revised policy will be considered by the next meeting.

### **229/24. MEMBER REPORTS**

#### **229/24.1 Member and Nominated Representatives on Outside Bodies**

- a) Cllr Talbot reported on this attendance, with Cllr Venneear on their attendance at the 1<sup>st</sup> Stotfold Scouts Executive Committee meeting under the new leadership. It was a very positive meeting and are looking to consolidate what's been developed in the past. Cllr Talbot was congratulated on behalf of the Town Council how wonderful the Christmas lights switch on event had been.
- b) There is an Area 5 Police Meeting at the Town Council Offices on Monday 5 March.

### **230/24. MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY**

- 230/24.1 Cllr Talbot asked what was going to be done about the repairs to the large pothole by the kitchen entrance. Now that CBC are not undertaking the connection via Hitchin Road the pothole needs to be repaired as a matter of urgency.
- 230/24.2 Cllr Anderson reported that three fruit trees had been planted in the community garden at The Haven.
- 230/24.3 Cllr Mathews reported that there has been damage to the trees at Jubilee Meadow. This will be investigated and reported to the Recreation Committee.

### **231/24 WORK PROGRAMME**

The work programme was received, and it was **RESOLVED** to:

***Note the report.***

**232/24. DATE OF NEXT MEETING**

Wednesday 3 April 2024.

There being no further business, the meeting was closed at 1933.

**SIGNED BY CHAIRMAN:** \_\_\_\_\_

**MINUTES APPROVED (date):** \_\_\_\_\_

## Mayoral Attendances – March 2024

17<sup>th</sup> March 2024 – Cllr Steve Buck's Civic Service

22<sup>nd</sup> March 2024 – The Big Sleep Out for Royal British Legion

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON WEDNESDAY 13 MARCH 2024, AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

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**Present:**

B Saunders (Chair), L Anderson (arrived 1846), S Buck, S Dhaliwal, S Hayes, J Headington (arrived 1847), J Smith

**Also Present:** Cllrs Bendell, Cooper, Woods

In attendance:

E Payne Town Clerk

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**1489/23 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Anderson (arrived late).

It was **RESOLVED** to:

*Accept the apologies*

**140/23 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA AND REQUESTS FOR DISPENSATIONS**

There were none. Members were 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.

**141/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSE**

Cllrs Hyde and Cooper attended the meeting to raise their concerns about the protection of trees with or without Tree Protection Orders (TPOs).

They believe that the list which is publicly accessible on CBC's website is not accurate and doesn't reflect their records of trees in the town which they are aware of having TPOs.

It was **RESOLVED** that:

*The Clerk will formulate a list comprising of the information on CBCs website and the information held by Cllrs Hyde and Cooper and then liaise with CBC on the matter, reporting to a future meeting.*

**142/23 MINUTES OF PREVIOUS MEETING**

Members received the minutes of the Planning Committee meeting held on 31 January 2024 and it was **RESOLVED** that:

*They are a true record of the meeting.*

**143/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

There was nothing to report

**144/23 PLANNING APPLICATIONS**

144/23.1 [CB/24/00217/FULL](#)  
19 Astwick Road, Stotfold, Hitchin, SG5 4AT

\_\_\_\_\_ (Chairman)

Erection of a part single part two storey rear extension, external alterations and detached triple garage. Demolition of existing garage.  
Town Council Comments: No objections

144/23.2 [CB/TRE/24/00043](#)

42 The Mixies, Stotfold, Hitchin, SG5 4LF

Works to a tree protected by Tree Preservation Order MB/89/00005 (T1): Cut back to last pruning points to Large Sycamore (T1 on TPO) to maintain its shape and health and to let more light into neighbours' properties.

Town Council Comments: No objections.

144/23.3 [CB/TCA/24/00050](#)

Ivel Mill, Taylors Road, Stotfold, Hitchin, SG5 4AZ

Works to trees within a Conservation Area: remove dead Eucalyptus Tree and 2 Silver Birch trees. Trim and reshape Walnut Tree

Town Council Comments: No objections.

144/23.4 [CB/24/00311/FULL](#)

116 Norton Road, Stotfold, Hitchin, SG5 4PG

Part two and single storey rear extension with two storey side extension & front porch

Town Council Comments: No objections.

It was **RESOLVED** that:

***The Comments of Stotfold Town Council are forwarded to Central Bedfordshire Council Planning department.***

**145/23 CONSIDERATION OF APPLICATIONS BY CENTRAL BEDS DEVELOPMENT MANAGEMENT COMMITTEE**

It is not considered necessary to call in any applications for consideration by the Central Bedfordshire Council Development Management Committee.

**146/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

There were none.

**147/23 DATE OF NEXT MEETING**

To be confirmed.

With no further business, the meeting closed at 7.13pm.

**SIGNED BY CHAIRMAN:** \_\_\_\_\_

**MINUTES APPROVED:** \_\_\_\_\_ (date)

\_\_\_\_\_ (Chairman)

**MINUTES OF A MEETING OF THE RECREATION GROUNDS, PUBLIC LANDS & LIGHTING COMMITTEE HELD ON WEDNESDAY 13 MARCH 2024, AT 7.00 PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

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Committee Members present:

M Cooper (Chair) L Anderson (Vice Chair), S Buck, J Hyde, S Hayes, B Saunders, J Smith, J Talbot, J Bendall,

Also present:

Cllr B Woods  
H Child

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**190/24 APOLOGIES FOR ABSENCE**

None.

**191/24 DISCLOSURE OF MEMBERS INTERESTS AND DISPENSATIONS**

Nothing to declare.

**192/24 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

There were no members of the public present who wished to make a representation.

**193/24 MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 14 February 2024 were received. It was **RESOLVED** to:

*Adopt the minutes as a true record of the meeting.*

**194/24 CLERK'S REPORT, CORESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

**a) Culvert at Riverside**

An application and licence fee has been submitted to IDB for approval. Providing that they are satisfied and the ground conditions are satisfactory, Maydencroft will commence work on 19<sup>th</sup> March 2024, for three days.

Discussions took place regarding the scheduled works, but It was felt that the current ground conditions would prevent this work going ahead next week.

It was **RESOLVED** that Office staff would contact the contractor on Friday 15<sup>th</sup> March, to determine whether or not to proceed, as planned, or to re-schedule the work for a later date.

**b) Pendleton Way Cycle Path**

An on-site meeting took place with the Grounds Maintenance Contractor, Countrywide, to investigate what work could be undertaken to prevent flooding along the Pendleton Way Cycle Path and to also reduce the hedge height to help improve visibility of the MUGA.

CW advised that we re-assess the situation again after a period of heavy rainfall, to identify the specific areas that are most affected, which have puddled up. Proposed actions to rectify the situation could then be taken.

Upon investigation, there are no hedges as such along the Football Clubs section of Arlesey Road, but there are small clusters of bushes, that could be pruned and cut back to fence height to help improve visibility.

c) **Happy to Chat Benches**

The first Happy to Chat sign has been fitted to the bench outside of the Pharmacy along the High Street. A photoshoot is to be arranged with the Mayor and Rec Chairman which will be used for publicity purposes and to help raise awareness of its purpose.

d) **Table Tennis Tables**

The two table tennis tables were installed this week: one at Arlesey Road and one at Greenacre. The response from residents and on social media has been extremely positive.

e) **Allotment Deposits**

The Eleemosynary Charity of William Field have approved the deposits at Common Road Allotments.

f) **Community Garden at The Haven**

Three fruit trees have been planted and wire installed to help support the trees in their early stages of development and train the branches to grow horizontally.

g) **Erosion of bank at Riverside**

An on-site meeting has been arranged with Maydencroft, on Tuesday 11<sup>th</sup> March, to assess the erosion of the bank and investigate possible remedial action and safety works required.

**This meeting was postponed due to inclement weather conditions.**

h) **Arlesey Road Toilets**

An investigation into the operation of the electronic timing device is underway with a view to the consideration of current and future opening and closing times of the toilets, which will be brought to a future meeting for consideration.

It was **RESOLVED** to: Obtain quotes for the installation of a radar key lock to the disabled toilet.

i) **Drainage at Riverside**

The Town Rangers have emptied the silt trap at Riverside car park on two occasions over the past few months. However, they recommend that for a longer-term solution, we would need to seek advice from a specialist, drain company.

This has been a long-standing issue which was previously looked at by a specialist contractor. Members requested that quotes be obtained to assess and rectify the current situation.

It was **RESOLVED** to: Obtain quotes for the drainage works in the car park at Riverside.

*It was **RESOLVED** to: Note the Clerk's Report*

**Matters Arising**

Cllr Cooper and Cllr Anderson informed members that they are both on holiday in April and would therefore be unable to Chair the April meeting.

***There were no other matters arising.***

## **195/24      REPORTS TO COMMITTEE**

### **196/24.1    Water Safety Risk Assessment**

Members received a proposal and quote from RLSS to create a water safety risk assessment at Riverside Recreation Ground. Members held a brief discussion regarding alternative options.

It was **RESOLVED** to:

- a) ***Not to go ahead with the quote received from RLSS***
- b) ***Conduct a site visit with Maydencroft to discuss reasonably practicable control measures in order to reduce risk***
- c) ***Contact The Fire & Rescue Service to determine whether they offer advice in relation to water safety measures along the two areas of the river that are accessible.***

### **196/24.2    Norton Road Allotment Perimeter Security**

Members received a report to consider the possible purchase and installation of temporary fence panels on the allotment side of the perimeter to cover existing gaps within the fencing where new saplings have been planted.

It was **RESOLVED** to: Lay the hedge and monitor its growth.

### **196/24.3    Play Area Signage**

Members received the report regarding a review and standardisation of the play area signage. It was agreed that this needs further investigation and that a revised proposal and quotations be brought to the next meeting.

It was **RESOLVED** to: Obtain quotes based on the format of the latest signage installed at the Greenacre Centre play area.

## **197/24      HIGHWAYS REPORT**

Cllr Smith reported that he would be meeting with CBC's Cllr Kat Woodfine next week to discuss, amongst other things, the ongoing issues with pot holes.

A road closure application is in place, outside the Chequers Pub in Queen Street, the week leading up to The Stotfold Mill event, Cllr Smith to make further investigations.

## **198/24      WORK PROGRAMME**

Members noted the work programme for this committee.

## **199/24      PUBLIC REALM WORKS**

It was reported that two of the bollards opposite The Crown Public House, are rotten and need replacing.

Cllr Saunders raised the matter of the repairs to the pot holes in Arlesey Road car park and whether we have been given a date for the contractors to return to complete the work. It was resolved that The Clerk will contact the contractors.

**120/24 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

The mattress which has been in the river at Riverside for some time, has now been removed on to the adjacent bank. Currently it is too heavy to move, however once it has dried out a little the Town Rangers will remove and dispose of it.

It was agreed that the Committee would need to allocate a Chairman for the April 2024 Rec Committee, owing to The Chair and Vice Chair taking annual leave at that time.

**189/24 DATE OF NEXT MEETING**

Wednesday 10 April 2024

The meeting closed at 1952.

**SIGNED BY CHAIRMAN:** \_\_\_\_\_

**MINUTES APPROVED (date):** \_\_\_\_\_

**MINUTES OF THE MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE  
HELD ON WEDNESDAY 20 MARCH 2024 AT IN THE COUNCIL CHAMBER,  
GREENACRE CENTRE, VALERIAN WAY, STOTFOLD**

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Committee Members present:

Councillors D Matthews (Vice Chair), S Buck, S Dhaliwal, J Smith, J Talbot

Also present:

Cllr J Hyde

Cllr J Bendell

E. Payne, Town Clerk

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**68/24 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Hayes. It was **RESOLVED** to:

***Accept the apologies.***

**69/24 DISCLOSURES OF MEMBERS INTERESTS**

No disclosures were made and there were no requests for dispensations.

**70/24 PUBLIC SECTION**

There were no public present.

**71/24 MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting held on 17 January 2024 were received and it was **RESOLVED** to:

***Adopt the minutes of the meeting held on 17<sup>th</sup> January 2024 as a true record of the meeting.***

**72/24 CLERK'S INFORMATION, CORRESPONDENCE RECEIVED AND MATTERS ARISING FOR INFORMATION**

**72/24.1 EV Charging Points at the Memorial Hall #**

Members were advised that CBC are chasing BP Pulse for connection of these charging points. It is likely that this will be via a wayleave through Grand Union and not the Hitchin Road connection originally considered.

**73/24 REPORTS TO COMMITTEE**

**73/24.1 Cleaning Contract**

Members received a report on the current situation with the cleaning contract for the Greenacre Centre and Memorial Hall. Members noted that the contract is on a 3-month rolling notice period. The Clerk is happy with the standard of cleaning in both the Greenacre Centre and Memorial Hall.

Members noted that the Clerk would make an adjustment in the budget to reallocate some of the budget to the Greenacre Centre to cover the additional cleaning costs for the library. It was also noted that this increase had been notified after the budget had been agreed and the new costs would not be reflected in the budget. It was **RESOLVED** to:

- a) *Note the report*
- b) *Note the increase of 9.8% in the cleaning contract.*
- c) *Consider investigating the current cleaning contract in 2025/26 after 12 months operation of the library.*

#### **73/24.2 Stotfold Good Neighbour Group – Use of Meeting Space**

Members noted the delegated decision of the Chair and the Clerk to award a free let to the Stotfold Good Neighbour Group. The meeting was thanked by Cllr Talbot for this ratification and for the installation of the balancing bars installed in the rear hall of the Memorial Hall to be used for the seated exercise class. It was **RESOLVED** to:

*Approve the delegated decision.*

#### **73/24.3 Community Café – Use of Maple Room**

Members received a report requesting a free let for the use of the Maple Room for a community café, which is an extension of the warm spaces initiative. It was **RESOLVED** to:

*Approve a free let of the Maple Room for a Community Café.*

#### **73/24.4 Stotfold Community Christmas Fayre 2024**

Members received a request for a free let from the Stotfold Christmas Fayre to hold their annual event. It was **RESOLVED** to:

*Approve a free let of the Memorial Hall for the Stotfold Christmas Fayre on Friday 22 November (1830-2030) and Saturday 23 November 2024.*

#### **73/24.5 Memorial Hall**

##### **a) Repairs to Road at Memorial Hall/White Lining in Car Park**

Members received a report to consider undertaking repairs to the Memorial Hall car park and refresh of the white lines. It was felt that the two items in the report should be separated. The repairs to the roadway in certain places when it is a health and safety issue should be prioritised. A temporary repair of the issue areas should be undertaken, with other repairs after the EV situation has been resolved. It was **RESOLVED** to:

***Undertake temporary repair of pothole outside the Memorial kitchen door until the CBC EV charging station issue is resolved.***

**b) Disabled Car Parking Provision**

Members noted the complaint of a resident regarding poorly laid out disabled car park spaces. It was also noted that this applied to the Brook Street car park as well. Members considered that this was important to ensure that residents can identify these spaces. Members discussed that it would be better to get a professional contractor as they would have the right equipment, templates etc as well as relevant risk assessments and method statements. It was **RESOLVED** to:

***Obtain quotations for the relining of the 'I's and 'T's in the car parks at the Memorial Hall, Library and Brook Street Car Park to be obtained via an external contractor.***

**c) Children's Tables and Chairs**

Members received a proposal to purchase children size table and chairs for the Memorial Hall. Members considered the number of chairs and tables, bearing in mind that most children's parties exceeded 15 attendees. The Clerk advised the meeting that she was planning to introduce a hirers feedback form and it could be asked as part of the feedback if the children's tables and chairs had been used. It was **RESOLVED** to:

***Purchase 3 tables and 15 chairs***

**73/24.6 Legionella Testing**

Members received a verbal report from the Clerk regarding the current situation of legionella testing. Logbooks were now in situ and the Town Rangers, who were suitably trained, would be undertaking basic checks including temperature checks. Other more complicated and involved testing would be outsourced to a contractor.

The dead legs in the plumbing infrastructure have been identified and would be resolved and then a schematic of each building would be compiled to assist with the testing regime. It was **RESOLVED** to:

- a) Remove dead legs as part of the general maintenance regime***
- b) Organise quotations for schematics of buildings under Town Council control to be devised.***

**73/24.7 Relocation of Kitchen Equipment and Chairs from GAC/Memorial Hall to Roecroft Centre**

With the impending relocation of the library and the use of the GAC kitchen by the café, there will be spare crockery and glasses which needed to be relocated. It was planned to relocate these to the Memorial Hall and the crockery from the Memorial Hall transferred to the Roecroft Centre. It was **RESOLVED** to:

- a) ***Delegate the relocation of the kitchen equipment to the Clerk and a representative from Roecroft Centre.***
- b) ***Any surplus crockery/glasses to be offered to the community***
- c) ***Any surplus chairs from the GAC to be sold.***

#### **73/24.8 Arlesey Road Toilets**

Members received a report on the installation of a radar disabled access key to the Arlesey Road toilet block. A quotation had been received from the original lock installation company of £685 to install the lock to a metal door and frame. It was noted that this company had originally installed the timed lock which needed adjustment and they could undertake this at the same time and train the Town Rangers in the automatic lock setting. It was **RESOLVED** to:

***Install a radar lock in the disabled toilet at Arlesey Road of £685.***

#### **73/24.9 Asbestos Report**

Members received a verbal report regarding the current status for the asbestos reports. They were advised that the company undertaking the asbestos testing had an IT infrastructure failure. The reports for the Mossman Centre and cemetery toilet had been received. There was no asbestos in the Mossman Centre and some in the cemetery toilets which would be fed into the contractor undertaking the work to the toilet block. It was **RESOLVED** to:

***Note the verbal report.***

#### **73/24.10 Reorganisation of Offices at GAC**

Members noted the report from the Clerk regarding the reorganisation of the offices at the Greenacre Centre to accommodate the new staff structure. Members noted that there was sufficient desk space for all staff to have a desk. It was **RESOLVED** to:

***Note the report.***

#### **73/24.11 Heads of Terms for Library Relocation**

Members received a verbal report on the work undertaken to date on the library lease. The first draft of the lease has been returned for the solicitor and some work is required to answer the queries from the solicitors. It was **RESOLVED** to:

***Note the report.***

#### **73/24.12 Work Programme**

Members noted the work programme and it was **RESOLVED** to:

***Note the work programme.***

**74/24 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

74/24.1 Cllr Talbot raised the heating in the Memorial Hall and the location of the thermostats. The thermostat in the main hall is in the foyer. The thermostat for the main hall is the rear hall. Members were advised that prices are being obtained to rectify this.

74/23.2 Cllr Saunders asked if any of the Town Council building had green waste bins. The Mossman Centre had one and he was unable to subscribe to the green waste service being introduced. Cllr Hyde reported that St Mary's Church had the same issue. It was suggested that this was raised with Cllr Woodfine at the next Town Council meeting.

**75/23 DATE OF NEXT MEETING**

To be advised.

The meeting closed at 1940.

**SIGNED BY CHAIRMAN:** \_\_\_\_\_

**MINUTES APPROVED (date):** \_\_\_\_\_

DRAFT

**MINUTES OF THE MEETING OF THE TOWN STRATEGY COMMITTEE HELD ON WEDNESDAY 27 MARCH 2024 AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD**

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Committee Members present:

Cllrs D Matthews (Chairman), S Buck, S Hayes, J Headington, J Smith (Vice Chair), J Talbot, H Wightwick

Also present:

Cllr Hyde  
E Payne, Town Clerk

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**25/24 APOLOGIES FOR ABSENCE**

All Member were present:

**26/24 DISCLOSURES OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS**

No disclosures were made and there were no requests for dispensations.

**27/24 PUBLIC PARTICIPATION**

None present.

**27/24 MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting held on 21 February 2024 were received. The minutes were duly amended, and it was **RESOLVED** to:

*Adopt the minutes as a true record of the meeting.*

**28/24 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

Nothing to report.

**29/24 REPORTS TO COMMITTEE**

**29/24/1 Strategic Planning Session – 13 January 2024**

Members received a high-level synopsis of the outcomes from the strategic planning sessions, sorted into areas of responsibility: Community Engagement, Communications and Town Improvements.

Members were advised that some of these objectives were already in hand. Others would be delivered once the new Community Engagement Officer was in post. These aims would need to be consulted on with residents to ensure that these are the right objectives.

This item would be deferred until the Democratic Services Manager can formulate a plan with our Community Engagement Officer to consult with residents.

**30/24 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

Nothing to report.

**31/24 DATE OF THE NEXT MEETING**

To be advised.

The meeting closed at 1913

**SIGNED BY CHAIRMAN:** \_\_\_\_\_

**MINUTES APPROVED (date):** \_\_\_\_\_

DRAFT

# MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 27 MARCH 2024 AT 7.30PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD.

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## Committee Members present:

S Buck (Chair), M Cooper (arrived 1945), S Hayes (Vice Chair), J Hyde, D Matthews, J Smith, B Saunders (arrived 1946), J Talbot.

## Also present:

Cllr Headington  
E Payne, Town Clerk

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### **110/24 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **111/24 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA**

Cllrs Hyde and Hayes declared a personal, non-pecuniary interest in item 115/24.2 as they are Trustees of the Eleemosynary Charity of William Field whose allotments are managed by the Town Council and item 115/24.1 regarding the grant for of St Mary's Church.

Cllr Talbot declared a personal, non-pecuniary interest in item 115/24.2 as he is an allotment holder at the Common Road Allotments.

### **112/24 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

There were no members of the public present.

### **113/24 MINUTES OF PREVIOUS MEETING**

Members received the minutes of the Establishment Committee meeting held on 24 January 2024. There was one typographical error which had been amended by hand.

It was **RESOLVED** that:

*The minutes are a true record of the meeting.*

### **114/24 CLERK'S REPORT, CORRESPONDANCE RECEIVED AND MATTERS ARISING FOR INFORMATION.**

Nothing to report.

### **115/24. REPORTS TO COMMITTEE**

#### **115/24.1 Grant Applications**

Members received grant applications. Members queried the grant application for Friends of Roecroft School and the amount of funding required for the project. Members felt that if

the grant was awarded, it should be held over until the remaining funds were in situ. It was **RESOLVED** to award the following grants:

- a) ***Stotfold Bowls Club - £1040 for a new cellar door***
- b) ***St Mary's C of E Academy - £1575.72 for SEND equipment***
- c) ***Friends of Roecroft School - £1500 towards installation of outdoor play area/stage which will be held over until the remaining funding is raised.***
- d) ***St Mary's Church - £1500 towards replacing the heating in the Church Hall.***

#### **115/24.2 Management Fee for Common Road Allotments**

Members received a report on the management fee currently levied by the Town Council to the Eleemosynary Charity of William Field for the management of the Common Road allotments.

It was **RESOLVED** to:

- a) ***Maintain the management fee as its current level***
- b) ***Review the management fee at the end of the contract***

**1945 – Cllr Cooper arrived**

**1946 – Cllr Saunders arrived**

#### **115/24.3 Committee Structure and Calendar of Meetings 2024-25**

Members received a report regarding a change of committee structure with an accompanying proposed calendar of meetings. A comparison of the Town Council's frequency of meetings compared to other town councils was discussed, which were bigger authorities who met less frequently. Members considered that the workload of the new committee structure would be too onerous, even if they met less frequently. The Clerk was asked to consider a structure with four committees and full terms of reference for these committees for consideration at the next meeting. It was **RESOLVED** to:

***Consider the proposal for committee restructure to the next meeting.***

#### **115/24.4 Town Council Telephone System**

Members were advised that this item will be deferred to the next meeting as the Clerk is waiting for a further quotation.

#### **115/24.5 Business Continuity Plan**

Members received a proposed Business Continuity Plan. It was **RESOLVED** to recommend to Council that:

***Adopt the Business Continuity Plan***

#### **115/24.6 Review of Policies**

Members received the following policies for review:

- a) Complaints Policy – this policy was incomplete and will be considered at the next meeting.
- b) Filming at Council Meetings – Members considered the policy and the implications it had on Members of Staff who had no choice but to be filmed and this should be

included in their Contract of Employment. The Town Clerk will take advice from the HR advisor.

- c) Public Participation Policy – Members considered removing the section relating to public participation only being allowed on items on the agenda. This would allow residents to attend meetings to discuss anything of concern or note to them.
- d) Press Policy – Members considered the policy and there were no amendments.

It was **RESOLVED** to recommend to Council that the following amended policies are adopted:

- a) **Filming at Council Meetings**
- b) **Public Participation Policy**
- c) **Press Policy**

**115/24.7 Bank Reconciliation**

Members received the bank reconciliations for January and February. It was **RESOLVED** that:

***The Bank Reconciliations for January and February signed by the RFO and Cllr Buck.***

**115/24.8 Work Programme**

Members received the Work Programme for this committee, and it was **RESOLVED** to:

***Note the work programme.***

**116/24. CONFIDENTIAL ITEMS**

Members resolved to exclude the Press and Public for the consideration of the following items under the Public Bodies (Admissions to Meetings) Act 1960.

**116/24.1 Staff Resources**

Members received a verbal update on the implementation of the new staff structure. The preferred candidate for the Cemetery Officer's role had declined the position. Members were advised that the Admin Officer, who looks after the allotments had tendered their resignation. The Clerk was proposing that the role of Cemetery Officer would be amalgamated into a new role of Cemetery & Allotment Officer and would be a full-time position. Members were advised on the latest position regarding recruitment and noted that Sian van der Merwe had been appointed as the Democratic Services Manager and Sarah Hassock as the Community Engagement Officer. The next positions to be filled would be the Cemetery & Allotments Officer followed by Public Realm Manager.

It was **RESOLVED** to:

***Note the verbal report.***

**116.24/2 Staff Salary Incremental Increases**

Members received a confidential report on the contractual salary scale increase, and it was **RESOLVED** to:

***Note the report.***

**117/24      DATE OF NEXT MEETING**

17 April 2024

The meeting closed at 2055.

SIGNED BY CHAIR: \_\_\_\_\_

MINUTES APPROVED (date): \_\_\_\_\_

DRAFT

Expenditure To be Approved At March 2022 Council meeting

**Expenditure To be Approved At 3rd April 2024 Council Meeting**

	Supplier	Bldgs	Rec	Cem	Estab	Other		Net	Vat	Total
BACS	Eleemosynary allotment fee transfer		3008.00					3008.00	0.00	3008.00
BACS	The Shutter Repair & Main Ltd- supply & install new shutter moto at Simpson Centre	380.00						380.00	76.00	456.00
BACS	Youth work - Youth Work Feb 24					480.00		480.00	96.00	576.00
BACS	M J Ryall Building Supplies Ltd -repair material for GAC, cemetery & open space	14.65	12.55	58.19				85.39	17.08	102.47
BACS	M J Ryall Building Supplies Ltd -repair material for cemetery & open space		13.61	3.36				16.97	3.39	20.36
BACS	Griggs Electrical Ltd -Electrical Work @ the GAC	243.00						243.00	48.60	291.60
BACS	Griggs Electrical Ltd -Electrical Work @ the memorial hall	60.00						60.00	12.00	72.00
BACS	Griggs Electrical Ltd -Electrical Work @ tractor shed		305.00					305.00	61.00	366.00
BACS	Griggs Electrical Ltd -Install Electrical Work @ tractor shed		300.00					300.00	60.00	360.00
BACS	Countrywide - Grass main contract		4320.41	1562.50				5882.91	1176.58	7059.49
BACS	HCC - SERCO cleaning material for REC		119.03					119.03	23.81	142.84
BACS	J D Heating & Plumbing Services Ltd - Unblocked Drain @ GAC	200.00						200.00	40.00	240.00
BACS	J D Heating & Plumbing Services Ltd -Replace water heater immersion heater	545.00						545.00	109.00	654.00
BACS	Mr C Plumb -supply and fitting new air vent @mem hall	157.60						157.60	31.52	189.12
BACS	Danfo- toilet service fee		366.27					366.27	73.25	439.52
BACS	Woods Precision Engineering Ltd - Supply & Fit Metal Arch @Cemetery			1285.00				1285.00	257.00	1542.00
BACS	Mid Beds Locksmiths Ltd - cylinder keys for tractor shed		10.50					10.50	2.10	12.60
BACS	Lawsons - Timber post for repair the A Rd Fence		10.59					10.59	2.12	12.71
BACS	Steve Dear Tree Service - Cemetery Tree Work			1600.00				1600.00	320.00	1920.00
BACS	Wadys Maintenance - Investigation into foyer lighting @GAC	80.00						80.00	16.00	96.00
BACS	Jonny Garside - Ease & adjust kitchen door	65.00						65.00	13.00	78.00
BACS	SMG - Unifi 24 port POE switch, & service fee				3004.67			3004.67	600.93	3605.60
BACS	SMG - Monthly IT Service				724.50			724.50	144.90	869.40
BACS	Wilstead Skip Hire Ltd- delivered 22/12/2023 at A Rd		300.00					300.00	60.00	360.00
BACS	Wilstead Skip Hire Ltd- delivered 11/01/2024 at A Rd		300.00					300.00	60.00	360.00
BACS	Wilstead Skip Hire Ltd- delivered 29/01/2024 at A Rd		300.00					300.00	60.00	360.00

Expenditure To be Approved At March 2022 Council meeting

BACS	Wilstead Skip Hire Ltd- delivered 14/02/2024 at A Rd		300.00				300.00	60.00	360.00
BACS	Wilstead Skip Hire Ltd- delivered 29/02/2024 at A Rd		300.00				300.00	60.00	360.00
BACS	Rik Golder - Ground main consultancy Fee		800.00				800.00	0.00	800.00
BACS	Joseph Rochfords Gardens Ltd - Lavandula for the cemetery			160.00			160.00	32.00	192.00
BACS	Town CLLR - L. Anderson reimburse Trees for the Haven		486.00				486.00	0.00	486.00
BACS	Town Ranger - C.Y reimburse Socket & Wobble Ext6		10.48				10.48	0.00	10.48
BACS	Katherine Hounscome - 50% deposit of 50th Birthday of the council Illustrations				1000.00		1000.00	0.00	1000.00
BACS	Toolstation - Raw plug		3.17				3.17	0.63	3.80
BACS	Chubb Fire & Security - Fire alarm service @ Simpson Centre	156.17					156.17	31.23	187.40
BACS	Chubb Fire & Security - replace part @ Simpson Centre	216.43					216.43	43.29	259.72
BACS	Town Mayor Reimbursement - Charity Event Donation				40.00		40.00	0.00	40.00
BACS	First Aid For All - 2 hour AED Awareness Course				150.00		150.00	0.00	150.00
BACS	Minster Cleaning - daily clean	2169.34					2169.34	433.86	2603.20
BACS	Bed & River Ivel Internal Drainage Boar - Riverside Culvert application Fee		50.00				50.00	0.00	50.00
BACS	Ocean Creative - Council Roller Banner				256.00		256.00	51.20	307.20
BACS	ACE Fire & Security - The GAC Intruder Alarm annual fee	813.39					813.39	162.67	976.06
BACS	Stotfold Bowls Club - Fertiliser Fee		490.91				490.91	0.00	490.91
DD	woodland Trust - Annual Membership fee year 2024				36.00		36.00	0.00	36.00
DD	EE - Feb 24 work mobile				199.40		199.40	39.88	239.28
DD	Worldpay (Card machine transaction fee Feb 24)				19.57		19.57	2.09	21.66
DD	IBT Ltd (phone, internet & calls)				183.48		183.48	36.70	220.18
DD	Barclaycard ( Road sign + Timetastic monthly bill )		75.00		12.00		87.00	17.40	104.40
DD	Sage (Payroll System)				27.00		27.00	5.40	32.40
DD	Cawleys Skip Hire (Mem Hall)	56.28					56.28	11.26	67.54
DD	Cawleys Skip Hire (GAC)	144.68					144.68	28.94	173.62
DD	Cawleys Skip Hire - The GAC Annual Duty Of Care Charge	98.28					98.28	19.66	117.94
DD	Cawleys Skip Hire - Cemetery				35.65		35.65	7.13	42.78
DD	Central Bed Council (GAC Rate )	1267.00					1267.00	0.00	1267.00
PAYFLOW	Salaries - Feb 2024	1077.30	3729.98		9087.51		13894.79	0.00	13894.79
DD	SSE - The Simpson Centre Nov- Dec 23	332.96					332.96	16.65	349.61
DD	SSE - The Simpson Centre Jan 24	344.25					344.25	17.21	361.46
DD	SSE - Street Light electricity Dec 2023		794.64				794.64	44.20	838.84

Expenditure To be Approved At March 2022 Council meeting

DD	SSE - Street Light electricity Jan 2024		794.64					794.64	44.20	838.84
DD	SSE -MUGA Elec Nov - Dec 23		-56.04					-56.04	-2.80	-58.84
DD	SSE -MUGA Elec -Jan 24		70.94					70.94	3.55	74.49
DD	SSE - Memorial Hall Electricity Nov - Dec 23	178.85						178.85	8.94	187.79
DD	SSE - Memorial Hall Electricity Jan 24	158.09						158.09	7.91	166.00
DD	SSE -GAC Electricity Jan 24	1576.90						1576.90	315.38	1892.28
DD	SSE- Arlesey Rd Electricity Nov - Dec 23		129.81					129.81	6.49	136.30
DD	SSE- Arlesey Rd Electricity Jan 24		149.00					149.00	7.45	156.45
DD	SSE- Hitchin Rd Electricity Nov- Dec 23		100.92					100.92	5.05	105.97
DD	SSE- Hitchin Rd Electricity Jan 24		298.84					298.84	14.94	313.78
DD	Crown Gas & Power - Memo Hall Gas Jan 24	585.07						585.07	117.01	702.08
DD	Crown Gas & Power - GAC Gas Jan 24	1088.36						1088.36	217.67	1306.03
DD	Wave - Arlesey Road Facility		110.51					110.51	10.63	121.14
DD	Wave - GAC	130.96						130.96	11.53	142.49
DD	Mutual - Council vehicle insurance monthly payment		417.53					417.53	0.00	417.53
DD	Allstar Fuel Card - Diesel for the council Vehicle		79.07					79.07	15.81	94.88
DD	Allstar Fuel Card - Diesel for the council Vehicle		76.33					76.33	15.27	91.60
DD	Allstar Fuel Card Fee		16.68					16.68	3.34	20.02
DD	ICO - Data Protection Fee					35.00		35.00	0.00	35.00
DD	Trade UK (Screwfix) - padlock for the allot		103.48					103.48	20.69	124.17
DD	UGP - football goal electricity @ A Rd		150.85					150.85	7.54	158.39
DD	Barclay card - slcc course, postage, flowers		186.00			369.97		555.97	7.70	563.67
	<b>Total</b>	<b>12139.56</b>	<b>19034.70</b>	<b>4704.70</b>	<b>15145.10</b>	<b>480.00</b>		<b>51504.06</b>	<b>5323.98</b>	<b>56828.04</b>

\* Please note that, in accordance with the council's financial regulation and to prevent the possibility of errors, omissions and even fraudulent activity, these purchase invoices are only paid and entered into the accounting system after being authorised by this monthly full council meeting. This means that the figures in the monthly committee report do not include the aforementioned invoices.

Expenditure To be Approved At March 2022 Council meeting

**Income received in February 24 - report for 3rd April 24 council meeting**

Date	Receipt No	Amount	Details	Simpson Centre	Memorial Hall	Greenacre Centre	Cemetery	Open space/ Allotments
29/01/2024	15932	35.00	NR 7C Allotment Fee					35.00
01/02/2024	15933	50.00	Squirrel Taverners Hire Hitchin Rd					50.00
02/02/2024	15934	122.40	Short MatBowls - Inv a6502		122.40			
08/02/2024	15935	243.00	Stotfold Good Neighbour Group Inv a6499		243.00			
14/02/2024	15937	50.00	Hire Hitchin Rd 18/02					50.00
15/02/2024	15938	141.60	Invoice A6506 local resident repay repair A Rd fence fee					141.60
19/02/2024	15939	1300.00	Purchase Burial Plot 545&546				1300.00	
21/02/2024	15940	878.79	Eleemosynary Charity Allot Mgmt. Fee					878.79
21/02/2024	15941	375.00	E H Crouch Interment Fee				375.00	
21/02/2024	15942	70.00	E H Crouch Additional Inscription Fee				70.00	
21/02/2024	15943	70.00	E H Crouch - Additional Inscription Fee B5631				70.00	
22/02/2024	15944	70.00	Transfer of burial right plot 484				70.00	
23/02/2024	15945	375.00	E H Crouch - Interment Fee				375.00	
26/02/2024	15946	200.00	Ashes Interment Fee GOR773				200.00	
26/02/2024	15947	50.00	Prepare the burial plot GOR773				50.00	
01/02/2024	BACS	198.88	Little Ruggers Inv		198.88			
02/02/2024	BACS	38.25	Hire Memo Hall 18/02		38.25			
02/02/2024	BACS	375.00	CPJ Field				375.00	
05/02/2024	BACS	17.00	Hire Memo Hall 03/03/24		17.00			
05/02/2024	BACS	74.69	Stotfold Football Club Repay Insurance Fee					74.69
05/02/2024	BACS	272.16	Pix Gymnastics Inv payment		272.16			
06/02/2024	BACS	173.20	Tanya Class inv payment		173.20			
06/02/2024	BACS	173.20	Tanya Class inv payment		173.20			
07/02/2024	BACS	166.66	Austin +Son - Chapel Lease				166.66	
07/02/2024	BACS	300.00	Burial Right Fee				300.00	
07/02/2024	BACS	306.00	RPATT Inv		306.00			

08/02/2024	BACS	63.75	Hire Memo Hall 17/02/24		63.75			
19/02/2024	BACS	217.04	OPUS - A Rd Electricity Fee refund					217.04
19/02/2024	BACS	70.00	Offley Memorial GOR770				70.00	
19/02/2024	BACS	17.00	Hire Memo Hall 28/04		17.00			
19/02/2024	BACS	51.00	Hire Memo Hall 02/03		51.00			
20/02/2024	BACS	34.00	Hire Memo Hall 2/03/		34.00			
21/02/2024	BACS	159.77	Intelligent Comfort inv payment			159.77		
22/02/2024	BACS	70.00	Neville Funeral				70.00	
22/02/2024	BACS	345.00	Box of Cake - Simpson Centre Hiring Fee	345.00				
27/02/2024	BACS	51.00	Hire Memo Hall 3/3/2024		51.00			
<b>Total</b>		<b>7204.39</b>		<b>345.00</b>	<b>1760.84</b>	<b>159.77</b>	<b>3491.66</b>	<b>1447.12</b>

## Detailed Income &amp; Expenditure by Budget Heading 22/03/2024

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Rec Grounds/ Lands &amp; Lighting</b>								
<u>21 MUGA</u>								
203 Electricity	157	455	1,500	1,045		1,045	30.3%	
206 Maintenance and Repairs	87	1,425	1,200	(225)		(225)	118.8%	
215 Staff Wages	5,397	0	0	0		0	0.0%	
MUGA :- Indirect Expenditure	<b>5,641</b>	<b>1,880</b>	<b>2,700</b>	<b>820</b>	<b>0</b>	<b>820</b>	<b>69.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,641)</b>	<b>(1,880)</b>	<b>(2,700)</b>	<b>(820)</b>				
<u>22 Lighting</u>								
203 Electricity	18,809	5,054	22,000	16,946		16,946	23.0%	
206 Maintenance and Repairs	11,185	10,105	20,000	9,895		9,895	50.5%	
Lighting :- Indirect Expenditure	<b>29,994</b>	<b>15,158</b>	<b>42,000</b>	<b>26,842</b>	<b>0</b>	<b>26,842</b>	<b>36.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(29,994)</b>	<b>(15,158)</b>	<b>(42,000)</b>	<b>(26,842)</b>				
<u>23 Allotments</u>								
2003 Income - Allotments Norton Rd	2,417	2,502	2,300	(202)			108.8%	
2009 Income- Allotments Common Rd	0	3,767	0	(3,767)			0.0%	
Allotments :- Income	<b>2,417</b>	<b>6,269</b>	<b>2,300</b>	<b>(3,969)</b>			<b>272.6%</b>	<b>0</b>
202 Water Rates	812	625	1,000	375		375	62.5%	
206 Maintenance and Repairs	745	5,134	700	(4,434)		(4,434)	733.5%	
226 Pest Control - Allotments	555	617	650	33		33	94.9%	
236 RBS Support Allotment	233	318	600	282		282	52.9%	
Allotments :- Indirect Expenditure	<b>2,346</b>	<b>6,694</b>	<b>2,950</b>	<b>(3,744)</b>	<b>0</b>	<b>(3,744)</b>	<b>226.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>71</b>	<b>(425)</b>	<b>(650)</b>	<b>(225)</b>				
<u>25 Hitchin Road Rec</u>								
202 Water Rates	143	319	500	181		181	63.7%	
203 Electricity	538	406	1,000	594		594	40.6%	
231 Bowls Club Grant	266	583	3,650	3,067		3,067	16.0%	
Hitchin Road Rec :- Indirect Expenditure	<b>948</b>	<b>1,308</b>	<b>5,150</b>	<b>3,842</b>	<b>0</b>	<b>3,842</b>	<b>25.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(948)</b>	<b>(1,308)</b>	<b>(5,150)</b>	<b>(3,842)</b>				
<u>26 Brook Street Car Park/Toilets</u>								
201 Rates	1,060	1,060	1,500	440		440	70.7%	
202 Water Rates	376	177	500	323		323	35.5%	

## Detailed Income &amp; Expenditure by Budget Heading 22/03/2024

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Electricity	300	140	0	(140)		(140)	0.0%	
206 Maintenance and Repairs	2,916	2,512	2,000	(512)		(512)	125.6%	
Brook Street Car Park/Toilets :- Indirect Expenditure	<b>4,653</b>	<b>3,890</b>	<b>4,000</b>	<b>110</b>	<b>0</b>	<b>110</b>	<b>97.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,653)</b>	<b>(3,890)</b>	<b>(4,000)</b>	<b>(110)</b>				
<u>27 Open Spaces</u>								
2005 Income - Open Space Other	7,288	7,068	6,000	(1,068)			117.8%	
Open Spaces :- Income	<b>7,288</b>	<b>7,068</b>	<b>6,000</b>	<b>(1,068)</b>			<b>117.8%</b>	<b>0</b>
205 Legal Fees / ROSPA	440	440	3,500	3,060		3,060	12.6%	
206 Maintenance and Repairs	37,714	31,787	15,000	(16,787)		(16,787)	211.9%	
207 Grass Cutting Contract	40,195	31,613	110,000	78,387		78,387	28.7%	
209 Lease Costs	0	0	300	300		300	0.0%	
210 Handyman Contract	20,221	0	0	0		0	0.0%	
211 River Ivel Drainage	19	0	10	10		10	0.0%	
212 Skip Hire	6,260	5,140	5,000	(140)		(140)	102.8%	
213 Subscriptions/Licences	126	0	250	250		250	0.0%	
223 Teasel /Centenery Wood	252	1,789	1,500	(289)		(289)	119.3%	
225 Water Meter - The Green	61	66	60	(6)		(6)	109.9%	
237 Floral Planting	0	0	1,500	1,500		1,500	0.0%	
Open Spaces :- Indirect Expenditure	<b>105,287</b>	<b>70,834</b>	<b>137,120</b>	<b>66,286</b>	<b>0</b>	<b>66,286</b>	<b>51.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(97,999)</b>	<b>(63,767)</b>	<b>(131,120)</b>	<b>(67,353)</b>				
<u>28 Agency</u>								
2006 Income - Agency Grants	4,371	4,371	4,015	(356)			108.9%	
Agency :- Income	<b>4,371</b>	<b>4,371</b>	<b>4,015</b>	<b>(356)</b>			<b>108.9%</b>	<b>0</b>
<b>Net Income</b>	<b>4,371</b>	<b>4,371</b>	<b>4,015</b>	<b>(356)</b>				
<u>32 Verges</u>								
207 Grass Cutting Contract	23,661	11,272	110,000	98,728		98,728	10.2%	
Verges :- Indirect Expenditure	<b>23,661</b>	<b>11,272</b>	<b>110,000</b>	<b>98,728</b>	<b>0</b>	<b>98,728</b>	<b>10.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(23,661)</b>	<b>(11,272)</b>	<b>(110,000)</b>	<b>(98,728)</b>				
<u>33 Arlesey Rd Playing Field</u>								
201 Rates	0	0	1,000	1,000		1,000	0.0%	
232 Utilities	1,643	2,203	3,500	1,297		1,297	62.9%	
235 Pitch Maintenance	6,500	0	0	0		0	0.0%	
Arlesey Rd Playing Field :- Indirect Expenditure	<b>8,143</b>	<b>2,203</b>	<b>4,500</b>	<b>2,297</b>	<b>0</b>	<b>2,297</b>	<b>48.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,143)</b>	<b>(2,203)</b>	<b>(4,500)</b>	<b>(2,297)</b>				

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## Detailed Income &amp; Expenditure by Budget Heading 22/03/2024

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>34 Green Wheel</u>								
233 Green Wheel Expenditure	1,500	1,500	1,500	0		0	100.0%	
Green Wheel :- Indirect Expenditure	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b>(1,500)</b>	<b>(1,500)</b>	<b>(1,500)</b>	<b>0</b>				
Rec Grounds/ Lands & Lighting :- Income	<b>14,076</b>	<b>17,708</b>	<b>12,315</b>	<b>(5,393)</b>			<b>143.8%</b>	
Expenditure	<b>182,173</b>	<b>114,738</b>	<b>309,920</b>	<b>195,182</b>	<b>0</b>	<b>195,182</b>	<b>37.0%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(168,097)</b>	<b>(97,030)</b>						
<b>Cemetery</b>								
<u>41 Cemetery</u>								
4001 Income - Burials	19,000	16,165	9,000	(7,165)			179.6%	
4002 Income - Memorials & Plaques	6,031	6,465	4,000	(2,465)			161.6%	
4003 Income - Chapel lease	2,000	2,000	2,000	0			100.0%	
4004 Income -Keys	1,955	100	0	(100)			0.0%	
4005 Income - Plot Purchase	16,260	6,245	8,000	1,755			78.1%	
Cemetery :- Income	<u>45,246</u>	<u>30,975</u>	<u>23,000</u>	<u>(7,975)</u>			<u>134.7%</u>	<u>0</u>
401 Rates	5,240	3,144	5,800	2,656		2,656	54.2%	
402 Water Rates	106	96	300	204		204	31.9%	
404 Maintenance/Repairs & Ex Cuts	3,298	3,063	4,000	937		937	76.6%	
405 Grounds Maintenance Contract	25,457	14,062	80,000	65,938		65,938	17.6%	
407 Handyman Contract	9,762	0	0	0		0	0.0%	
408 Pest Control	680	539	650	111		111	82.9%	
409 Tree Surgery	6,038	400	6,000	5,600		5,600	6.7%	
411 RBS Annual Support Cem Package	296	377	600	223		223	62.8%	
Cemetery :- Indirect Expenditure	<u>50,876</u>	<u>21,681</u>	<u>97,350</u>	<u>75,669</u>	<u>0</u>	<u>75,669</u>	<u>22.3%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b>(5,630)</b>	<b>9,294</b>	<b>(74,350)</b>	<b>(83,644)</b>				
Cemetery :- Income	<b>45,246</b>	<b>30,975</b>	<b>23,000</b>	<b>(7,975)</b>			<b>134.7%</b>	
Expenditure	<b>50,876</b>	<b>21,681</b>	<b>97,350</b>	<b>75,669</b>	<b>0</b>	<b>75,669</b>	<b>22.3%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(5,630)</b>	<b>9,294</b>						
<b>Buildings Management</b>								
<u>51 Simpson Centre</u>								
5002 Income - Simpson Hall Hire	0	345	0	(345)			0.0%	
5003 Income - The Simpson Centre	4,140	5,950	0	(5,950)			0.0%	
5004 Income - Library Utilities	2,000	1,781	0	(1,781)			0.0%	

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5005 Income - Library Lease	2,565	65	0	(65)			0.0%	
Simpson Centre :- Income	<b>8,705</b>	<b>8,141</b>	<b>0</b>	<b>(8,141)</b>				<b>0</b>
505 Rates - Simpson	8,483	8,907	8,750	(157)		(157)	101.8%	
507 Water Charges - Simpson	710	620	250	(370)		(370)	248.2%	
510 Electricity - Simpson	4,228	2,357	2,500	143		143	94.3%	
Simpson Centre :- Indirect Expenditure	<b>13,421</b>	<b>11,885</b>	<b>11,500</b>	<b>(385)</b>	<b>0</b>	<b>(385)</b>	<b>103.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,716)</b>	<b>(3,744)</b>	<b>(11,500)</b>	<b>(7,756)</b>				
<u>52 Memorial Hall</u>								
5001 Income - Mem Hall	18,801	24,608	8,000	(16,608)			307.6%	
Memorial Hall :- Income	<b>18,801</b>	<b>24,608</b>	<b>8,000</b>	<b>(16,608)</b>			<b>307.6%</b>	<b>0</b>
504 Rate	4,790	4,491	5,100	609		609	88.1%	
506 Water Charges	1,214	360	1,500	1,140		1,140	24.0%	
508 Gas	2,185	2,471	3,500	1,029		1,029	70.6%	
509 Electricity	528	892	1,800	908		908	49.5%	
Memorial Hall :- Indirect Expenditure	<b>8,717</b>	<b>8,213</b>	<b>11,900</b>	<b>3,687</b>	<b>0</b>	<b>3,687</b>	<b>69.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>10,083</b>	<b>16,395</b>	<b>(3,900)</b>	<b>(20,295)</b>				
<u>53 Building - General</u>								
501 Staff Wages	12,478	0	0	0		0	0.0%	
512 Maintenance	19,681	12,719	12,000	(719)		(719)	106.0%	
516 Handyman Contract	9,299	0	0	0		0	0.0%	
518 Bin Hire	2,320	2,475	5,000	2,525		2,525	49.5%	
538 Service Contracts	15,556	12,808	13,000	192		192	98.5%	
Building - General :- Indirect Expenditure	<b>59,334</b>	<b>28,002</b>	<b>30,000</b>	<b>1,998</b>	<b>0</b>	<b>1,998</b>	<b>93.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(59,334)</b>	<b>(28,002)</b>	<b>(30,000)</b>	<b>(1,998)</b>				
<u>55 Greenacre Centre</u>								
5008 Income -GAC	11,136	217	250	33			86.8%	
5009 Income - Solar Panels FIT	349	369	250	(119)			147.5%	
Greenacre Centre :- Income	<b>11,484</b>	<b>586</b>	<b>500</b>	<b>(86)</b>			<b>117.2%</b>	<b>0</b>
504 Rate	13,224	15,207	14,300	(907)		(907)	106.3%	
506 Water Charges	884	399	3,000	2,601		2,601	13.3%	
508 Gas	3,982	5,609	6,000	391		391	93.5%	
509 Electricity	8,889	9,772	15,000	5,228		5,228	65.1%	
537 Cleaning Contract	13,245	11,890	13,000	1,110		1,110	91.5%	
Greenacre Centre :- Indirect Expenditure	<b>40,223</b>	<b>42,877</b>	<b>51,300</b>	<b>8,423</b>	<b>0</b>	<b>8,423</b>	<b>83.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(28,739)</b>	<b>(42,292)</b>	<b>(50,800)</b>	<b>(8,508)</b>				

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Buildings Management :- Income	38,990	33,335	8,500	(24,835)			392.2%	
Expenditure	121,696	90,977	104,700	13,723	0	13,723	86.9%	
<b>Movement to/(from) Gen Reserve</b>	<b>(82,705)</b>	<b>(57,642)</b>						
<b>Establishment &amp; Admin</b>								
<u>61 Establishment</u>								
6003 Income - Miscellaneous	98	41	50	9			82.4%	
6004 Income - Interest Received	19,239	39,295	2,500	(36,795)			1571.8%	
6008 Income - Mayor Event	11	240	0	(240)			0.0%	
Establishment :- Income	<b>19,348</b>	<b>39,576</b>	<b>2,550</b>	<b>(37,026)</b>			<b>1552.0%</b>	<b>0</b>
601 Staff Salaries	136,793	228,357	230,000	1,643		1,643	99.3%	
602 Employers NI	12,861	17,933	34,500	16,567		16,567	52.0%	
603 Ers Pension Contrib	36,660	36,528	3,500	(33,028)		(33,028)	1043.7%	
604 Staff Training	4,052	7,773	5,000	(2,773)		(2,773)	155.5%	
605 Clerk's Expenses	261	723	1,500	777		777	48.2%	
607 Photocopier Costs	559	482	1,000	518		518	48.2%	
608 Telephone/Fax/ISDN	3,754	4,177	5,000	823		823	83.5%	
609 Postage	481	438	600	162		162	73.0%	
610 Stationery	3,856	2,987	2,500	(487)		(487)	119.5%	
611 Insurances	7,347	9,002	7,000	(2,002)		(2,002)	128.6%	
612 Audit Fees	1,850	2,400	3,000	600		600	80.0%	
613 Legal Fees	2,433	18	5,000	4,982		4,982	0.4%	
614 Advertising	3,405	4,862	6,000	1,138		1,138	81.0%	
615 Maintenance & Repairs/IT	14,897	13,921	12,000	(1,921)		(1,921)	116.0%	
618 Subscription/Licence	12,879	14,022	12,000	(2,022)		(2,022)	116.9%	
619 PWLB Loan Repayments	19,520	16,731	20,000	3,269		3,269	83.7%	
620 Civic Allowance	1,323	481	1,500	1,019		1,019	32.1%	
621 Bank Charges	529	388	600	212		212	64.7%	
627 Travel Expenses	73	338	250	(88)		(88)	135.4%	
630 Grants	5,650	9,557	15,000	5,443		5,443	63.7%	
631 Councillor Training/Mileage	89	185	1,000	815		815	18.5%	
Establishment :- Indirect Expenditure	<b>269,273</b>	<b>371,303</b>	<b>366,950</b>	<b>(4,353)</b>	<b>0</b>	<b>(4,353)</b>	<b>101.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(249,925)</b>	<b>(331,728)</b>	<b>(364,400)</b>	<b>(32,672)</b>				
<u>62 Precept</u>								
6005 Precept	638,610	913,926	913,926	0			100.0%	
Precept :- Income	<b>638,610</b>	<b>913,926</b>	<b>913,926</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
<b>Net Income</b>	<b>638,610</b>	<b>913,926</b>	<b>913,926</b>	<b>0</b>				
Establishment & Admin :- Income	<b>657,958</b>	<b>953,502</b>	<b>916,476</b>	<b>(37,026)</b>			<b>104.0%</b>	
Expenditure	<b>269,273</b>	<b>371,303</b>	<b>366,950</b>	<b>(4,353)</b>	<b>0</b>	<b>(4,353)</b>	<b>101.2%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>388,685</b>	<b>582,198</b>						

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Town Strategy</b>								
<u>71 Town Strategy</u>								
701 Town Strategy	5,165	0	4,000	4,000		4,000	0.0%	
Town Strategy :- Indirect Expenditure	<u>5,165</u>	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b>(5,165)</b>	<b>0</b>	<b>(4,000)</b>	<b>(4,000)</b>				
Town Strategy :- Income	0	0	0	0			0.0%	
Expenditure	5,165	0	4,000	4,000	0	4,000	0.0%	
<b>Movement to/(from) Gen Reserve</b>	<b>(5,165)</b>	<b>0</b>						
<b>Managed Funds</b>								
<u>85 Earmarked Reserves</u>								
8001 Xmas Lights donations	6,383	3,334	0	(3,334)			0.0%	383
8002 Income EMR - Cemetery	5,803	10,068	0	(10,068)			0.0%	10,068
8006 S106 Income	1,223,242	4,795	0	(4,795)			0.0%	
8007 Income - Rec Ground Rolling	800	0	0	0			0.0%	
8008 Pitch Power Football Pitch Gra	0	11,784	0	(11,784)			0.0%	11,784
Earmarked Reserves :- Income	<u>1,236,228</u>	<u>29,981</u>	<u>0</u>	<u>(29,981)</u>				<u>22,235</u>
802 EMR-Working Capital	29,150	3,800	0	(3,800)		(3,800)	0.0%	3,800
804 Mossman	0	4,457	0	(4,457)		(4,457)	0.0%	4,457
806 EMR -Buildings Fund	1,804	0	0	0		0	0.0%	
808 Pitch Power Football Pitch Gra	0	11,784	0	(11,784)		(11,784)	0.0%	11,784
809 EMR - PCemetery Projects/Paths	5,110	14,193	0	(14,193)		(14,193)	0.0%	14,193
815 EMR-Rec Ground Rolling Improve	5,744	74,585	0	(74,585)		(74,585)	0.0%	74,585
816 EMR-Norton Work Highway work	2,382	0	0	0		0	0.0%	
818 EMR Rec MUGA	22,067	26,787	0	(26,787)		(26,787)	0.0%	26,787
819 EMR - Allotment Hedging	1,090	0	0	0		0	0.0%	
820 EMR-Estab Office Equipment	19,090	4,578	0	(4,578)		(4,578)	0.0%	4,578
821 EMR-Estab election Fund	0	220	0	(220)		(220)	0.0%	220
823 Handyman set up	1,860	364	0	(364)		(364)	0.0%	364
824 Christmas Lights	16,479	16,304	0	(16,304)		(16,304)	0.0%	16,304
826 EMR Youth Work	9,615	5,900	0	(5,900)		(5,900)	0.0%	5,900
832 Tree Work	8,743	0	0	0		0	0.0%	
833 EMR- S106 Greenacre Park	0	39,486	0	(39,486)		(39,486)	0.0%	39,486
835 EMR -S106 A Rd MUGA, Gym outdr	366,704	0	0	0		0	0.0%	
836 EMR- Facilities Team Setup	0	1,400	0	(1,400)		(1,400)	0.0%	1,400
Earmarked Reserves :- Indirect Expenditure	<u>489,839</u>	<u>203,858</u>	<u>0</u>	<u>(203,858)</u>	<u>0</u>	<u>(203,858)</u>		<u>203,858</u>
<b>Net Income over Expenditure</b>	<b>746,389</b>	<b>(173,876)</b>	<b>0</b>	<b>173,876</b>				
9000 plus Transfer from EMR	492,284	203,858						
9001 less Transfer to EMR	1,210,008	22,235						

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<b>Movement to/(from) Gen Reserve</b>	<b>28,665</b>	<b>7,746</b>						
Managed Funds :- Income	1,236,228	29,981	0	(29,981)			0.0%	
Expenditure	489,839	203,858	0	(203,858)	0	(203,858)	0.0%	
<b>Net Income over Expenditure</b>	<b>746,389</b>	<b>(173,876)</b>	<b>0</b>	<b>173,876</b>				
plus Transfer from EMR	492,284	203,858						
less Transfer to EMR	1,210,008	22,235						
<b>Movement to/(from) Gen Reserve</b>	<b>28,665</b>	<b>7,746</b>						
Grand Totals:- Income	1,992,499	1,065,501	960,291	(105,210)			111.0%	
Expenditure	1,119,022	802,557	882,920	80,363	0	80,363	90.9%	
<b>Net Income over Expenditure</b>	<b>873,477</b>	<b>262,943</b>	<b>77,371</b>	<b>(185,572)</b>				
plus Transfer from EMR	492,284	203,858						
less Transfer to EMR	1,210,008	22,235						
<b>Movement to/(from) Gen Reserve</b>	<b>155,753</b>	<b>444,566</b>						

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
9002 EMR - Working Capital	5,849.97	-3,799.85	2,050.12
9003 EMR - SE Forum	17.00		17.00
9004 EMR - Mossman	4,457.00	-4,457.00	0.00
9005 EMR - Town Strategy	9,808.93		9,808.93
9006 EMR - Building Fund	130,428.00		130,428.00
9009 EMR - Cemetery Projects	242,912.92	-4,124.71	238,788.21
9010 EMR - Teasel	450.00		450.00
9015 EMR - Rec Rolling Imprv.	57,487.06	-8,419.93	49,067.13
9017 EMR - Street Lights	34,890.00	10,000.00	44,890.00
9018 EMR - Rec MUGA	27,935.03	-26,786.69	1,148.34
9020 EMR - Estab Office Equip	4,345.55	-1,078.43	3,267.12
9021 EMR - Estab Election	15,858.00	-220.05	15,637.95
9022 EMR - Cmty Leisure Centre	5,000.00		5,000.00
9023 EMR - Handyman Role	8,139.52	-364.30	7,775.22
9024 EMR - Christmas Lights	807.35	-5,921.04	-5,113.69
9025 EMR - GAC Sinking Fund	122,735.00		122,735.00
9026 EMR - Youth Work	2,438.00	9,100.00	11,538.00
9027 EMR - S106 GAC	199,510.00	4,000.00	203,510.00
9028 EMR - S106 Pix Brook PA	434,385.00		434,385.00
9029 EMR - Clerk of Works A Rd	119.00		119.00
9030 EMR - Riverside Cpk Ext.	40,000.00		40,000.00
9031 EMR - S106 PC Ave	135,000.00		135,000.00
9032 EMR - Tree Work	1,257.00	10,000.00	11,257.00
9033 EMR - S106 Greenacre Park	827,872.30	-39,486.00	788,386.30
9036 EMR - Facilities Team Set Up	0.00	13,600.21	13,600.21
	<b>2,311,702.63</b>	<b>-47,957.79</b>	<b>2,263,744.84</b>

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** COUNCIL

**DATE:** 3 APRIL 2024

**REPORT BY:** EMMA PAYNE, TOWN CLERK

**SUBJECT:** RISK MANAGEMENT STRATEGY AND RISK REGISTER

### 1. SUMMARY

1.1 As part of the AGAR statement, which needs to be approved by Council, Members must have considered all risks to the Council, and how best to mitigate or remove them. This report outlines the Council's Risk Management Strategy and Risk Register.

### 2. RECOMMENDATION

2.1 Members are asked to adopt the risk management strategy and risk register

### 3. BACKGROUND

3.1 The Council should have an Risk Management Strategy which is reviewed annually. In addition to this, it regularly reviews Internal Controls, Financial Regulations and Standing Orders. The Council's appointed Internal Auditor should consider the Council's response to risk when undertaking their interim and end of year audits.

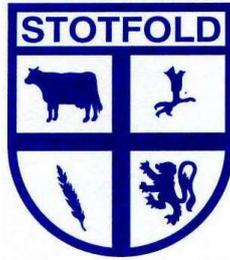
3.2 The attached Risk Register has been reviewed and bench marked against other town councils of a similar size.

### 4. FINANCE

4.1 Budgets are available for the implementation of relevant actions, with new budget items considered for exceptional projects, e.g., asset revaluation.

### 5. IMPACT ASSESSMENT

Strategic Plan	N/A
Risk Management	Part of the Council's approach to risk management
Legals	N/A
Resources/Stakeholders	The Town Clerk is responsible for Risk Management as RFO.
Contracts/Financial	Has financial implications if risk is not assessed adequately.
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A
Privacy Impact	N/A



## Stotfold Town Council

### Risk Management Strategy 2024

#### 1. Introduction

1.1 This document forms the Council's Risk Management Strategy. It sets out:

- What is meant by risk management.
- Why the Council needs a risk management strategy.
- The philosophy of the Council's risk management.
- An overview of the methodology to be adopted and its links with existing processes.
- A summary of the implementation timetable.
- An outline of the associated roles of Elected Members, senior officers, and other employees; and
- A summary of future monitoring and reporting lines for risk management.

1.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Council.
- Integrate risk management into the culture of the organisation.
- Embed risk management through the ownership and management of risk as part of all decision-making processes; and
- Manage risk in accordance with best practice.

#### 2. What is Risk Management?

2.1 ***'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated, and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'*** Audit Commission, Worth the Risk: Improving Risk Management in Local Government (2001:5)

2.2 Risk management is an essential feature of good governance, contributing to improved decision making and the achieving of objectives. When embedded within the existing planning and decision-making process, risk management provides a basis for ensuring implications are thought through, and ensures that the impact of decisions, initiatives and projects are considered, and that conflicts are balanced. This will influence success and improve service delivery.

2.3 Risk Management Benefits:

- Protecting and adding value to the Council and its stakeholders by supporting the achievement of the Council's aims and objectives.
- Improved strategic, operational, and financial management.
- Ensuring future activity takes place in a consistent and controlled manner.
- Improved decision making, planning and prioritisation.
- Mitigation of key treats and taking advantage of key opportunities.
- Contributing to more efficient use/allocation of resources.

- Protecting and enhancing assets and image.
- Optimising operational efficiency and therefore delivering efficiency gains and value for money.
- Allocating time and management effort to major issues.
- Avoiding shocks and crises.
- Safeguarding tangible and intangible assets.
- Promotion of innovation and change.
- Improved customer service delivery.

It is therefore vital to recognise that risk management is not simply about health and safety but applies to all aspects of the Council's work.

2.4 Risks can be classified into various types, but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

- **Strategic Risk** – long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worst-case scenario Government Intervention.
- **Compliance Risk** – failure to comply with legislation or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, increased Best Value inspection, inability to enforce contracts.
- **Financial Risk** – fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.
- **Operating Risk** – failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery process.

2.5 These risks can be broken down further into specific areas which could impact on the achievements of the Council's long-term and day-to-day delivery of services:

- **Political** – those associated with the failure to deliver within local, regional, or national policy.
- **Financial** – those affecting the ability of the Council to meet its financial commitments; failure of major projects; internal and external audit requirements; failure to prioritise and allocate resources effectively; poor contract management; initiative overload.
- **Social** – those relating to the effects of changes in demographic, residential or socio-economic trends on the Council's ability to deliver its corporate priorities.
- **Technological** – those associated with the capacity of the Council to deal with the pace/scale of technological change, or its ability to use technology to address changing demands. It would also include the consequences of internal failures on the Council's ability to deliver its objectives.
- **Legal** – the ability of the Council to meet legislative demands affecting breaches of legislation.
- **Environmental** – those relating to the environmental consequences of progressing the Council's strategic objectives in terms of energy, efficiency, pollution, recycling, emissions, etc.
- **Partnership/contractual** – those associated with the failure of partners/contractors to deliver services to an agreed cost and specification and similarly failure of the Town Council to deliver services to an agreed cost and specification; compliance with procurement policies (internal/external); ensuring open and fair competition.
- **Human Resources** – those associated with the professional competence of staff; lack of training and development; over reliance on key personnel; ineffective project management; recruitment and selection issues.

- **Organisational** – those associated with the review of services and delivering continuous improvement.
- **Health & Safety/Physical** – those related to fire, safety, accident prevention and health & safety which pose a risk to both staff and the public, safeguarding and accounting of physical assets.
- **Reputational** – those associated with the changing needs of customers and the electorate; ensuring appropriate consultation; avoiding bad public and media relations.

Not all these risks are insurable and for some the premiums may not be cost-effective. Even when insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

- 2.6 Risk is not restricted to potential threats but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

### **3. Why does the Council need a Risk Management Strategy?**

- 3.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.
- 3.2 The Risk Management Strategy will help to ensure that all Committees across the Council understand 'risk' and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer, or acceptance.
- 3.3 The Risk Management Strategy provides assurances to members and officers on the adequacy of arrangements for the conduct of business and the use of resources. Implementation of the strategy leads to greater risk awareness and improved control, which should mean fewer incidents and control failures and, in some cases, lower insurance premiums.
- 3.4 There is an Audit requirement under the Accounts and Audit Regulations 2003 (SI 2003/533) to establish and maintain a systematic strategy, framework, and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts.

### **4. What is the Council's Philosophy on Risk Management?**

#### **4.1 Risk Management Policy Statement**

Stotfold Town Council recognises that, in addition to its statutory duties, there are cogent oral and economic reasons to take all practicable and reasonable measures to safeguard people and the natural and built environments. Whilst it is acknowledged that risk cannot be totally eliminated it is accepted that much can be done to reduce the extent of injury, damage, and financial loss. Therefore, Stotfold Town Council is committed to identifying, reducing, or eliminating the risks to both people and the natural and built environments.

The Council will carry insurance in such amounts and in respect of such perils as will provide protection against significant losses, where insurance is required by law or contract and in other circumstances where risks are insurable and premiums cost-effective.

The Council will seek to embed effective risk management into its culture, processes, and structure to ensure that opportunities are maximised.

#### 4.1 Objectives

The objectives of the Council's Risk Management Strategy are to:

- Integrate risk management into the culture of the Council.
- Manage risk in accordance with best practice.
- Anticipate and respond to changing social, political, environmental, technological, and legislative requirements.
- Prevent loss, disruption, damage, and injury and reduce the cost of risk, thereby maximising resources.
- To inform policy and operational decisions by identifying risks and their likely impact.
- Raise awareness of the need for risk management by all those connected with the Council's delivery of services.

These objectives will be achieved by:

- Establishing clear roles, responsibilities and reporting lines within the Council for risk management.
- Embedding risk management into the Council's decision-making process, service delivery, project management and partnership working.
- Providing opportunities for training and shared learning on risk management across the Council.
- Offering a framework to identify priority risk areas, including the provision of risk registers at strategic and operational levels.
- Reinforcing the importance of effective risk management as part of the everyday work of employees.
- Incorporating risk management considerations into all levels of Council service provision.
- Developing effective communication with, and the active involvement, of employees.
- Monitoring of arrangements, at all levels on an ongoing basis.
- Identification and evaluation of risks associated with partners, contractors and other agencies and community groups.
- Ensuring robust Business Continuity arrangements are in place.

#### 5. What is the Risk Management Process?

5.1 Implementing the Strategy involves identifying, analysing/prioritising, managing, and monitoring risks.

5.2 **Risk Identification** – identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. All risks identified will be recorded in the Council's Risk Register.

5.3 **Risk Analysis** – once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control it or respond to it.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

Probability of Occurrence

Category	Probability	Possible Indicators
Almost Certain (4)	>90%	Frequent occurrence
Likely (3)	>60%	Regular occurrence
Possible (2)	>10%	Occasional occurrence
Unlikely (1)	<10%	Has never occurred

Evaluation of Impact

Impact on Performance	Risk Threat
Major (4)	Financial implication >£25,000 Fatality, disability, injuries to staff, councillors or public Adverse national media External intervention Total service disruption Extensive legal action against the Council
Serious (3)	Financial implication >£15,000 Adverse local media Extensive public comments Significant service disruption Failure to deliver projects Injuries to public, councillors, or staff Legal action against the council
Significant (2)	Financial impact >£5,000 Adverse service user complaints Service disruption Minor injuries and near misses to staff, councillors or public
Minor (1)	Financial impact <£5,000 Isolated complaints Minor service disruption

Priority Ranking

The ranking of an individual risk is calculated by a simple combination of its probability and impact

Risk Matrix

The risk, using the above impact and likelihood ratings can then be plotted onto the risk matrix and its classification identified.

<b>LIKELIHOOD</b>	4	8	12	16	
	3	6	9	12	
	2	4	6	8	
	1	2	3	4	
		<b>IMPACT</b>			

Summary		Suggested Time Frame
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

## 6. How will it feed into the Council's existing policies?

- 6.1 Initial identification of risks will be by the Town Clerk/RFO.
- 6.2 **Annual Reporting** – there continue to be requirements for the Council to reassess its objectives and the threats to achieving these objectives. The Council will build risk management procedures into the way that it operates as part of a commitment to quality and continuous service improvement.
- 6.3 **Projects and Service Changes** – service managers and project officers developing projects or recommending service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by Council and Committees.
- 6.4 **Partnership Working** – the Council is entering into an increasing number of partnerships with organisations from the public, private, voluntary and community sectors. Some of these organisations may not have the same sensitivities to the risks that the Council sees as important. Part of the process of setting up future partnerships will be to ensure that all relevant risks are identified and that appropriate control mechanisms are built into the management arrangements for the partnership.

## 7. Implementation Timetable

The Risk Management Strategy will be considered for adoption by the Establishment Committee at their meeting on 17<sup>th</sup> December 2014. From then on there shall be ongoing reviews of the register and reporting on from the Strategy and control assurance to the Policy & Resources Committee on an annual basis.

## 8. Roles and Responsibilities

- 8.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. Those who best know the risks to a particular service are those responsible for it. The process must be driven from the top but must also involve staff throughout the organisation.
- 8.2 **Elected Members** – risk management is seen as a key part of the Elected Member's stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted. This will include:
- Approval of the Risk Management Strategy.
  - Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed.

- Consideration, and if appropriate, endorsement of the Annual Statement of Internal Control; and
- Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

8.3 **Senior Officers** will act as the risk champions for their areas of speciality, assisting with identifying all risks within their remit and the compilation of the Risk Register. They will manage risk effectively in their particular service areas or project and report how threats and risks have been managed to the Town Clerk. This includes identifying, analysing, prioritising, monitoring, and reporting on service risks and any control actions taken.

Specific duties relating to individual officers are detailed in paras. 8.4, 8.5 and 8.6 below – it should be noted that Stotfold Town Council’s Town Clerk is also its Responsible Financial Officer:

8.4 **Town Clerk and RFO**– will act as the Lead Officer on Risk Management, overseeing the implementation of the detail of the Risk Management Strategy.

The Town Clerk will:

- Provide advice as to the legality of policy and service delivery choices.
- Provide advice on the implications of potential service actions for the Council’s corporate aims and objectives.
- Update Council on the implications of new or revised legislation.
- Assist in handling any litigation claims.
- Provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work-related illness or injury.
- Advise on any health and safety implications of the chosen or proposed arrangements for service delivery; and
- Report progress to Council via the Establishment Committee as detailed in para 9.3 below.
- Assess and implement the Council’s insurance requirements.
- Assess the financial implications of strategic policy options.
- Provide assistance and advice on budgetary planning and control.
- Ensure that the Financial Information System allows effective budgetary control; and
- Inform investment decisions made by the Council

8.5 **Employees** - will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to their line manager.

8.6 **Role of Internal Audit** – the Internal Auditor provides an important scrutiny role carrying out duties to provide independent assurance to the Audit Committee that the necessary risk management systems are in place and all significant business risks are being managed effectively.

The Internal Auditor assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood to errors or fraud.

The Internal Audit Report, and any recommendations contained within it, will help to shape the Annual Statement of Internal Control.

8.7 Development of the Risk Management Strategy and compilation of the Risk Register will be undertaken by the Town Clerk/Responsible Financial Officer.

8.8 **Training** – where appropriate risk management training will be provided to Elected Members, senior officers, and key staff via facilitated workshops. The aim will be to ensure that both Elected Members and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide.

## 9. Future Monitoring

9.1 **Review of Risk Management Strategy** – this Strategy will be reviewed on a regular basis as part of the Council’s continuing review of its policy documents, Standing Orders and Financial Regulations. Recommendations for change will be reported to the Establishment Committee.

9.2 Once the initial work to establish a Risk Register has been completed, it is crucial that the information is regularly reviewed and updated. New risks will emerge and need to be controlled. Feedback from Internal and External Audit can identify areas for improvement, as can the sharing of best practice via professional bodies such as the National Association of Local Councils and the Society of Local Council Clerks.

9.3 **Reporting on Progress** – the Town Clerk will present an annual report to the Establishment Committee detailing progress on risk management over the year and providing a summary of the Risk Register and control assurance statements.

## 10. Conclusion

The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.

## 11. Alignment with other Policies of the Council

This Risk Management Strategy should be read in conjunction with the following policies of the Council:

- Standing Orders
- Financial Regulations

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## Revision History

Adopted	December 2014
Reviewed and updated	April 2024 Addition of risk evaluation matrix

**RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 03/04/2024**

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow / Green				LAST	NEXT
1.1.01	Democratic Representation & Management	Failure to comply with legislation and/or regulations	Council  Compliance & Financial	4	1	4	Yellow	Councillor's handbook issued to all Councillors when they take office.  Standing Orders, Financial Regulations and Code of Conduct, in place and reviewed regularly.  Clerk attends professional conferences / seminars.  Clerk holds CiLCA	Standing Orders reviewed January 2024. Next review due in 2025.  Scheme of Delegated Functions to be adopted.	Clerk/DSM	April 2024	April 2025
1.1.02	Democratic Representation & Management	Failure to provide timely and adequate – notice of Council Agendas and production of Council Minutes	Council  Compliance	2	1	2	Green	Clerk is CiLCA qualified.	Review of procedures for production, distribution, and publication of Agendas & Minutes to be instigated by DSM.	Clerk/DSM	April 2024	April 2025
1.1.03	Democratic Representation & Management – Failure to inform Councillors	Poor decision, poor staff morale, misinformed public	Council, Councillors  Compliance	2	1	2	Green	Council business widely publicised through Stotfold News, notices, press releases, website etc.  Clerk holds regular meetings with Chair to discuss Council Business.  Weekly Bulletin to all Councillors with updates.		Clerk/DSM	April 2024	April 2025
1.1.04	Democratic Representation & Management	No knowledge of changes to regulations or new regulations.	Council  Finance, Compliance & Operational	2	1	2	Green	Advice received via SLCC/BATPC on changes in regulation.  Policies are reviewed regularly and updated, if necessary, in light with best practice.	Policies reviewed against SLCC/NALC model policies and other town councils.	Clerk/DSM	April 2024	April 2025
1.1.05	Democratic Representation & Management	Reputational damage – poor public understanding of the role of the council and its services	Council	3	1	3	Green	Website up to date and accurate, well-trained staff, careful management of services, deliberate and positive publicity concerning services and issues, use of social media	Consider public consultation where appropriate	Clerk	April 2024	April 2025
1.1.06	Democratic Representation & Management	Lack of strategic direction and leadership – ability of Council to set objectives aligned to service delivery	Council	1	2	3	Green	Careful management of services	Ongoing development of the Council's vision, objectives, and Strategic Plan	Clerk/DSM	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 03/04/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.2.01	Financial Management	Insufficient funds - Failure to agree precept or precept set at inadequate level.	Council Financial, Compliance & Operational	4	1	4	Yellow	<p>Council sets an Annual budget.</p> <p>Level of reserves agreed by Council during budget process.</p> <p>RFO checks precept received from CBC agrees with precept requested.</p> <p>Reserves Policy adopted and reviewed regularly after end of year to consider robustness of level of reserves</p>		Clerk / Finance Officer	April 2024	April 2025
1.2.02	Financial Management	Insufficient funds - Council expenditure significantly exceeding budget.	Council Financial, Compliance & Operational	3	1	3	Yellow	<p>Regular Income &amp; Expenditure report provided to Council with accompanying report on variances.</p> <p>Regular budgetary control reviews undertaken by Finance Officer and significant issues reported to Clerk.</p> <p>Action taken to respond to variances.</p> <p>Level of reserves, general and earmarked, reviewed by Council during budget process.</p> <p>Level of general and earmarked reserves reported to Council with Annual Return at year end.</p>		Clerk / Finance Officer	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 03/04/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.2.03	Financial Management	Loss of funds due to error, theft, fraud, or misappropriation due to failure to keep proper financial records.	Council  Financial, Compliance & Operational	4	1	4	Yellow	<p>Financial Records: Financial management system (Rialtas) in place together with office procedures.</p> <p>Two councillors approve payments (excluding payroll).</p> <p>All bank payments uploaded by Finance Officer.</p> <p>Income received kept securely and banked regularly. Official receipts issued for cash at reception.</p> <p>Payroll Records: payroll contract in place.</p> <p>Staff returns collated by Finance Officer and draft payslips reviewed for consistency.</p> <p>Payments checked to pay slips by Clerk.</p> <p>Standing Orders &amp; Financial Regulations in place.</p> <p>Monthly bank reconciliations prepared by Finance Officer, reviewed by Clerk, and signed off quarterly by two councillors, which is minuted at Finance &amp; General Purposes Committee</p> <p>Income and expenditure reviewed against budget regularly and reported quarterly to Council.</p> <p>Internal Audit review procedures and sample check transactions.</p>	<p>Written office financial procedures to be put in place.</p> <p>Fidelity Insurance in place, reviewed by Internal Auditor</p> <p>Finance Officer FiLCA trained.</p> <p>Investigate outsourcing payroll.</p>	Clerk / Finance Officer	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 03/04/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.2.04	Financial Management	Insufficient funds for Council due to poor cash management planning.	Council Financial, Operational	4	1	4	Yellow	Cashflow monitored regularly by RFO and Finance Officer with transfers between accounts to ensure adequate funds in relevant accounts.		Clerk / Finance Officer	April 2024	April 2025
1.2.05	Financial Management	Expenditure incurred without proper authority.	Council Financial & Compliance	2	3	6	Yellow	Standing Orders and Financial Regulations in place and subject to regular review.  Payments require authorisation by Clerk or Finance Officer.  Internal Audits conducted.	Written procedures to be adopted.	Clerk / Finance Officer	April 2024	April 2025
1.2.06	Financial Management	Failure to comply with HMRC regulations. Financial penalty.	Council Financial & Compliance	4	1	4	Yellow	VAT – returns completed quarterly by Finance Officer online via RBS system.  Finance system accounts for VAT on purchases and sales.  PAYE / NIC calculated by Payroll software. To be reviewed on a monthly basis and annually by Clerk.	Consider outsourcing payroll.	Clerk / Finance Officer	April 2024	April 2025
1.2.07	Financial Management	Unable to recover VAT paid out on exempt activities e.g., Community Hall	Council Financial & Compliance	4	1	4	Yellow	None	Annual partial exemption review to be undertaken on budget and at year end.  Members made aware of impact of large schemes on exempt or partially exempt activities.  Professional advice sought for major projects.	Clerk / Finance Officer	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 03/04/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.2.08	Financial Management	Items not insured or cover too low.  Loss and damage to parish council assets  Damage to third party property or individuals  Loss of income or need to provide essential services following critical damage, loss, or non-performance by third party	Council  Public liability  Financial	4	1	4	Yellow	Insurance held with Aviva and reviewed annually at Annual Parish Council Meeting.  Insurance checked by Internal Auditor  Asset register reviewed annually at Annual Parish Council Meeting. Deeds stored by Council Solicitor.	Review insurance property values and check asset records up to date.	Clerk / Finance Officer	April 2024	April 2025
1.2.09	Financial Management	Financial risk to 3 <sup>rd</sup> Party in connection with service provision e.g., through loss of information.	Council & Third Parties  Financial	2	1	2	Green	Leases & licences kept by Council Solicitors  Insurance in place		Clerk / Finance Officer	April 2024	April 2025
1.2.10	Financial Management	Bank failure causing significant loss of Council funds.	Council  Financial & Compliance	4	1	4	Yellow	Council maintains accounts with separate banks to spread the potential loss.  Council has Investment Policy in place which is reviewed annually.		Clerk / Finance Officer	April 2024	April 2025
1.2.11	Financial Management - Banking	Conveyance of cash / cheques to bank.  Injury / death / mugging / theft	Council, Employees  Financial	3	1	3	Yellow	Cash is banked regularly to avoid build-up of funds. Member of staff takes funds to bank.  Staff advised not to resist if a theft is attempted and to take mobile phone with them.		Clerk / Finance Officer	April 2024	April 2025
1.2.12	Financial Management – Business Continuity	Failure to undertake continuity planning, including business continuity.  Delivery of services is compromised	Council  Operational  Staff	3	3	9	Yellow	Business continuity plan in place and reviewed regularly.  Officers have ability to work from home, cloud-based storage, mobile phone app for office phones	Consider Business Continuity Insurance	Clerk	April 2024	April 2025
1.3.01	Staffing & Employment	Inadequate staffing resources.	Council  Operational	3	2	6	Yellow	Employment contracts with notice period.  Ensure vacancies advertised and filled as soon as possible.  Monitor sickness absence and perform regular staff appraisals.		Clerk	April 2024	April 2025

**RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 03/04/2024**

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
1.3.02	Staffing & Employment	Failure to comply with employment law.	Council  Financial & Compliance	2	2	4	Yellow	Contracts of employment in place for all staff.  Council has contract with HR advisor.  Staff Handbook provided by HR Advisor which is regularly updated.  Contracts of employment follow National Joint Council for Local Government Service for issue and revision of National Agreement on Pay and Conditions of Service.		Clerk	April 2024	April 2025
1.3.03	Staffing & Employment	Loss of key staff.	Council  Operational	3	2	6	Yellow	All staff have job descriptions.  Option to use short term vacancy cover from suitably qualified professional via contacts with SLCC or BATPC.	Review staff development training.	Clerk	April 2024	April 2025
1.3.04	Staffing & Employment	Long term sickness / loss of knowledge & experience	Council, Employees  Financial & Operational	2	2	4	Yellow	All staff have job descriptions, recently revised as part of staff review.  Option to use short term vacancy cover from suitably qualified professional via contacts with SLCC or BATPC.		Clerk	April 2024	April 2025
1.3.05	Staffing & Employment	Low staff morale / performance / absenteeism.	Council, Employees  Financial & Operational	2	1	2	Green	Job descriptions for all officers and regular staff appraisal scheme.		Clerk	April 2024	April 2025
1.3.06	Staffing & Employment	Inadequate training.	Council  Financial, Compliance, Delivery & Operational	2	2	4	Yellow	Staff appraisal identifies training needs.  Council sets annual training budget.  Staff offered local and national courses and conferences according to job description.		Clerk	April 2024	April 2025
1.3.07	Staffing & Employment	Inappropriate gifts to staff or Councillors	Council  Compliance	2	1	2	Green	All gifts over £25 to be recorded in Gift register.  Members Code of Conduct & signed declarations.		Clerk/DSM	April 2024	April 2025
1.3.08	Staffing & Employment	Personnel security / injury to staff	Council, Employees  Financial & Compliance.	2	2	4	Yellow	Access to office via secure system and open only to Staff.  Staff handbook includes Lone Working Policy.		Clerk/ Facilities Manager	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 03/04/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
1.3.09	Staffing & Employment	Health & safety.	Council, Employees  Financial & Compliance	2	2	4	Yellow	Review of Health & Safety undertaken with new Health & Safety Policy adopted by Council 2023.  Designated staff IOSH Working Safely courses.  Public Realm Manager and Facilities Manager to hold IOSH Managing Safely qualification.	Officers trained as first aider.  Fire Wardens appointed.	Clerk/ Facilities Manager	April 2024	Sep 2019
1.3.10	Staffing & Employment	Employee qualifications & employment history incorrect / fraud / inappropriate behaviour.	Council, Employees Public  Financial, Compliance & Legal, Delivery & Quality of Service	2	1	2	Green	All employees subject to standard recruitment process.  References taken before contracts signed.	Ensure that references covering three years' work history are taken for those responsible for financial controls.	Clerk	April 2024	April 2025
1.3.11	Staffing & Employment – Driving on official business	Use of own motor vehicle / or Council vehicle - RTA.	Council, Employees Public  Financial & Compliance	3	2	6	Yellow	Road Traffic Legislation and the Highway Code  Any incidents must be reported immediately to the Clerk and a written incident form completed.  Staff handbook includes a driving policy.	Remind staff that they cannot use a mobile phone whilst driving.  Carry out annual driving licence check for staff driving on Council business.  Carry out annual checks of business use insurance and vehicle test certificates for employees who use their own vehicle for work purposes.	Clerk/ Facilities Manager	April 2024	April 2025
1.3.12	Staffing & Employment – Driving on official business	Personal Safety	Public, Staff, Council  Financial & Compliance	2	1	2	Green	Staff advised to avoid confrontation with other road users.  Staff should always carry a mobile phone when cycling or driving but should not use these unless legal and safe to do so.		Clerk	April 2024	April 2025
1.4.01	Information, Website & Social Media	Loss of data & information - theft, fire, flood, or damage.	Council, Employees, Councillors, Suppliers & Debtors, Public  Financial & Compliance	2	2	4	Yellow	Legal and important documents are stored safely.  Insurance in place		Clerk	April 2024	April 2025

**RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 03/04/2024**

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score			EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES		
							Server back-up and stored in in the cloud. Hardware upgrades carried out regularly.  Computers and network managed by computer provider.					
1.4.02	Information, Website & Social Media	IT – Loss of service, loss through loss of building/ability to do business, loss of IT	Council, service users  Financial & operational	3		9	Yellow	Maintenance of building and IT systems, IT backup systems, use of external storage, use of cloud-based storage	Review of Business Continuity Plan	Clerk	April 2024	April 2025
1.4.03	Information, Website & Social Media	Non-compliance under Freedom of Information Act.	Council  Financial & Compliance,	2	2	4	Yellow		Freedom of Information Policy, procedure, and information request to be formulated.	Clerk	April 2024	April 2025
1.4.04	Information, Website & Social Media	Major IT failure	Council, Employees, Councillors, Suppliers & Debtors, Public  Financial, Compliance & Operational	2	2	4	Yellow	Server backed up in the cloud.  Contract with IT provider for support.  Password protection	Review hardware to ensure fit for purpose.	Clerk	April 2024	April 2025
1.4.05	Information, Website & Social Media	Website out of date, incorrect or misleading	Council, Public  Compliance & Operational	2	2	4	Yellow	Web pages updated when required.  Periodic review of website contents.		Clerk	April 2024	April 2025
1.4.06	Information, Website & Social Media	Lack of Council ownership of website.	Council, Public  Compliance & Operational	2	1	2	Green	Domain name and owned by Town Council.  Annual contract held for hosting service with IT contractor.	Domain Name due for renewal February 2025.	Clerk	April 2024	April 2025
1.4.07	Information, Website & Social Media	Failure of website or internet provider.	Council, Public  Compliance & Operational	2	1	2	Green	Domain name and owned by Parish Council.  Annual contract held for hosting service with IT contractor.		Clerk	April 2024	April 2025
1.4.08	Information, Website & Social Media	Outside infiltration to social media accounts – being locked out / defamatory posts made in Council's name	Council, Public,  Compliance	2	1	2	Green	The Clerk approves all social media posts.  Access password controlled.		Clerk	April 2024	April 2025
1.4.09	Information, Website & Social Media	Unlicensed use of images in marketing materials – financial and legal implications	Council,  Financial	2	1	2	Green	The Clerk approves all social media posts.  Promotional material signed off by Clerk and Chair.		Clerk	April 2024	April 2025
1.4.10	Information, Website & Social Media	Images / footage of vulnerable children or adults used.	Council  Compliance	2	2	4	Yellow	Parental consent forms collected prior to image capture.		Clerk	April 2024	April 2025

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REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
1.4.11	Information, Website & Social Media	Data protection registration & compliance.	Council, Employees, Councillors, Suppliers & Debtors, Public  Financial & Compliance,	2	2	4	Yellow	Annual renewal of registration with ICO  Firewall in place on network – managed by IT provider.		Clerk	April 2024	April 2025
1.4.12	Data Protection breach on Social Media	Personal data (including images) is leaked resulting in a fine for the Council	Public, those who hold personal data for Service.  Compliance & Operational	2	1	2	Green	All posts and website updates are proofread and checked by the Clerk. No photos are used without relevant consent.		Clerk	April 2024	April 2025
1.4.13	Disclosure of personal, financial, and contractual information Inappropriate storage of data Loss of hard copy data Loss of electronic data	Data breach Financial loss Fines/prosecution	Council, Employees, Public, Contractors  Financial & Compliance	2	2	4	Yellow	Personal & sensitive data is filed on hard copy files which are stored in locked cupboards sited in the Town Council offices.  Data is also stored on password protected files,  GDPR training given to employees.  Implementation of GDPR and data retention policy which is reviewed regularly.  Insurance cover in place	Ongoing review re. personal / sensitive data and retention of documents.  Sensitive data to be deleted on a regular basis when no longer needed.  Councillors and employees to be updated in accordance with any changes to GDPR guidelines.	Clerk/DSM	April 2024	April 2025
1.4.14	Unauthorised access to Council computers, emails, and files	Disruption or damage to IT system Disruption of service provision Data breach Fines/prosecution	Council, Employees, Public, Contractors  Financial & Compliance	2	1	2	Green	All Council computers and laptops are protected by anti-virus software/firewalls which are kept up to date by the Council's IT provider.  Regular back-ups and updates are carried out.  Council email address in use and each account is password protected  Guidance/information has been given to employees to delete emails if it is no longer necessary to keep them and to retain as little information as possible.		Clerk/DSM	April 2024	April 2025

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REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
1.5.01	Premises & Assets (general)	Theft / Loss of asset	Council, Financial, Compliance & Operational	2	1	2	Green	Capital assets are recorded on the financial asset register, if appropriate.  Buildings have regularly maintained intruder alarms.  Insurance cover in place for larger assets.	All assets to be registered with Land Registry	Clerk/ Facilities Manager/ Finance Officer	April 2024	April 2025
1.5.02	Premises & Assets (general)	Injury or death to person  Poor Condition – Dilapidation/ Fire / Flood / Vandalism - Damage to assets / Injury to staff or user	Council, Public Financial, Compliance & Operational	2	2	4	Yellow	Systematic maintenance programme, training and procedures, use of risk assessments for events and high-risk activity. Health and Safety activity including consultant support. H&S input and management by members and Senior Officers.  Fire risk assessments in place for buildings – subject to two yearly reviews.  Buildings have regularly maintained intruder and fire alarms. Access to Community Centre restricted by security coded door.  CCTV in outside areas of Greenacre Centre saved to hard drive.  Insurance cover in place.  Repairs and maintenance budgets in place.	Condition survey should be put in place on a regular basis.  Asbestos register to be reviewed in line with current legislation.  Review of risk assessments for each property to be undertaken.  Fixed wiring reviewed every 5 years, PAT to be reviewed every 2 years.	Clerk/ Facilities Manager	April 2024	April 2025
1.5.03	Premises & Assets (general)	Changes in market conditions or legislation - reduction in value of asset / increased costs due.	Council, Financial, Compliance, & Operational	2	1	2	Green	Changes in legislation and environmental regulations monitored.  Where appropriate assets conform to current legislation in respect of Health & Safety & Environmental matters.		Clerk/ Facilities Manager	April 2024	April 2025
1.5.04	Premises & Assets (general)	Failure of tenant - Loss of tenant income	Council, Financial & Compliance	1	2	2	Green	Payments in respect of leases and licences monitored and debts chased promptly.  Contracts in place for long term arrangements.		Clerk	April 2024	April 2025

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REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				1	2	2	Green				April 2024	April 2025
1.5.05	Premises & Assets (general)	Assets not recorded properly.	Council, Financial & Compliance,	1	2	2	Green	Asset register in place.	Review list asset register annually and ensure insurance valuations reviewed periodically.	Clerk/ Facilities Manager	April 2024	April 2025
1.5.06	Premises & Assets (general)	Equipment – failure Injury and/or service disruption	Council, Service Users Financial & Operational	1	2	2	Green	Equipment regularly maintained.  Maintenance budget in place.  Health and safety clothing provided and to be worn by staff.	Ensure maintenance schedules in place for critical / potentially dangerous equipment.  Review / put in place risk assessments to ensure safe usage.	Clerk/ Facilities Manager	April 2024	April 2025
1.5.07	Premises & Assets (general)	Playground equipment – failure. Injury and/or service disruption	Council, Service Users Financial & Operational	1	2	2	Green	Equipment regularly maintained.  Maintenance budget in place.  Annual inspections in place.	Ensure maintenance schedules in place for critical / potentially dangerous equipment.  Review / put in place risk assessments to ensure safe usage.	Clerk/ Public Realm Manager	April 2024	April 2025
1.5.08	Premises & Assets – Asset Management	Failure to manage, invest and maintain Council Assets  Gradual deterioration and long-term costs higher than necessary  Reputational risk, unexpected expenses incurred.	Council, Service Users	2	2	4	Yellow	Asset Management Policy in place including regular inspection regime in place.  Maintenance budget in place for regular programme of works	Continue with surveys when needed and planned maintenance costs updated as part of the asset management plan.  Continue to review maintenance budgets and reserves to ensure that sufficient funds are available to maintain Council assets	Clerk/ Public Realm Manager/ Facilities Manager	April 2024	April 2025
1.6.01	General Public	Damage or injury to members of the public.	Council, Employees, Councillors, Public  Financial & Compliance	3	2	6	Yellow	Health and safety policy in place.  Events risk assessments undertaken and reviewed by Clerk prior to event.  Staff risk aware and risk management regularly highlighted at staff meetings.  Public liability insurance in place.  Councillors made aware of risk management by adoption of risk management strategy and annual risk register annually.	Review Health & Safety Policy annually  All activities / services should have up to date risk assessments in place. These need to be reviewed.  Fire risk assessments to be reviewed.  Review staff training.	Clerk/ Facilities Manager	April 2024	April 2025
1.6.02	General Public	Libel, Slander	Council, Employees, Councillors, Public	2	2	4	Yellow	Councillors made aware of risk management by adoption of risk management.		Clerk/DSM	April 2024	April 2025

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			Financial & Compliance					Code of Conduct adopted, and all councillors sign up to adhere to code when taking office.  Press releases and publications reviewed by Clerk before publication.  Council signed up to Civility & Respect Project.				
1.6.03	Customer Satisfaction	Poor service to customer	Public, staff	2	1	3	Green	Staff training, equipment maintenance and purchase budgets in place, continued service review		Clerk	April 2024	April 2025
1.8.01	Contractors – General	Site injury – injury / death	Public, Staff, Contractors  Compliance, Financial, Operational	2	3	6	Yellow	Council advises all contractors of any known hazards prior to contractors starting work.  Asbestos Register in place	Asbestos inspection, plan and register to be put in place urgently.	Clerk/ Facilities Manager	April 2024	April 2025
1.8.02	Contractors – General	Use of contractors – damage / fire / injury	Public, Councillors Staff, Contractors  Financial & Compliance	2	2	4	Yellow	All contractors are reviewed prior to being employed and references taken when appropriate.  Electricians and contractors servicing gas appliances or system should be fully qualified and registered. Electricians – NICEIC Gas – Gas Safety Registered Evidence of professional status must be provided, checked regularly by staff, and recorded.  Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc. are appropriately licensed.  Work of all contractors is monitored and where appropriate records kept.	Contractors risk assessments should be reviewed, and their level of insurance cover should be checked.	Clerk/ Facilities Manager	April 2024	April 2025
1.8.03	Contractors – General	Site safety - fire	Public, Staff, Contractors  Compliance	1	2	2	Green	Council to advise all contractors of fire procedures when they start work.  All contractors and visitors sign in/out of community centre.		Clerk/ Facilities Manager	April 2024	April 2025
1.8.04	Contractors – General	Site safety – injury / damage	Public, Staff, Contractors  Compliance	1	2	2	Green	All parties are aware of the necessity to maintain a safe working environment.		Clerk/ Facilities Manager	April 2024	April 2025

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REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				1	2	2	Green				Mar 2022	April 2025
1.9.01	Climate Emergency Response	Failure to reduce carbon impact from services and Council activities and implement mitigation measures to meet Climate change and biodiversity  Loss of council reputation, loss of public support	Council  Public	1	2	2	Green	Council has Biodiversity Policy which is reviewed regularly.  All reports have an implications section which includes Biodiversity section.		Clerk/ Public Realm Manager	Mar 2022	April 2025
1.10.01	Cemetery - Stability of headstones/ memorials	Injury due to poor maintenance	Visitors, Councillors, Council staff, contractors, trespassers  Financial & Compliance	2	3	6	Yellow	All undertakers to follow the NAMM and our guidelines in respect of materials, size and fixings  Visual and hand tests to be carried out by designated Contractor every 5 years and competent Member of staff annually following guidelines as laid out by the Ministry of Justice in 2009 – or as updated  Town Rangers to undertake informal visual inspections during their visits to the Cemetery.	Contractors risk assessments should be reviewed, and their level of insurance cover should be checked.  Formal procedure to be adopted for memorial maintenance etc.  Programme of inspections and recording introduced.  Inspections advertised in advance and of intended action that is taken if found to be unsafe.  Risk assessment in place and competent person with PLI and RAMS to undertake topple test.	Clerk/ Facilities Manager/ Cemetery Officer	April 2024	April 2025
1.10.02	Cemetery – Buildings and walls	Injury due to poor maintenance	Public, Staff, Contractors  Compliance	1	2	2	Green	Visual inspection of buildings bi-monthly  5 yearly condition survey Tenants of Chapel to be asked by letter to report any noted defects  No asbestos on site	Condition survey undertaken November 2023	Clerk/ Facilities Manager/ Cemetery Officer	April 2024	April 2025
1.10.03	Cemetery – open grave	Fall into open grave	Public, Staff, Contractors  Compliance	1	2	2	Green	Responsibility of contractor to follow relevant procedures.  PLI and RAMS held for contractor	Funeral directors contract grave digging with third party	Clerk/ Facilities Manager/ Cemetery Officer	April 2024	April 2025
1.10.04	Cemetery – trees	Falling branches	Public, Staff, Contractors  Compliance	1	2	2	Green	Regular budgeted figure for tree surgery  5 yearly tree survey to be carried out by Tree Consultant and consider actions to be taken		Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025

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1.10.05	Cemetery – footpaths	Slips, trips and falls from exposed roots, loose gravel, icy conditions, poor surface	Public, Staff, Contractors Compliance	2	2	4	Green	Regular inspections of condition of footpaths.  Annual maintenance budget.  Salt main routes when weather is icy		Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.06	Cemetery – Mobile Phone Mast Compound	Electric shock, fall from mast	Public, Staff, Contractors Compliance	2	2	4	Green	Carry out regular visual inspection of mast compound and report any defects to operator		Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.07	Cemetery – Lighting conductor	Electric shock	Public, Staff, Contractors Compliance	2	2	4	Green	Carry out annual inspection of lighting conductor by competent contractor		Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.08	Cemetery – dog fouling	Ill health	Public, Staff, Contractors Compliance	2	2	4	Green	No dogs signs present.  Bins provided	Dogs on leads signs present.  GM contractors check grass before cutting	Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.09	Cemetery – Seating	Injury due to poor maintenance	Public, Staff, Contractors Compliance	2	2	4	Green	Seating inspected regularly and condition records as well as remedial actin undertaken.  Rapid response to repairs. Plastic/recyclable seating used.		Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.10	Cemetery – vehicles	Collision with other vehicles and/or pedestrians	Public, Staff, Contractors Compliance	2	3	6	Yellow	Vehicular access restricted.  Speed restriction in lace and signed.  Signs advising of vehicles and/or pedestrian presence.		Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.11	Cemetery – Grave Plot Misallocation	Reputational damage	Public	1	2	3	Green	Update burial register regularly and ensure forms completed correctly		Clerk/ Cemetery Officer	April 2024	April 2025
1.10.12	Cemetery - memorial, internment, and plot purchase	Reputational damage	Public, Staff	1	2	3	Green	Ensure invoices are sent out at time of burial/purchase		Clerk/ Cemetery Officer	April 2024	April 2025
1.11.01	Play Areas – Litter, glass	Causing injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Regulation inspection of play areas. Litter picking carried out regularly		Clerk/ Public Realm Manager	April 2024	April 2025
1.11.02	Play Areas – discarded drug equipment	Causing injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Regulation inspection of play areas. Litter picking carried out regularly		Clerk/ Public Realm Manager	April 2024	April 2025
1.11.03	Play areas – dog mess	Ill health	Public, Staff, Contractors Compliance	2	3	6	Yellow	Dogs prohibited from play ares  Signage prohibiting dogs from play areas in place.		Clerk/ Public Realm Manager	April 2024	April 2025

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								Regulation inspection of play areas. Litter picking carried out regularly				
1.11.04	Play Areas – poisonous plants	Ill health	Public, Staff, Contractors Compliance	2	3	6	Yellow	Consideration of public safety when considering planting scheme in play areas		Clerk/ Public Realm Manager	April 2024	April 2025
1.11.05	Play Areas – injury through falling	Causing injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Consideration of surface type with respect to age of users and usage.  Suitable play areas installed around play equipment in accordance with relevant British Standards		Clerk/ Public Realm Manager	April 2024	April 2025
1.12.06	Play areas – defective ground surfaces	Slips, trips and falls	Public, Staff, Contractors Compliance	2	3	6	Yellow	Regular inspections of areas.  Reporting procedure in place.	Screen of damaged area. Prompt remedial action	Clerk/ Public Realm Manager	April 2024	April 2025
1.12.07	Play areas – snow or ice	Slips, trips and falls	Public, Staff, Contractors Compliance	2	3	6	Yellow	Spread salt/grit on paths during icy weather		Clerk/ Public Realm Manager	April 2024	April 2025
1.12.08	Play areas – slippery surfaces due to moss or fallen leaves	Slips, trips and falls.	Public, Staff, Contractors Compliance	2	3	6	Yellow	Regular inspection of surfaces and maintenance to remove hazard		Clerk/ Public Realm Manager	April 2024	April 2025
1.13.01	Car Parks – surfaces	Slips, trips and falls	Public, Staff, Contractors Compliance	2	3	6	Yellow	Regular inspection of conditions, recorded by competent person.  Defects repairs asap.  Unauthorised use monitored.		Clerk/ Public Realm Manager	April 2024	April 2025
1.13.02	Car Parks – trees	Injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Council responds to complaints/reports from employees and public if concern raised about tree condition; tree stock identified and inspected by an arboriculturist; trees re-inspected on a regular basis, according to level of risk; records relating to inspections kept, including where no defect is found and retained for a min. of 6 years		Clerk/ Public Realm Manager	April 2024	April 2025
1.13.03	Car Parks – hedge trimming	Injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Work carried out by competent contractor or staff throughout the year; contractor provides PPE, training and equipment to their staff; contractor's own risk assessments done for the work and copies obtained		Clerk/ Public Realm Manager	April 2024	April 2025
1.13.04	Car Park - Fixed furniture, benches, bins, etc	Injury	Public, Staff, Contractors Compliance	1	1	1	Green	Litter bins secured into the ground and emptied and inspected regularly – employee reports any damage		Clerk/ Public Realm Manager	April 2024	April 2025
1.13.05	Car Park – Height Barrier	Damage to vehicles Injury	Public, Staff, Contractors Compliance	1	2	2	Green	All barriers at a minimum height of 2.1m; high visibility colouring used with appropriate signage indicating height; barrier inspected regularly		Clerk/ Public Realm Manager	April 2024	April 2025

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								for damage, and repairs carried out as soon as practicably possible				
1.13.06	Car Park – Lighting	Damage to vehicles Injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Lights regularly inspected by contractor; defects repaired as soon as practicably possible		Clerk/ Public Realm Manager	April 2024 April 2025	
1.13.07	Car Park – Traffic movements	Vehicle Collision Injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Clear directional arrows/signs in place where necessary; pavements provided for pedestrians as appropriate; lighting provided where possible; clear visibility for oncoming traffic and entry/exit points		Clerk/ Public Realm Manager	April 2024 April 2025	
1.13.08	Car Park – surface drainage	Slips, trips and falls	Public, Staff, Contractors Compliance	2	3	6	Yellow	Drains regularly cleaned; sitting water noted and order for professional drain clearance issued; potholes repaired		Clerk/ Public Realm Manager	April 2024 April 2025	



## STOTFOLD TOWN COUNCIL

### PLANNING APPLICATIONS POLICY

#### INTRODUCTION

All parish and town councils are statutory consultees on any planning application received by the local planning authority.

The knowledge of Town Councillors represents local views, provides local knowledge, raises areas of concern, informs debate, and adds value to the process.

#### AIMS AND OBJECTIVES

##### Aims

The aim of the planning applications policy is to improve the way in which Stotfold Town Council responds to planning applications.

##### Objectives

The objectives are to streamline and speed up the consultation process where applicable and to concentrate on larger, or more complex planning requests as appropriate.

#### POLICY

Stotfold Town Council Planning Committee consider all planning applications as notified by Central Bedfordshire Council as the local planning authority. All planning applications, irrespective of type of application are reported to the Planning Committee.

#### **To be decided in consultation with all ~~planning committee~~ Town Councillors members.**

*All Town Councillors Members will be emailed on a 2-week basis a list of all planning applications.*

*Unless notified otherwise by a Town Councillor, the following 'minor' applications will be decided by email. These would usually be decided by the Planning Authority Case Officers and include:*

- Single storey rear extensions
- Porches and conservatories
- Garage conversion into habitable space
- Repairs/restorations to listed buildings
- Advertising
- Summerhouses and offices in gardens
- ~~Variation of conditions~~
- Tree works (any application for tree works will also be referred to the tree warden for comment)

The Clerk will advise Members of a deadline for reply. Responses will be collated and the planning authority informed. If opinion is divided a meeting will be arranged to debate the issues and formulate a response to the consultation. ~~Any Town Councillor Member~~ can ask that the application be considered by the Planning Committee.

**To be *automatically* decided at a Planning Committee meeting.**

Members will be summoned to a meeting in accordance with the planning committee terms of reference and include the following types of application:

- Demolition and replacements.
- *Variation of Conditions*
- Large extensions.
- Applications with a substantial impact on neighbours/street scene
- Change of use
- Applications requiring listed building consent (not including repairs and restoration)
- Infill
- New developments
- Social infrastructure
- Community facilities
- Request by a member of the Planning Committee

**STOTFOLD TOWN COUNCIL - WORK PROGRAMME 2023/24**

Meeting Date	Agenda Item	Description	Necessity
03/04/24	Risk Management	To review the Council's risk management strategy and risk assessment	Internal Control
			Internal Control
Annual Council Meeting 1/5/2024	Appointment of Mayor and Vice Mayor	To consider nominations for the position of Mayor and Vice Mayor	LGA 1972
	Committee Membership	To consider committee membership	Standing Orders
	Calendar of Meetings	To agree Calendar of Meetings for 2024-25	Standing Orders
	Policy Review	To note the schedule for policy review	Standing Orders
	Direct Debits	To agree direct debits	Standing Orders