

STOTFOLD TOWN COUNCIL

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



28 November 2024

Members of Stotfold Town Council:

Cllr S Buck (Chairperson), Cllr S Hayes (Vice-Chairperson), Cllr L Anderson, Cllr J Bendell, Cllr M Cooper, Cllr S Dhaliwal, Cllr J Headington, Cllr J Hyde, Cllr D Matthews, Cllr L Miller, Cllr B Saunders, Cllr J Smith, Cllr J Talbot, Cllr B Woods, Cllr N Venneear

You are hereby summoned to attend the **Town Council** meeting to be held in the Council Chamber, Greenacre Centre, Valerian Way, SG5 4HG on **4th December 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

Members of the public:

In addition to attendance in person, you are now able to observe our meetings by joining via MS Teams. Join on your computer or mobile app [Click here to join the meeting](#) Please note, our meetings are recorded for minute taking purposes, and will be deleted after Minutes are approved.

Members of the public are invited to observe the meeting and may speak in the 'public section' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting (contact in advance enquiries@stotfoldtowncouncil.gov.uk or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

The seven principles of public life
Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

AGENDA

001/24 APOLOGIES FOR ABSENCE

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

For Decision

002/24 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.

For Decision

002.1/24 Requests for Dispensation - Cllr Jonathan Smith

For Members to approve a request for a dispensations from Cllr Jon Smith.

For Decision

003/24 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.

For Information

004/24 MEMBERS ON OTHER AUTHORITIES

To receive and note the reports of CBC Ward Councillors.

For Information

005/24 COUNCIL MINUTES

To approve the Minutes of the Council meeting held **6th November 2024** as a true record of the meeting.

For Decision

006/24 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION

For Discussion

007/24 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

Civic Attendance report attached for information.

For Information

008/24 COMMITTEE MINUTES

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

008.1/24 Planning Committee – 23rd October 2024

There were no recommendations.

For Information

008.2/24 Governance & Resources Committee – 23rd October 2024

There were the following recommendations:

- The Code of Conduct is re-adopted.
- The Member and Officer Protocol is adopted.

For Decision

008.3/24 Planning Committee – 6th November 2024

There were no recommendations.

008.4/24 Public Realm Committee – 13th November 2024

There were the following recommendations:

- The Exhumation Policy and Procedure is adopted.
- The Beekeeping Policy is adopted.

008.5/24 Community Engagement Committee - 20th November 2024

There were no recommendations.

009/24 FINANCE & RISK MANAGEMENT

009.1/24 Budget and Precept 2025-26

To resolve to adopt the proposed budget for 2025-26 and agree the precept to be collected by CBC on behalf of the Town Council.

For Decision

009.2/24 Expenditure Report

To resolve to approve expenditure as outlined in the report

For Decision

009.3/24 Income Report

To resolve to note income received.

For Information

009.4/24 Income & Expenditure Report

To note the income and expenditure report

For Information

009.5/24 Earmarked Reserve Report

To note the current position on Earmarked Reserves

For Information

009.6/24 Interim Internal Audit

To receive the Interim Internal Audit and resolve to adopt any recommendations.

For Decision

010/24 SCHEME OF DELEGATION

To receive a request to review a previous resolution regarding the Scheme of Delegation.

For Decision

011/24 REPORTS

To note the following report:

011.1/24 Wheeled Sports Facility - Consultation Feedback

To receive a report following the consultation for this project.

For Decision

012/24 MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

013/24 DATE OF NEXT MEETING

Wednesday 29 January 2025.

014/24 CONFIDENTIAL ITEMS

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

For Decision

014.1/24 Cemetery Toilets

To receive a confidential report on the cemetery toilets.

For Decision

014.2/24 Cemetery Chapel Lease

To receive a confidential report on the cemetery lease

For Decision

**ANNEX 1
REQUEST FOR DISPENSATION**

Councillors seeking dispensations under Section 33 of the Localism Act 2011 may do so using this form.

The matter for which dispensation is sought (refer to agenda item number if appropriate)	Stotfold Bowls Club Committee Membership
Details of your interest in that business: Member of Stotfold Bowls Club Committee as Co treasurer	
Date of meeting or time period (up to 4 years) for which dispensation is sought.	4 years
Dispensation request to: Participates, or participate further, in any discussion of that business.	Yes / No
Dispensation requested to: Participate in any vote , or further vote, taken on that business.	Yes / No
Reason(s) for Dispensation:	
33(2)(a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.	Yes / No
33(2)(c) the dispensation is in the interests of persons living in the Council's area	Yes / No
33(2)(c) that is it otherwise appropriate to grant a dispensation Reason: to provide background on any bowls club agenda item, should information be requested.	Yes / No

Print Names: Jonathan Smith

Signature:



Date: 27/11/2024

Decision:	
Dispensation given: Yes / No	Length of Dispensation:
Date	Minute reference:
Signed:	Town Clerk:

**ANNEX 1
REQUEST FOR DISPENSATION**

Councillors seeking dispensations under Section 33 of the Localism Act 2011 may do so using this form.

The matter for which dispensation is sought (refer to agenda item number if appropriate)	Contractor for Cloudy Group
Details of your interest in that business: Consultant working on Local Government application suite projects and deployments.	
Date of meeting or time period (up to 4 years) for which dispensation is sought.	4 years
Dispensation request to: Participates, or participate further, in any discussion of that business.	Yes / No
Dispensation requested to: Participate in any vote , or further vote, taken on that business.	Yes / No
Reason(s) for Dispensation:	
33(2)(a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.	Yes / No
33(2)(c) the dispensation is in the interests of persons living in the Council's area	Yes / No
33(2)(c) that is it otherwise appropriate to grant a dispensation Reason: to provide information and advice on IT-related matters, should the council request such information and advice related to any service provided by Cloudy Group..	Yes / No

Print Names: Jonathan Smith

Signature: 

Date: 27/11/2024

Decision:	
Dispensation given: Yes / No	Length of Dispensation:
Date	Minute reference:
Signed:	Town Clerk:



MINUTES OF THE TOWN COUNCIL MEETING HELD ON WEDNESDAY 6 NOVEMBER 2024 AT 19:30 AT GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG

Present:

Cllr Steve Buck (Mayor), Cllr Steve Hayes (Deputy Mayor), Cllr Liz Anderson, Cllr Janice Bendell, Cllr Mary Cooper, Cllr Satinderjit Dhaliwal, Cllr Jos Headington, Cllr Jane Hyde, Cllr Danny Matthews, Cllr Lisa Miller, Cllr Brian Saunders, Cllr Jon Smith, Cllr Nigel Venneear, Cllr Bryony Woods.

Also Present:

Cllr Kathryn Woodfine – CBC Ward Councillor
Cllr Helen Wightwick – CBC Ward Councillor

In attendance

E Payne, Town Clerk

The Meeting started with a presentation from Bedfordshire Police and Crime Commissioner, Mr John Tizard.

327 / 2024 APOLOGIES FOR ABSENCE

There were no apologies for absence.

328 / 2024 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

There were no disclosures of interest

Standing Orders were suspended whilst the Public Section was opened.

329 / 2024 PUBLIC SECTION

There were no members of the public present.

330 / 2024 MEMBERS ON OTHER AUTHORITIES

Cllr Woodfine presented an update on CBC activities including a flood update, travel consultation feedback and other current consultations.

Standing Orders were reinstated

331 / 2024 COUNCIL MINUTES

The minutes of the meeting held on 9 October 2024 were received.

DECISION: It was **RESOLVED** to accept the minutes of the Town Council meeting held on 9 October 2024 as a true record of the meeting

332 / 2024 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

Members received a report with the Mayor's Civic attendance.

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



333 / 2024 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION

There was nothing to report.

334 / 2024 COMMITTEE MINUTES

334.1 / 2024 Planning Committee – 2 October 2024

The minutes of the Planning Committee meeting held on 2 October 2024 were received.

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

334.2 / 2024 Public Realm Committee - 16 October 2024

The minutes of the meeting held on 16 October 2024 were received. Cllr Hayes pointed out that there was an error in the minutes of this committee in relation to the tree survey. This would be amended prior to the minutes being approved by the next Committee meeting.

DECISION: It was **RESOLVED** to adopt the following recommendations:

- ***The Open Space Hiring Policy is adopted***
- ***The Memorials Policy is adopted***
- ***The Memorial Tree and Bench Policy is adopted***
- ***The Exhumation Policy and Procedure is adopted***
- ***The Beekeeping Policy for Norton Road is adopted***

334.3 / 2024 Governance & Resources Committee – 23 October 2024

The minutes of the Committee meeting held on 23 October 2024 were received.

DECISION: It was **RESOLVED** to adopt the following recommendations:

- ***Code of Conduct is re-adopted***
- ***Member and Officer Protocol is adopted***

335 / 2024 FINANCE & RISK MANAGEMENT

Members received the reports outlined on the agenda.

DECISION: It was **RESOLVED** to approve the expenditure as outlined in the report

DECISION: It was **RESOLVED** to note the income received

DECISION: It was **RESOLVED** to note the year-to-date income and expenditure report and Earmarked Reserves.

Cllr Cooper left the meeting 20:33 due to ill health



336 / 2024 REPORTS

336.1 / 2024 S106 vs Community Infrastructure Levy

Members received a report on the benefits of S106 vs Community Infrastructure Levy (CIL). S106 is the model adopted by CBC. Members considered that CIL was a more useful resource than S106 as it was not as prescriptive. Members considered whether it could be worthwhile lobbying CBC to change their model.

A lot of S106 funding allocated to leisure resources at Biggleswade. Cllr Woodfine reported that the two applications being considered for Greenacre Park should be considered now for S106 contributions. Members considered a more proactive approach to how to deal with S106 developer contributions.

DECISION: It was **RESOLVED** to:

a) ***Approach CBC to allocate future S106 developer contributions to the following:***

- ***Refurbishment of The Green and Riverside Play Areas***
- ***Skate Park***
- ***Improvements to Arlesey Road cycle path – possible low-level lighting or make existing columns double headed; lifting the tree canopy to improve lighting***
- ***Etonbury Zebra crossing at Arlesey Road turning into Pelican crossing***

b) ***The Clerk to approach other Parish and Town Councils to see if there is any appetite to lobby for a change in the developer obligations system.***

ACTION: Town Clerk to liaise with neighbouring parish and town councils.

DECISION: It was **RESOLVED** to

336.2 / 2024 CBC School Consultation

Members received a report on a consultation on school provision. Members considered that it was important to rectify the structure of the current school provision and update it to two-tier system as there is evidence that children under achieve in a three-tier system.

DECISION: It was **RESOLVED** to comment as follows:

The Town Council supports the implementation of a two-tier school system to support the achievements of children and young people in Stotfold. They support the principles of the consultation.

ACTION: Town Clerk to respond to consultation.

336.3 / 2024 Government Consultation on Virtual Meetings

Members received a report on the Government consultation on virtual meetings. Members were advised that they could respond on an individual basis as well as a corporate body. Member considered the proposal to hold virtual meetings and recognised the advantages and disadvantages of the proposal. It was noted that if the legislation is changed, not all Councils have to adopt the model. Some Members raised concerns about proxy voting



DECISION: It was **RESOLVED** to

Support the consultation.

ACTION: Town Clerk to respond to consultation.

337 / 2024 REPORTS FROM COUNCILLORS ON OUTSIDE BODIES

Members received either written or verbal reports on the following:

- BATPC AGM - Cllr Jon Smith
- Stotfold Scouts - Cllr John Talbot
- Police Priority Setting Forum – Cllr John Talbot
- St Mary's Academy - Cllr Liz Anderson

Members noted with interest the work of Bedfordshire Rural Communities Charity and that other parish and town councils support the charity by paying for advisor.

Members were updated on Police engagement including the recent session at the Co-Op with the PCSO.

Members were updated on the decarbonisation project at St Mary's School which is now 12 months over schedule.

DECISION: It was **RESOLVED** to

- a) Note the reports.***
- b) Write to the Diocese to ask them to action the lease for the sub-station on the site so that the scheme can be concluded due to the effect that the scheme is having on the school and community.***

ACTION: Town Clerk to formulate response to Diocese

338 / 2024 MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

There were no items for information purposes only.

339 / 2024 DATE OF NEXT MEETING AND REPORTS

Wednesday 4 December 2024

340 / 2024 CONFIDENTIAL ITEMS

In accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

340.1 / 2024 Library Café

Members received a confidential verbal report on the library café. As the Clerk had not yet met the tenant, there was no recommendation or decision. This item will be deferred to Buildings Management Committee on 27 November and then at Full Council 4 December 2024



SIGNED BY CHAIR:

MINUTES APPROVED (date):

DRAFT

Mayor's Civic Attendances November 2024

31st October 2024 – Halloween Community Engagement event

17th November 2024 – Lord-Lieutenant's Service of Remembrance

22nd November 2024 – The Mayor's Fundraising Charity Gig 2024

28th November 2024 – Bedfordshire Day Celebrations

28th November 2024 – Larksfield PPG Meeting

30th November 2024 – Stotfold Christmas Light Switch-On



MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD IN THE STOTFOLD TOWN COUNCIL CHAMBERS, GREENACRE CENTRE, VALERIAN WAY, SG5 4HG ON WEDNESDAY 23 OCTOBER 2024 AT 19:00

Present:

Cllr Brian Saunders (Chairperson), Cllr Liz Anderson (Vice-Chairperson), Cllr Janice Bendell, Cllr Steve Buck, Cllr Mary Cooper, Cllr Satinderjit Dhaliwal, Cllr Jos Headington, Cllr Lisa Miller, Cllr Nigel Venneear, Cllr Steve Hayes.

Also Present:

Sian van der Merwe

1. APOLOGIES FOR ABSENCE

Cllr J Hyde was absent without apologies.

2. DISCLOSURE OF MEMBERS' INTERESTS AND DISPENSATIONS

Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

There were no disclosures of interest declared.

3. PUBLIC SECTION (MAX. 15 MINUTES)

There were no members of the public present for this meeting.

4. MINUTES OF THE PREVIOUS MEETING

Members reviewed the Minutes of the **Planning Committee** meeting held on **2nd October 2024**. Members agreed to amend Minutes to reflect that Cllr Bendell had issued apologies for her absence post the meeting as a result of family responsibilities. It was **RESOLVED** to:

Amend the Minutes by hand to reflect Cllr Bendell's apologies for absence being accepted.

5. CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION

- 5.1 The Clerk updated Members on the Planning Officer's comment related to CB/24/02759/PADM - Barn to The North-East, Norton Road, Stotfold, SG5 4PG. The Planning Officer's email noted that "*whilst you [the Town Council] are able to comment on these applications, we do not seek external consultations for these application types.*". This Committee will therefore not need to consider this application as set out in Item 6.3 below.

6. PLANNING APPLICATIONS

The following planning applications were considered:

6.1 CB/24/02881/FULL - 1 Wrayfields, Stotfold, SG5 4NR

CB/24/02881/FULL - Planning Record

Erection of a 2 storey side extension and demolition of side conservatory.



It was **RESOLVED** that:

There are **NO OBJECTIONS** to this planning application.

6.2 CB/24/02787/FULL - The Fox And Duck, 149 Arlesey Road, Stotfold, SG5 4HE

CB/24/02787/FULL - Planning Record

Change of use of ground floor from Public House (Sui Generis) to café/restaurant/bar Class E.

It was **RESOLVED** that:

There are **NO OBJECTIONS** to this planning application.

6.3 CB/24/02759/PADM - Barn to The North-East, Norton Road, Stotfold, SG5 4PG

CB/24/02759/PADM - Planning Record

Prior Notification of proposed demolition: Existing agricultural barn; in connection with the redevelopment of the site the building will be demolished by non-explosive controlled demolition, there are no plans to rebuild and the site will be levelled and left open.

This item was not considered as per the Clerk's update at Item 5 above.

6.4 CB/24/02592/FULL - 66 Astwick Road, Stotfold, SG5 4BQ

CB/24/02592/FULL - Planning Record

Construction of a 20m long by 4m high timber acoustic boundary fence.

It was **RESOLVED** that:

There are **NO OBJECTIONS** to this planning application.

7. CONSIDERATION OF APPLICATIONS BY CENTRAL BEDFORDSHIRE COUNCIL DEVELOPMENT MANAGEMENT COMMITTEE ("DMC")

To consider requesting Central Bedfordshire Council's Development Management Committee to consider specific applications within committee rather than by officer delegation, and to send a representative of the Planning Committee to attend the meeting at which the application is considered, to represent the views of this Committee.

There were no Applications to be called in to the DMC for consideration.

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

8.1 CB/24/02744/RM - Land South of Arlesey Road, Stotfold, SG5 4HD

Members were advised by the Clerk of the Committee that the Town Clerk had recommended this item be discussed in greater detail at a meeting that will be scheduled for 6 November 2024. The Clerk will circulate an email to Members of this Committee and requested that Members study this application in detail in advance of the Meeting so that a response can be formulated.

9. DATE OF NEXT MEETING

6 November 2024.



10. SUPPORTING DOCUMENTATION

The meeting closed at 19:07.

SIGNED BY CHAIRMAN:

MINUTES APPROVED (date):



MINUTES OF THE MEETING OF GOVERNANCE & RESOURCES HELD ON WEDNESDAY 23RD OCTOBER 2024 AT 19:15 STOTFOLD TOWN COUNCIL, GREENACRE CENTRE, STOTFOLD SG5 4HG

Present: Cllr S Buck (Chair), Cllr J Smith (Vice-Chair), Cllr M Cooper, Cllr S Dhaliwal, Cllr S Hayes, Cllr D Matthews, Cllr B Saunders, and Cllr J Talbot.

Also present:

E. Payne – Town Clerk

1 APOLOGIES FOR ABSENCE

All Members were present.

2 DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3 PUBLIC SECTION

There were no Members of the Public present.

4 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 2nd October 2024 were received. It was **RESOLVED** to:

Adopt the Minutes of the meeting as a true record.

5 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION

The Clerk presented a verbal update on the submitted written report, including advising the Committee that the NJC salary negotiations had been completed, which will be reported to the next meeting.

6 REPORTS TO COMMITTEE

6.1 Code of Conduct

Members received a report with a review of the Code of Conduct. It was **RESOLVED to recommend to Full Council** that the:

Code of Conduct is re-adopted.

6.2 Member & Officer Protocol

Members received a proposed Member and Officer Protocol. It was **RESOLVED to recommend to Full Council** that the:

The Member & Officer Protocol is adopted.



6.3 Budget 2025 - 2026

Members received a proposed budget for 2025 - 2026. Members were advised that the relevant committees had considered these figures. CBC have not yet advised the Town Clerk what the council tax base will be. There is also an unknown matter of employer's NI contribution with the budget on 30th October 2024. After some discussion and amendments, it was **RESOLVED**:

- a) *That any unspent budget for tree works to be moved into EMR.*
- b) *To defer budget approval until CBC provides the council tax base.*
- c) *To submit the budget to Full Council on 4 December 2024 after receiving this information.*

7 MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY

There were no items for information only.

8 WORK PROGRAMME

Members received the work programme for this committee. It was **RESOLVED** to:

Note the work programme.

9 DATE OF NEXT MEETING

Wednesday 18th December 2024.

10 CONFIDENTIAL ITEMS

It was **RESOLVED** that:

In accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

10.1 VAT Liability

Members received a confidential report on opting to tax for the Greenacre Centre. It was **RESOLVED** to:

Register the Greenacre Centre to levy VAT on hall hire invoices.

The meeting closed at 19:53

SIGNED BY CHAIR:

MINUTES APPROVED (date):



STOTFOLD TOWN COUNCIL

CODE OF CONDUCT

1.0 Introduction

- 1.1 This Code of Conduct (“the Code”) has been adopted by Stotfold Town Council as required by Section 27 of the Localism Act 2011 (“the Act”), to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.
- 1.2 The Code is not intended to be an exhaustive list of all the obligations that are placed on members. It is the responsibility of individual members to comply with the provisions of the Code as well as such other legal obligations as may apply to them from time to time.
- 1.3 The Code is consistent with the following principles (the “Nolan” principles of standards in public life):
- Selflessness
 - Integrity
 - Objectivity
 - Accountability
 - Openness
 - Honesty
 - Leadership

2.0 Definitions

- 2.1 For the purposes of this Code, a ‘co-opted member’ is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee, joint sub-committee or working group/party of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.
- 2.2 For the purposes of this Code, a ‘meeting’ is a meeting of the Council, any of its committees, sub-committees, joint committees, joint sub-committees or working group/party.
- 2.3 For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

3.0 What standards of Conduct are members expected to observe?

Selflessness:

- 3.1 Members must always act in the public interest.

- 3.2 Members must never use their position as a member of Council improperly to secure for themselves or any other person, an advantage or disadvantage.
- 3.3 Members must not use the Council's resources improperly for personal or party-political purposes.
- 3.4 Members shall behave in such a way that a reasonable person would regard as respectful.

Integrity

- 3.5 Members shall not act in a way which a reasonable person would regard as bullying or intimidatory.
- 3.6 Members must not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.
- 3.7 Members must not disclose information given to them in confidence, or where disclosure is prohibited by law.

Objectivity

- 3.8 When making decisions on behalf of the Council, including awarding contracts or making appointments, members must do so on merit.
- 3.9 Members must have regard to any relevant advice provided to them by the Clerk to the Council and the Responsible Financial Officer. Accountability:

Accountability

- 3.10 Members must act in accordance with their legal obligations, including the following Acts of Parliament that confer special obligations on elected Councillors:
 - Local Government Act 1972
 - Employment Rights Act 1996
 - Data Protection Act 1998
 - Freedom of Information Act 2000
 - Bribery Act 2010 Equality Act 2010
 - Localism Act 2011
- 3.11 Members must act in accordance with the Council's policies and reasonable requirements, including any protocols and codes of practice that may apply.

Openness:

- 3.12 Members must give reasons for any decisions taken on behalf of the Council in accordance with any statutory requirements and the Council's Standing Orders.
- 3.13 Members must not prevent another person from gaining access to information to which that person is entitled by law.

Honesty:

- 3.14 Members must declare any disclosable (pecuniary and non-pecuniary) interests or conflicts of interest that may arise in respect of their responsibilities as a member of the Council.
- 3.15 Members must at all times ensure that their claims for expenses, allowances, and their use of facilities and services provided by the Council are strictly in accordance with the rules laid down on these matters.

Leadership:

- 3.16 Members must set an example by their behaviour and shall act in a way that enhances public trust and confidence in the integrity of the Council and its members.
- 3.17 Members must show respect and courtesy to others.
- 3.18 Members should value the Council's officers and work alongside them to achieve the Council's objectives. Members must on no account behave in a manner that might constitute bullying.

4.0 Interests

Registration of interests

- 4.1 Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer at Central Bedfordshire Council, via the Town Clerk, the interests which fall within the categories set out in Schedules 1 and 2.
- 4.2 Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Schedules 1 and 2.
- 4.3 A member shall register with the Monitoring Officer any change to interests or new interests in Schedules 1 and 2 within 28 days of becoming aware of it.
- 4.4 A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest.' A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of interests at meetings

- 4.5 Where a matter arises at a meeting which relates to an interest in Schedule 1 the member shall not participate in a discussion or vote on the matter and shall withdraw from the meeting. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- 4.6 Where a matter arises at a meeting which relates to an interest in Schedule 1 which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the

Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.

- 4.7 Where a matter arises at a meeting which relates to an interest in Schedule 2, the member shall not vote on the matter and shall withdraw from the meeting. He/she may speak on the matter before withdrawing only if members of the public are also allowed to speak at the meeting.
- 4.8 A member only has to declare his/her interest in Schedule 2 if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Schedule 2 which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
- 4.9 Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than interests in Schedule 1), the member shall disclose the nature of the interest and withdraw from the meeting. He/she may also speak on the matter before withdrawing only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the Member shall declare the interest but not the nature of the interest.
- 4.10 On a written request made to the Council's proper officer (Town Clerk), the Council may grant a member a dispensation to participation in a discussion and vote on a matter at a meeting even if he/she has an interest in Schedules 1 and 2 if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation. The Town Council has adopted a Dispensation Policy which can be found on our website: [Dispensation Procedure 2024](#)

Revision History

Date Adopted:	July 2012
Date Reviewed:	October 2024 Link to Dispensation Procedure included

SCHEDULE 1

Disclosable Pecuniary Interests

Within 28 days of becoming a Member or co-opted Member of Stotfold Town Council, Members must notify the Monitoring Officer, via the Town Clerk, of any 'disclosable pecuniary interests'.

A 'disclosable pecuniary interest' is an interest of yourself or your partner (which means a spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

Subject	Description
Employment, office, trade, profession, or vocation	Any employment, office, trade, profession, or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12-month period ending on the latest date referred to in paragraph 4.1 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or between his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a body in which such a person is a partner in a firm, a director of an incorporated body or holds the beneficial interest in securities*) and the Council – (a) Under which goods or services are to be provided or works are to be executed; and (b) Which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge) – (a) The landlord is the Council; and (b) The tenant is a body in which the member, or his/her spouse or civil partner/the person with whom the member is living as if they were spouses/civil partners has a beneficial interest.
Securities	Any beneficial interest in securities of a body where – (a) That body (to the member's knowledge) has a place of business or land in the area of the Council; and (b) Either – (i) The total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

SCHEDULE 2

An interest which relates to or is likely to affect:

- (i) anybody of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) anybody –
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- (iii) any gifts or hospitality worth more than an estimated value of £50 which the Member has received by virtue of his or her office



STOTFOLD TOWN COUNCIL

MEMBER OFFICER PROTOCOL

BACKGROUND

This Protocol is intended as guidance to Councillors, the Town Clerk and Officers of Stotfold Town Council, when addressing some of the sensitive circumstances which arise in a challenging working environment. The reputation and integrity of the Town Council is significantly influenced by the effectiveness of Councillors, the Town Clerk and Officers working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect, and courtesy. Close personal familiarity should be avoided.

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of Councillors and Officers can be summarised as follows:

- Councillors and Officers are servants of the public and they are indispensable to one another but have distinct responsibilities.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the Town Council. Their job is to give advice to Councillors and to the Town Council, and to carry out the Town Council's work under the direction and control of the Town Council and relevant committees.

Councillors

Councillors are responsible for:

- Determining Council policy and providing community leadership;
- Monitoring and reviewing Council performance in implementing policies and delivering services;
- To represent the Council externally; and
- To act as advocates for their constituents.

All Councillors have the same rights and obligations in their relationship with the Town Clerk and Officers, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the Council. This is the Officer's responsibility, and the Officer will be acting on instructions from the Council or its committees, within an agreed job description.

In line with the Town Council's adopted Code of Conduct, a Councillor must treat others with respect, must not bully, exert undue influence or interference with people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the Council.

Officers can expect Councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that Councillors have the right to take the final decision on issues based on advice;
- to act within the policies, practices, processes, and conventions established by the Council;
- to work constructively in partnership with Officers acknowledging their separate and distinct roles and responsibilities;
- to understand and support the respective roles and responsibilities of Officers and their associated workloads, pressures, and reporting lines;
- to treat them fairly and with respect, dignity, and courtesy;
- to act with integrity, to give support and to respect appropriate confidentiality;
- to recognise that Officers do not work under the instruction of individual Councillors or groups;
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure;
- to treat all Officers, partners (those external people with whom the Council works) and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability, or religion;
- not to request Officers to exercise discretion which involves acting outside the Council's policies and procedures;
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the Council or in their role as a Councillor without proper and lawful authority;
- not to use their position or relationship with Officers to advance their personal interest or those of others or to influence decisions improperly;
- to comply at all times with the Councillors' Code of Conduct, the law, and such other policies, procedures, protocols, and conventions agreed by the Council;
- respect the impartiality of Officers and do not undermine their role in carrying out their duties;
- do not ask Officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an Officer being criticised for operating in a party-political manner;
- do not ask Officers to exceed their authority where that authority is given or delegated.

The Mayor and Vice Mayor or Chair and Vice-Chair of the Council and its Committees:

Chairpersons and Vice-chairpersons have additional responsibilities as delegated by the Council. These responsibilities mean that they may have to have a closer working relationship with employees than other Councillors do. However, they must still respect the impartiality of Officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers:

The primary role of Officers is to advise, inform and support all members and to implement the agreed policies of the Council.

Officers are responsible for day-to-day managerial and operational decisions within the Council, including directing and overseeing the work of any more junior Officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role, the Officers will act professionally, impartially and with neutrality. Whilst Officers will respect a Councillor's view on an issue, the Officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the Council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the Council or whether the decision differs from the Officer's view;
- work in partnership with Councillors in an impartial and professional manner;
- treat Councillors fairly and with respect, dignity, and courtesy;
- treat all Councillors, partners, and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability, or religion;
- assist and advise all parts of the Council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the Council's formal decisions;
- respond to enquiries and complaints in accordance with the Council's standards;

Protocol

- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for Councillors, the media, or other sections of the public;
- act with honesty, respect, dignity, and courtesy at all times;
- provide support and learning and development opportunities for Councillors to help them in performing their various roles in line with the Council's training and development policy;
- not seek to use their relationship with Councillors to advance their personal interests or to influence decisions improperly;
- comply, at all times, with the Officers' Code of Conduct, and such other policies or procedures approved by the Council.

Officers have the right not to support Councillors in any role other than that of Councillor, and not to engage in actions incompatible with this protocol.

In giving advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and recommendations. An Officer may report the views of individual Councillors on an issue, but the recommendation should be the Officer's own. If a Councillor wishes to express a contrary view, they should not pressurise the Officer to make a recommendation contrary to the Officer's professional view, nor victimise an Officer for discharging his/her responsibilities.

There are exceptional circumstances where a Councillor can fulfil the role of Officer, for example where there is a vacancy. This can only be done if the Councillor is not paid for the role and should only ever be short-term while the Council seeks to fill a vacancy. There will need to be a particular clear understanding of when the Councillor is acting as a Councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and Officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas Officers are accountable to the Council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/Officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between Councillors and Officers should observe standards of

courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual Councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with Officers who have been charged with promoting and implementing the Council's collectively determined course of action.

Councillors should not raise matters relating to the conduct or capability of an Officer, or of Officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An Officer has no means of responding to criticisms like this in public.

A Councillor who is unhappy about the actions taken by, or conduct of, an Officer should:

- avoid personal attacks on, or abuse of, the Officer at all times;
- ensure that any criticism is well founded and constructive;
- ensure that any criticism is made in private;
- take up the concern with the Chairperson.

Neither should an Officer raise with a Councillor matter relating to the conduct or capability of another Councillor or Officer or to the internal management of the Council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

EXPECTATIONS

All Councillors can expect:

- A commitment from Officers to the Council as a whole, and not to any individual Councillor, group of Councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads, and pressures;
- A timely response from Officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from Officers and other Councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by Officers outside the Council's agreed procedures;
- That Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from Councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads, and pressures;
- Leadership and direction;

- Respect, courtesy, integrity, and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That Councillors will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly;
- That Councillors will at all times comply with the Council's adopted Code of Conduct.

General Principles

Close personal relationships between Councillors and Officers can confuse their separate roles and get in the way of the proper conduct of Council business, not least by creating a perception in others that a particular Councillor or Officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that Councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other Officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach Officers to provide them with such information, explanation, and advice as they may need in order to assist them in discharging their role as Members of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of Councillors to inspect Council documents are covered partly by statute and partly by the common law.

The common law right of Councillors is based on the principle that any member has prima facie right to inspect Council documents as far as their access to the documents is necessary to enable the member properly to perform their duties as a member of the Council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the Councillor's ability to demonstrate that they have the necessary "need to know." In this respect a Member has no right to "a roving commission" to go and examine documents of the Council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know."

The Officer must determine this question.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a Councillor's "need to know" will normally be presumed. In other circumstances (e.g. a Councillor wishing to inspect documents which contain personal information about third parties) a Councillor will normally be expected to justify the request in specific terms. Any Council information provided to a Councillor must only be used by the Councillor for the purpose for which it was provided i.e. in connection with the proper performance of the Councillor's duties as a member of the Council.

For completeness, Councillors do, of course, have the same right as any other member of

the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual Councillor and an Officer should not normally be copied (by the Officer) to any other Councillor. Where exceptionally it is necessary to copy the correspondence to another Councillor, this should be made clear to the original Councillor. In other words, a system of “silent copies” should not be employed.

Acknowledging that the “BCC” system of e-mailing is used, it should be made clear at the foot of any e-mails if another Councillor has received an e-mail by adding “CC Councillor X.”

Official letters or emails on behalf of the Council should normally be sent out under the name of the Officer, rather than under the name of a Councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the Council should never be sent out in the name of a Councillor.

Correspondence to individual Councillors from Officers should not be sent or copied to complainants or other third parties if they are marked “confidential.” In doing so, the relevant Officer should seek to make clear what is to be treated as being shared with the Councillor in confidence only and why that is so.

PRESS AND MEDIA

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the Council, explaining its objectives and policies to the electors and customers. Councils use publicity and social media to keep the public informed and to encourage public participation. The Council needs to tell the public about the services it provides. Effective publicity should aim to improve public awareness of the Council’s activities.

Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the Council’s Media Protocol.

The Officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an Officer expressly or impliedly make any political opinion, comment, or statement.

Any press release that may be necessary to clarify the Council’s position in relation to disputes, major planning developments, the Officer should approve court issues or individuals’ complaints.

The chair (or chair of a committee) may act as spokespersons for the Council in responding to the press and media and making public statements on behalf of the Council but should liaise with the Officer on all forms of contact with the press and media. The Council may also appoint individual Councillors as spokespeople where there is an area of particular expertise, but this should only be done with the agreement of the Council.

The Council must comply with the provisions of the Local Government Act 1986 (“the Act”) regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance, and the Council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code - <https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

For more detailed information and guidance regarding the role of Councillors in connection with the use of social media, reference should be made to the Council's Social Media Protocol where there is one in place.

IF THINGS GO WRONG

Procedure for Officers:

From time to time the relationship between Councillors and the Officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the Council adopts a formal grievance protocol or procedure.

In the first instance, where a Member has a concern about the performance of an Officer, they should raise this with the Town Clerk. If however, the concern is regarding the Town Clerk, then this should be reported to the Mayor and/or Vice Mayor.

Central Bedfordshire Council's Monitoring Officer will be asked to conduct mediation/conciliation to resolve the issue. Alternatively, independent advice will be sought. The Mayor of the Council should not attempt to deal with grievances or work-related performance or line management issues on their own. The Council will delegate authority to a small group of Councillors to deal with personnel matters.

The Town Council has adopted a grievance procedure and policy which individual employees should follow to raise concerns, problems, or complaints about their employment in an open and fair way. This can be found in the Staff Handbook.

Where the matter relates to a formal written complaint alleging a breach of the Councillors' Code of Conduct the matter must be referred to the principal Council's Monitoring Officer in the first instance in line with the Localism Act 2011. The Town Council may, however, try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for Councillors:

If a Councillor is dissatisfied with the conduct, behaviour or performance of the Officer or another employee, the matter should be reported to the Chairperson and then raised with the Officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the Town Council's disciplinary procedure.



MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON WEDNESDAY 6TH NOVEMBER 2024 AT 19:00 IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HD

Present:

Cllr Brian Saunders (Chairperson), Cllr Liz Anderson (Vice Chairperson), Cllr Janice Bendell, Cllr Mary Cooper, Cllr Satinderjit Dhaliwal, Cllr Steve Hayes, Cllr Jos Headington, Cllr Jane Hyde, Cllr Nigel Venneear, Cllr Lisa Miller.

In attendance:

Cllr D Matthews – Non-Committee Member
Cllr J Talbot – Non-Committee Member
Cllr B Woods – Non-Committee Member
Cllr K Woodfine – CBC Ward Councillor
Cllr H Wightwick – CBC Ward Councillor

Also Present:

S van der Merwe - Democratic Services Manager
Member of the Public - 1

1. APOLOGIES FOR ABSENCE

There were none.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

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.

There were no disclosures of interest.

3. PUBLIC SECTION (MAX. 15 MINUTES)

3.1 Land South of Arlesey Road, Stotfold, SG5 4HD

Mr Brian Collier addressed the Committee regarding item No. 5.1 on the Land South of Arlesey Road development. As a former Member of this Council, he had been closely involved in the discussions with the developer and CBC from the outset of this development.

4. CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION

4.1 CB/24/01847/FULL – Land to the Rear of 7 – 9 Regent Street, Stotfold

Members were advised that this application is still under consideration by CBC but this has not been added to the Development Management Committee Agenda for consideration.

5. PLANNING APPLICATIONS

Members considered the following application:



5.1 Land South of Arlesey Road, Stotfold, SG5 4HD

[CB/24/02744/RM](#) – Land South of Arlesey Road, Stotfold, SG5 4HD

It was **RESOLVED** to:

OBJECT to the Planning Application based on the grounds of:

- The Council is concerned over a potential increase in the number of housing units and density over the layout that was originally indicated at outline stage and agreed by the Planning Inspectorate.
- Safety concerns over the increase in traffic in an area where a significant number of children walk to school at Etonbury and Pixbrook.
- Whilst natural, wooden play equipment sits well within the countryside edge setting we are concerned that it should receive adequate maintenance to maximise its life span.
- Concern over access to existing overburdened infrastructure – especially access to GP surgeries, transport services and schooling.
- Concern over junction safety once the site is operational. School children will cross this junction, the additional homes mean a substantial additional number of traffic movements onto and from Arlesey Rd.
- The private road running parallel to Arlesey Rd adds yet another access to be negotiated by pedestrians.
- The landscape plan indicates hedgerow retention to maintain the 'country lane character' but this will not be possible whilst maintaining safe visibility splays, further with the introduction of yet more housing this area of Stotfold is becoming less and less like a country lane.
- The density of units will have an impact on the neighbouring properties.
- Access to the open space is from predominantly from private drives, with only 2 visitor spaces in the south. One of the benefits the scheme was meant to deliver was an increase in parking spaces for users of the Etonbury Green Wheel, this is insufficient provision.

If Central Bedfordshire Council is minded to approve this application Stotfold Town Council would wish to ensure:

- A Traffic Management Plan is provided to ensure construction deliveries avoid school pickup and drop off times, these must be strictly monitored to prevent congestion on the Arlesey Road during peak times.
- A formal maintenance plan should be drawn up for the wooden play equipment to try to increase the longevity of the equipment.
- Additional visitors parking should be added for visitors to access the Etonbury Green Wheel and play parks in the development.
- The existing cycle path along Pendleton Way would benefit from low level bollard lighting to enhance the safe use of it as new residents would be using this path and it is already under pressure from numbers of users. During winter months users tend to keep to the lit path beside the road rather than staying on the cycle path due to it being too dark to safely use.
- Private roads adjacent to open space have some visitor parking which will potentially be utilised by visitors wishing to use the play areas, not visit residents. 21 visitor spaces are shown on the site but more should be available in the public realm to the south to link in with Etonbury Green Wheel.
- Central Bedfordshire Council should consult directly with residents to get their feedback on concerns over pressure on existing infrastructure, especially medical access via the GP Surgery and transport services.



- The existing pavement is very narrow for pedestrians so consideration must be given to providing an alternative path behind the hedge on the private road side to connect to the new pedestrian access alongside the Fox and Duck.

6. CONSIDERATION OF APPLICATIONS BY CENTRAL BEDFORDSHIRE COUNCIL DEVELOPMENT MANAGEMENT COMMITTEE (“DMC”)

Members requested Ward Councillors call [CB/24/02744/RM](#) – Land South of Arlesey Road, Stotfold, SG5 4HD in for consideration by the DMC on the grounds of the objections set out in item 5.1 above.

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

7.1 Planning Appeal

Members noted the Planning Appeal for 81 Astwick Road, Stotfold.

7.2 Street Naming Convention

Cllr Cooper stated this Council has previously been given the option to put forward suggested names for streets on new developments and requested this should be the case for the Land South of Arlesey Road development at item 5.1 above.

8. DATE OF NEXT MEETING

To be confirmed.

The meeting closed at 19:26.

SIGNED BY CHAIRMAN:

MINUTES APPROVED (date):



MINUTES OF THE MEETING OF THE PUBLIC REALM COMMITTEE HELD IN THE STOTFOLD TOWN COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG ON WEDNESDAY 13 NOVEMBER 2024 AT 19:00

Present:

Cllr M Cooper (Chair), Cllr L Anderson (Vice Chair), Cllr S Hayes, Cllr J Hyde, Cllr B Saunders, Cllr B Woods, Cllr J Talbot.

Also Present:

E. Payne – Town Clerk (Virtual)
A. Leadbeater – Public Realm Manager

Apologies:

Cllr S Buck (Mayor), Cllr J Headington, Cllr J Smith

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Buck, Smith and Headington.

DECISION: It was **RESOLVED** to accept apologies.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION

There were no members of the public present.

4. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the meeting held on 16 October 2024. It was noted that in the previous minutes circulated with the agenda there was an error for item 6.1 for the tree survey which had been amended in the version of minutes being signed. Under this item, Cllr Talbot pointed out that he had requested a review of the trees at the end of Thatch Cottage by Brook End and not Brook Street.

DECISION: It was **RESOLVED** that, after amendment, the Minutes of the meeting held on 16th October 2024 were approved.

5. CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION

- 5.1 Members received the Clerk's report which was noted. Members sought clarification on the weighting for the Rangers Relocation criteria. It was confirmed that the Town Rangers will be consulted on the final location for their location. Cllr Talbot asked whether it was feasible to use the tractor shed at Hitchin Road for flood equipment if it is vacant and the existing container relocated to another site for storage. This will be considered when the scoring is completed.



Cllr Hyde asked about the anti-social behaviour at the Memorial Hall. Was there going to be a report to this committee? Members discussed the benefits of the patrols and considered that it may be something that they want to continue in future incidents.

Action: Report on ASB and Riverside and Memorial Hall to next relevant committee.

6. REPORTS

6.1. Streetlights Repairs

Members received a report on street light repairs. Members discussed the pros of LEDs vs sodium; the unmetered power supply and whether the church yard lights are included in the inventory.

DECISION: It was **RESOLVED** to:

- a) *To implement the street light upgrades over a phased period over 4 years to allow sufficient funds in the budget for electricity and capital costs.*
- b) *Further costings for this approach to be taken to the next meeting.*
- c) *Areas which are particularly badly lit are to be upgraded first.*
- d) *Street light tree trims to be in the first phase.*

Action: Members to advise the Clerk of which streetlights need to be updated in the first phase.

6.2. Notice Boards

Members received a report on replacement notice boards. Members raised concerns that the public would not be able to put up their own notices and it was suggested that they could come to the town council for the Town Rangers to erect notices.

DECISION: It was **RESOLVED** to accept the quotes from **Quote B _____ enter name of contractor** at a cost of £7,201.11.

6.3. Snow Angels

Members received a proposal regarding setting up a scheme to help vulnerable residents clear snow and clear pavements in the locality.

DECISION: It was **RESOLVED** to set up a Snow Angels Community Group.

6.4. Law Commission - Cemetery and Burial Consultation

Members received a report on the cemetery and burial consultation. Cllr Hyde suggested that those Councillors who are interested in the topic form a group with a proposed response to be agreed at the next meeting.

DECISION: It was **RESOLVED** to

- a) *Set up a Task and Finish Group to compile a response to the consultation with Cllr Hyde, Talbot and Woods supported by the Cemetery & Allotments Officer.*
- b) *Publicise the consultation to the public so they can feed back directly.*

Action: Publicise the consultation in all social media and printed media.



6.5. Pitch Power Inspections

Members received a report on the Pitch Power inspections. Cllr Anderson commented about the continued use spray herbicide. The comments were that the spraying was June and July, but this is not good for pollinators and should be April and May. Arlesey Road should only be the pitches and avoid the swale and the hill. Cllr Cooper commented that that Hitchin Road the pitch area is now just grass, and the ground cover plants are around the perimeter of the pitch.

DECISION: It was **RESOLVED** to note the improvements through the Pitch Power grant.

Action: Advise the contractor not to spray during June and July.

Action: Write to contractor and feedback the comments on the improved condition of the pitches. Treatment should be on pitches only.

7. HIGHWAYS REPORT

Cllr Talbot reported that streetlight with ANPR and 30mph sign is intermittent. This will be reported via Fix My Street

Action: Report faulty streetlight

8. WORK PROGRAMME

The Work Programme was noted.

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

Cllr Anderson reported that the IDB is proposing to merge the Beds and Bucks boards.

10. DATE OF NEXT MEETING

Wednesday 11 December 2024.

The meeting closed at 20:15

SIGNED BY CHAIRMAN:

MINUTES APPROVED (date):



STOTFOLD TOWN COUNCIL

EXHUMATION POLICY

1. Purpose

- 1.1 Exhumation relates to the removal of remains from a grave.
- 1.2 Exhumations are generally rare and can be traumatic for the bereaved family involved. Exhumations occur for several reasons, including:
- removal from the original grave site to a new grave acquired in the same or other cemetery;
 - transfer from a public grave to a family grave;
 - a Coroners instruction that requires further forensic examination of the deceased;
 - removal for cremation;
 - removal for burial in another cemetery.

The current law relating to the removal of individual buried human remains is contained within **Section 25 of the Burial Act 1857** which states that: -

“Except in the cases where a body is removed from one consecrated place of burial to another by faculty granted by the ordinary for that purpose, it shall not be lawful to remove any body, or the remains of any body, which may have been interred in any place of burial, without licence under the hand of one of Her Majesty's Principal Secretaries of State, and with such precautions as such Secretary of State may prescribe as the condition of such licence.”

- 1.3 Therefore, any person wishing to exhume buried remain has to apply to the Ministry of Justice (MoJ) for a licence to permit it.
- 1.4 The MoJ will normally grant exhumation licences to the next of kin, subject to any other necessary consent, where the application is made for private family reasons.

2. The application form

- 2.1 The Exhumation Application Form can be found online on the Government Website at [Apply to exhume human remains - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/forms/exhumation-application-form)
- 2.2 This requires details of the applicant, the deceased and place of burial. The applicant should complete Part A and then send the form to Stotfold Town Council as the relevant Burial Authority who own Stotfold Cemetery, for completion of Part B.
- 2.3 Part C only needs to be completed if the death occurred between 1914 and 1947. In this case, the form will need to be sent to the Commonwealth War Grave Commission for their observations.
- 2.4 Stotfold Town Council's cemetery is non-consecrated ground and subsequently, additional consent will not be required from the Church of England.

3. Consents required

- 3.1 The application must be made with the consent of the Owner of the exclusive rights of burial relating to the grave and it is the applicant's responsibility to obtain this. Should unrelated remains be buried (if the grave is a public or common one) then the permission of any surviving relatives is also required.
- 3.2 The consent of all next of kin of the deceased are required. The priority given in accordance with that set out in the Administration of Estates Act 1925 or the Civil Partnerships Act 2004 (which provides civil partners will equal rights to spouses). This means that if the spouse or civil partner is alive, then this person is the next of kin. Thereafter it is defined that the deceased's mother and father, and thirdly, joint status would be given to the deceased's brothers and children, if any. sisters, grandparents and grandchildren.
- 3.3 Licences are unlikely to be issued without all of the required consents.
- 3.4 Applications will also be considered from any person, but it will be important to explain why the application is not being made by a relative.

4. Granting of Lawful permission

- 4.1 On receipt of lawful permission to exhume the body of a deceased person the Burial Authority will notify the Environmental Health Officer so that he/she can be present at the exhumation site. If the exhumation involves ashes only then the Environmental Health Officer is not required, the Cemetery Officer will be present at exhumation to ensure that respect for the deceased person is maintained and that public health, and health and safety regulations, are observed and protected.
- 4.2 The Officer will also ensure that:
- the correct grave is re-opened;
 - the exhumation commences as early as possible in the morning to ensure maximum privacy;
 - the grave is screened as appropriate for privacy;
 - health and safety of all workers is maintained, for example the use of protective clothing including masks and gloves, task lights and all other necessary equipment;
 - everyone present shows due respect to the deceased person and to adjoining grave sites;
 - the new coffin or casket has been approved;
 - all human remains and all the pieces of the original coffin or casket are placed in the new coffin or casket;
 - the new coffin or casket is properly sealed and identified;
 - the area of the exhumation is properly disinfected;
 - satisfactory arrangements are in place for the onward transmission of the remains.
 - If the conditions of the licence or faculty cannot be met, or there are public health or decency concerns, the exhumation will not be proceeded with.

5. Contact

Enquiries about licences should be made direct to the Ministry of Justice, information can be found online at <https://www.gov.uk/apply-for-an-exhumation-licence>

Revision History

Date Adopted	November 2026
Date Reviewed	



STOTFOLD TOWN COUNCIL
EXHUMATION PROCEDURE NOTE

1. Applicant to complete Ministry of Justice (MoJ) Form Part A and provide to STC.
2. STC will need to discuss with the grave owner their intentions with the grave plot following exhumation. If this is to be forfeited (given back), then see note further on regarding transferring ownership.
3. STC to check information against our systems (Rialtas and paper) and complete Part B and submit to the MoJ. This can be emailed to the address on the form.
4. MoJ can take up to 20 days to provide licence. This will have conditions that need to be met. Licence is typically valid for 12 months, but the expiry date will be provided on the licence. Retain copy Licence to access for filing.
5. Environmental Services Officer will need to be engaged if the exhumation is of a body as opposed to ashes. (Exact steps to do this are not known)
6. Exhumation will need to take place early in the morning and the cemetery closed for the exhumation. Would suggest 6am start.
7. Resident will need to engage a Funeral Director to carry out the Exhumation.
8. Funeral Director to provide a risk assessment and method statement to us for approval.
9. Funeral Director or Resident to pay STC fee for exhumation.
10. Establish if family are to be present. If so, consider limiting time of arrival or access to cemetery. Important to manage family expectations.
11. Grave to be identified and considered in line with the method statement to see if can be complied with. For example, the erection of the privacy screen without impacting surrounding plots.
12. Consider the Memorial in place, Funeral Directors will remove this but if this is a substantial memorial, then time will need to be given and arrangement made for its removal.
13. Chapel Lessee (if applicable) to be contacted to request access to the chapel, if required. If this is required arrange for Chapel to be cleaned prior to the exhumation.
14. Signs to be put up leading up to the exhumation to state the cemetery will be closed on X date. No further information to be provided and signs to be taken down immediately following the exhumation.
15. Arrange for appropriate PPE to be provided to staff present at the exhumation including, correct footwear, masks, gloves and coveralls.
16. Arrange for a minimum of three members of staff to be present for the exhumation:

17. 1 to be at the graveside with the funeral director and grave digger to ensure exhumation is carried out correctly with an interest in protecting the deceased and other plots
18. 1 to be stationed at the vehicular gates to prevent access.
19. 1 to be stationed at the pedestrian gate to prevent access.
20. One of the staff members present to bring paperwork for the exhumation. Included RAMS, map of the plot with it clearly detailed (would suggest obtaining names of deceased in plots surrounding the exhumation to confirm correct plot) and copy licence at a minimum.
21. Perhaps an additional member of staff to deal with family if they are present if considered necessary.
22. Following exhumation this is to be logged on:
23. Rialtas – See “Disinterment Instructions”
24. The electronic exhumation log;
25. The exhumation book;
26. The register of graves, index etc that contains details of the interment.
27. Note on the plot that this is a used grave. In the event the grave is purchased by someone else, they must be informed the grave has previously been used.
28. Transfer of Plot following Exhumation.
29. STC will need to buy this back at the purchase price less any admin fee. If this leads to the owner owing money to us, then do not charge and do not purchase the plot for any consideration. This will be done by way of a Deed of Assignment in the usual way.
30. The plot can then be re-sold but they must be notified that the plot was used previously.

Revision History

Date Adopted	November 2024
Date Reviewed	



STOTFOLD TOWN COUNCIL

BEE KEEPING POLICY

1. Conditions

- 1.1 Any person keeping bees on Norton Road allotment land must be an allotment tenant and bound by the Allotment Tenancy Agreement, and the special rules for beekeeping.
- 1.2 The Council reserves the right to review these conditions as required.
- 1.3 The Council will give notice to the beekeeper before any changes to these conditions are made.
- 1.3 The Tenancy Agreement for Norton Road and the Norton Road Handbook containing rules and regulations can be found online at [Allotments - Stotfold Town Council](#).
- 1.4 Permission must be obtained from Stotfold Town Council to keep bees on an allotment, and this can only be done at Norton Road, permission is based on a specific location of a hive or hives being agreed and the special rules below being followed.

2. Beekeeper

- 2.1 The beekeeper must have current registration and membership of a beekeeper's association affiliated to the British Beekeeper's Association (BBKA).
- 2.2 The beekeeper must have a BBKS Basic assessment certificate or must be mentored by a beekeeper who holds this certificate and be working towards their own assessment. The certificate or letter of support must be presented to the Council before permission can be given.
- 2.3 If being mentored at time of application, the beekeeper must pass the assessment within 24 months of application.
- 2.4 The beekeeper must provide the Council with details (name, telephone number and mobile telephone number) of standby arrangements to deal with emergencies such as swarming during any absence or unavailability of the beekeeper.
- 2.5 The back-up beekeeper must have passed certification as above.
- 2.6 A notice giving contact details of the beekeeper and a backup 24H contact in case of absence should be clearly displayed on the hive for use by Council officers, emergency service, RSPCA, or others, this should state.
 - Name of plot holder (beekeeper)
 - Phone number
 - Back up keeper
 - Phone number
- 2.7 The beekeeper is required to hold a current insurance policy providing specifically for beekeeping risks and Public Liability insurance of £5,000,000, which should be provided to the Council.

3. Management of Bees and Hives

- 3.1 Hives must be a suitable distance from any public road or path, or a jointly used path/road within the allotment site.
- 3.2 A notice should be put in place to discourage members of the public from approaching the hives.
- 3.3 The plot must have simple screening, such as is used for windbreaks, of fine mesh netting, dust screening, willow, hazel or maintained hedges of a minimum of 2M height to encourage the bees to fly high over neighbouring plots and to protect the hive from wind.
- 3.4 No more than 1 permanent hive and 1 temporary hive may be located on one designated plot. Temporary increase to control swarming is permitted but the number should be reduced by the end of summer at the latest.
- 3.5 The beekeeper should ensure only gentle strains of bees are kept and if they become aggressive or exhibit excessive 'following' tendency, then they should arrange to re-queen the colony or remove the colony until undesirable traits have been resolved.
- 3.6 Management and manipulations must be timed to minimise disturbance to other plot holders, and the beekeeper should liaise with neighbouring tenants about planned actions.
- 3.7 The hives should be registered with Beebase and open to inspection by the Regional Bee Inspector.

4. Consultation

The Council will carry out consultation with other plot holders on site before giving permission.

5. Risk Assessment

- 5.1 This will include and is not limited to:
 - Bee swarm in public;
 - Bee sting first aid advice;
 - Accidental or intentional intrusion by animals or humans;
 - Arrangements in times of temporary absence by plot holder.
- 5.2 The beekeeper must sign this and alert the Council and Committee if anything further should be added (medical conditions, allergies etc).

6. Duty of Care

- 6.1 The beekeeper owes a duty of care to:
 - The public in the vicinity of the hives;
 - Other allotment tenants working nearby;
 - Intruders (even if their intention is clear to disturb the colony).
- 6.2 A sign must be displayed on the apiary area stating that honey bees are kept there.

7. Inspections

- 7.1 The Council will investigate any complaints, in particular, those with health and nuisance elements, and the site will be inspected annually as part of the annual plot inspection. If necessary, permission to keep bees can be withdrawn by the issue of 40 days' notice to remove the bees.

Revision History

Date Adopted	November 2024
Date Reviewed	



MINUTES OF THE COMMUNITY ENGAGEMENT COMMITTEE MEETING OF 20 NOVEMBER 2024 HELD AT THE STOTFOLD TOWN COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG AT 19:00

Present:

Cllr J Headington (Chairperson), Cllr J Smith (Vice-Chairperson), Cllr J Bendell, Cllr S Buck, Cllr S Dhaliwal, Cllr L Miller, Cllr B Saunders, Cllr B Woods

In attendance:

Cllr S Hayes – *Ex-Officio Member*

Also Present:

S. Hossack – Community Engagement Officer
S. van der Merwe – Democratic Services Manager

1. APOLOGIES FOR ABSENCE

Cllr Buck offered his apologies and arrived at 19:15.

DECISION: It was **RESOLVED** to accept apologies.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Members were reminded that, if at any time during the meeting they have an interest in an item being discussed, they should declare it at that point.

There were no declarations of interest.

3. PUBLIC SECTION (MAX. 15 MINUTES)

There were no members of the public present.

4. MINUTES OF THE PREVIOUS MEETING

Members received the Minutes of the Community Engagement Meeting held on 18th October 2024.

DECISION: It was **RESOLVED** that the Minutes of the Community Engagement Committee meeting held on 18 October 2024 are a correct record of the meeting.

5. CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM THE PREVIOUS MINUTES, FOR INFORMATION

5.1 Christmas Light Switch On

Members received an update on parking and road closure matters for the event on 30th November, and that there are ongoing discussions related to the lighting for the event.

5.2 Youth Engagement

Members noted the extensive Youth Programme provided by Grand Union and Nicola King.



DECISION: It was **RESOLVED** to write a letter of thanks to Grand Union and to Nicola King thanking them for their efforts.

ACTION: The Town Clerk to write a letter on behalf of the Town Council.

5.3 Citizens Advice

Members noted the first Citizens Advice clinic was well attended and the email from CAB thanking the Town Council.

5.4 Older Residents Engagement

The Community Engagement Officer attended the Stotfold Good Neighbour Group Committee meeting on 8th November 2024. The SGNG Committee wanted to poll its members for their suggestions on what activities older residents would like to see provided in the community and would write to the Town Council with the outcome.

6. REPORTS TO COMMITTEE

6.1. The Mill Engagement

Members noted the circumstances around cancellation of the Town Council's attendance at the Mill's Steam Fair event in October 2024. The Chair noted that future engagements with residents need a more targeted approach.

DECISION: It was **RESOLVED** to:

- a) Write to The Mill Events Organisation Committee to request an alternative position for the Town Council's stand at future events.
- b) For Officers to prompt Councillors on events four months in advance.

ACTION: The Community Engagement Officer to contact the Mill Organisation Committee and request an alternative location for the Town Council stand.
Officers to remind Councillors of events with sufficient lead in time.

Cllr Steve Buck arrived at 19:15.

6.2. Councillors' Surgeries

Members discussed future dates for Councillor surgeries.

DECISION: It was **RESOLVED** to:

- a) Schedule quarterly engagement surgeries, including already-planned events.
- b) Collate a leaflet / flyer for Councillors to present to residents attending surgeries with Town Council contact details, ongoing projects, and Town Councillor profiles.
- c) Create and circulate "SAVE THE DATE" posters for VE Day and Stotfest.

ACTION: Community Engagement Officer to devise leaflet and Save the Date posters.



6.3. Comparison of Events Budgets

Members received and noted a comparison of other Parish and Town Councils' events budgets.

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

6.4. Lego League

Members reviewed a report outlining potential Town Council support of schools to enter the Lego League.

DECISION: It was **RESOLVED** to:

- a) Purchase two Lego League sets for £7,311 for a one-year period
- b) Review the progress of the Lego League project in November 2025.

ACTION: Community Engagement Officer to liaise with St Mary's and Roecroft Schools to ascertain if there is any interest in this scheme.

6.5. Residents' Survey

Members received the specification and quotes for the 2025 Residents' Survey.

DECISION: It was **RESOLVED** to:

- a) Agree the release of the Resident's Survey for 24/25 to start after the Christmas Light Switch On and finish at the end of March 2025.
- b) Include a paper survey to be distributed via Stotfold News Magazine in February 2025, with a final submission deadline for those by end of March 2025.
- c) Request samples of other surveys that QRS has completed.
- d) Approve all costs associated with printing, distribution, and local advertising.
- e) Present the interim results to the Community Engagement Committee on 19th March 2025 and final results at the Annual Town meeting on 30th April 2025.

ACTION: Community Engagement Officer to action all above.

6.6. Q2 Income and Expenditure Report

Members received an income and expenditure report for this committed for expenditure from first two quarters of 2024-25.

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

6.7. Citizens Awards

Members discussed the proposal for a Citizens Award for the 24/25 year. There is a current ongoing initiative by Stotfold News Magazine and Satchells for "Christmas Hero 2024".

DECISION: It was **RESOLVED** to work in partnership with Satchells and Stotfold News to organise a combined Citizens Award in 2025 with the winner turning on the Christmas Lights in 2025.



ACTION: Community Engagement Officer to action the above.

6.8. Stotfest 2025

Members considered a report regarding preliminary actions for Stotfest 2025.

DECISION: It was **RESOLVED** to:

- a) Host the Stotfest event on Saturday 28th June 2024 between 11:00 and 21:00.
- b) Host an informal Community Engagement Committee Meeting in January to discuss organization and venue for next year’s Stotfest.

Cllr Brian Saunders offered his apologies and left the meeting at 20:13.

7. WORK PROGRAMME

Members noted the Work Programme.

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

There were none.

9. DATE OF NEXT MEETING

Wednesday 15th January 2025.

The meeting closed at 20:23.

SIGNED BY CHAIR:

MINUTES APPROVED (date):

STOTFOLD TOWN COUNCIL

COMMITTEE: TOWN COUNCIL
DATE: 4 DECEMBER 2024
OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK
SUBJECT: BUDGET 2025-26

1. SUMMARY

1.1 The Town Council needs to agree its budget for 2025-26, set the precept and report this to CBC by 20 January 2024.

2. RECOMMENDATION

2.1 Members are asked to:

- a) Ratify the reduction in EMRs
- b) Agree the budget for 2025-26 as set out below
- c) Set the precept at £951,481.

3. THE COUNCIL TAX BASE

3.1 CBC have advised the Clerk that the Council tax base (the number of properties who contribute towards the precept) is 3,722. This is a decrease from the previous council tax base of 3,741. (-0.5%)

3.2 CBC have explained the variance due to the following reasons:

- The number of forecast new properties as built into the calculation this time last year, have materialised and translated into 'front doors' for the 2025/26 calculation.
- There are 136 new properties on the database for Stotfold to what was evident on the database 12 months ago (across all bandings).
- There are 14 additional exempt properties to 12 months ago.
- There are 109 additional single person households.
- There are 9 additional properties subject to a levy.
- There are 37 additional Council Tax Support households.
- This has resulted in effectively 32 less properties across the bands, and this equated to a reduction of 19 Band D equivalents.

4. THE BUDGET

4.1 The budget is attached is the one provisionally agreed at the Governance & Resources Committee meeting held on 23 October 2024 with the exception of the increase in the employer's NI liability announced at the Budget on 30 October which had the following effect on the salary budget.

- There has been a reduction in the Employer's National Insurance allowance, which has decreased by £4,500 per employee (from £9,500 to £5,000). This allowance means Councils need to cover additional NI costs.

- On top of the reduced NI allowance, the Employer’s NI rate itself has risen to 15% further increasing employee costs. These cumulative NI changes translate into higher payroll costs.
- 4.3 This has seen an increase as in the employer’s NI contribution rising from £31,150 pre-budget to £44,600 post budget, an increase of £13,450.
- 4.4 There has also been an assumption of a 3% nationally awarded pay rise which will also affect the pension and NI contributions.
- 4.5 To meet the budget that was agreed at the Governance & Resources Committee the precept increase on a Band D property is 5.5% or £13.33 per Band D property. This is an 84.96% increase in the precept, increasing it from £906,482 in 2024/25 to £951,481.
- 4.6 In order to achieve this budget, the Clerk is proposing to reduce the amount allocated to EMRs, reducing it from £75,000 to £42,500. The proposed new EMRs are below.
- 4.7 There was a reduction in the precept in 2024/25 from £913,926 to £906,482.

4. FINANCIAL

- 4.1 The precept is uncapped and is collected on behalf of Stotfold Town Council by CBC who also collect on behalf of the Police Commissioner and Beds Fire & Rescue Service.
- 4.2 The decrease in council tax base has equally affected these council tax levying authorities.
- 4.3 The precept is paid to the Town Council is two payments, one in April and the other in September. It is paid in full, irrespective of non-collection rates and council tax paid in instalments.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Setting a realistic budget is part of risk management
Legals	Local Government Act 1988
Resources/Stakeholders	Members, Residents, Officers
Contracts/Financials	This budget covers essentials and planned maintenance
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A

EMR	Opening Balance 01/04/2024	Expenditure 2024-25 YTD	EOY Balance 2024-25	Budget V1 Proposed Increase	Budget V2 Proposed Increase	EMR After Increase
9002 EMR Working Capital	1,632.59		1,632.59			1,632.59
9003 SE Forum	0.00		0.00			0.00
9004 Mossman	0.00		0.00			0.00
9005 Town Strategy	0.00		0.00			0.00
9006 Building Fund	150,428.00		150,428.00	20,000.00	10,000.00	170,428.00
9009 Cemetery Projects	233,206.96		233,206.96			233,206.96
9010 Teasel Public Realm	450.00		450.00			450.00
9015 Improvements	53,410.06		53,410.06			53,410.06
9017 Streetlights	54,890.00		54,890.00	10,000.00	10,000.00	64,890.00
9018 Riverside MUGA	11,148.34		11,148.34	10,000.00	5,000.00	21,148.34
9020 Office Equipment	572.55		572.55	5,000.00	2,500.00	5,572.55
9021 Elections	20,637.95		20,637.95			20,637.95
9022 Comm Leisure Centre	0.00		0.00			0.00
9024 Christmas Lights	9,940.00	-9,940.00	0.00			0.00
9025 GAC Sinking Fund	142,735.00		142,735.00	20,000.00	10,000.00	162,735.00
9026 Youth Work	5,628.00		5,628.00			5,628.00
9027 S106 GAC	203,510.00	4,000.00	207,510.00			207,510.00
9028 S106 Pixbrook	434,385.00		434,385.00			434,385.00
9029 Clerks of Works A Road			0.00			0.00
9030 Riverside Cpk Ext	40,000.00		40,000.00			40,000.00
9031 S106 Prince Charles Ave	135,000.00		135,000.00			135,000.00
9032 Treework	21,257.00		21,257.00			21,257.00
9033 S106 Greenacre Park	783,386.50		783,386.50			783,386.50
9036 Facilities Team Set Up	13,600.21		13,600.21			13,600.21
NEW Arlesey Road MUGA	0.00		0.00	10,000.00	5,000.00	10,000.00
NEW GM Reserve	225,000.00	-75000	150,000.00			150,000.00
NEW Car Park Reserve	0.00	429.00	429.00			429.00
	2,540,818.16	-80,511.00	2,460,307.16	75,000.00	42,500.00	2,535,307.16

STOTFOLD TOWN COUNCIL - BUDGET 2025-26 VERSION 2

Precept request	£951,481		
2025/26 Committee Expenditure	£909,607		
2025/26 EMR Requirements	£42,500		
2025/26 Budget (expenditure + EMR)	£952,107	Variance	-£625.91

Committee Summary	2023/24			2024/25			2025/26		
	2023/24 Income	2023/24 Expenditure	2023/24 Net Inc over Expenditure	2024/25 Income Forecast	2024/25 Expenditure Forecast	2024/25 Net Inc over Expenditure Forecast	2025/26 Income	2025/26 Expenditure	2025/26 Net Inc over Expenditure
Public Realm Summary	£10,568	£144,996	£134,428	£6,015	£113,730	£107,715	£15,150	£214,484	£199,334
Cemetery Summary	£32,490	£28,360	-£4,130	£24,000	£22,850	-£1,150	£26,750	£17,500	-£9,250
Building Management Summary	£38,991	£121,696	£82,705	£32,300	£100,698	£68,398	£49,462	£120,675	£71,213
Governance & Resources Summary	£19,348	£278,887	£259,539	£24,679	£489,027	£464,348	£71,850	£624,160	£552,310
Town Strategy Summary	£0	£0	£0	£0	£4,000	£4,000	£0	£4,000	£4,000
Community Engagement Summary	£0	£0	£0	£6,000	£98,920	£92,920	£6,000	£98,000	£92,000
	£101,397	£573,939	£472,542	£92,994	£829,225	£736,231	£169,212	£1,078,819	£909,607

PRECEPT CALCULATION

	2023/23	2023/24	2024/25	2025/26
Precept (£)	£638,610	£913,926	£906,482	£951,481
£ increase/decrease		£275,316	-£7,444	£44,999
Council Tax Base	3569	3674	3741	3722
Increase		105	67	-19
Band D	£178.93	£248.76	£242.31	£255.64
Band D % Increase		£69.82 39.02%	-£6.45 -2.59%	£13.33 5.50%
Precept % Increase		43.11	-0.81	4.96
£ PW	£3.44	£4.78	£4.66	£4.92

EMR

EMR	Opening Balance 01/04/2024	Expenditure 2024-25 YTD	EOY Balance 2024-25	Proposed Increase 2025/26	EMR After Increase
9002 EMR Working Capital	1,632.59		1,632.59		1,632.59
9006 Building Fund	150,428.00		150,428.00	10,000.00	160,428.00
9009 Cemetery Projects	233,206.96		233,206.96		233,206.96
9010 Teasel	450.00		450.00		450.00
9015 Public Realm Improvements	53,410.06		53,410.06		53,410.06
9017 Street Lights	54,890.00		54,890.00	10,000.00	64,890.00
9018 Riverside MUGA	11,148.34		11,148.34	5,000.00	16,148.34
9020 Office Equipment	572.55		572.55	2,500.00	3,072.55
9021 Elections	20,637.95		20,637.95		20,637.95
9024 Christmas Lights	9,940.00	-9,940.00	0.00		0.00
9025 GAC Sinking Fund	142,735.00		142,735.00	10,000.00	152,735.00
9026 Youth Work	5,628.00		5,628.00		5,628.00
9027 S106 GAC	203,510.00	4,000.00	207,510.00		207,510.00
9028 S106 Pixbrook	434,385.00		434,385.00		434,385.00
9030 Riverside Cpk Ext	40,000.00		40,000.00		40,000.00
9031 S106 Prince Charles Ave	135,000.00		135,000.00		135,000.00
9032 Treework	21,257.00		21,257.00		21,257.00
9033 S106 Greenacre Park	783,386.50		783,386.50		783,386.50
9036 Facilities Team Set Up	13,600.21		13,600.21		13,600.21
NEW Arlesey Road MUGA	0.00		0.00	5,000.00	5,000.00
NEW GM Reserve	225,000.00	-75000	150,000.00		150,000.00
NEW Car Park Reserve	0.00	429.00	429.00		429.00
	2,540,818.16	-80,511.00	2,460,307.16	42,500.00	2,502,807.16

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PUBLIC REALM

		2022/23	2023/24	Actual YTD	2024/25		Forecast	Proposed
		Actuals	Actuals	(mth 6)	Annual	Variance	for 2024/25	Budget
					Budget			2025/26
PUBLIC REALM								
<u>21 MUGA RIVERSIDE</u>								
203	Electricity	0	0	0	0	0	0	1,500
206	Maintenance & Repairs	0	0	0	0	0	0	7,000
	Total Expenditure	5,641	0	0	0	0	0	8,500
<u>22 Street Lighting</u>								
203	Electricity	18,809	6,534	3,786	30,000	26,214	10,000	10,000
206	Maintenance & Repairs	11,185	12,821	4,712	20,000	15,288	20,000	40,000
	Total Expenditure	29,994	19,355	8,498	50,000	41,502	30,000	50,000
	Net Exp	29,994	19,355	8,498	50,000	41,502	30,000	50,000
<u>23 Allotments</u>								
2002	Income - CR Service Charge	0	0	0	600	0	0	650
2003	Income - Allotments	2,417	2,502	1,710	2,000	290	2,000	2,400
2011	Income - Common Rd Allots	0	759	2,450	0	-2,450	0	0
	Total Inc	2,417	3,261	4,160	2,600	-2,160	2,000	3,050
202	Water Rates	812	506	393	1,000	607	1,000	1,000
206	Maintenance & Repairs	745	6,100	851	1,000	149	1,000	2,000
226	Pest Control	555	617	0	750	750	750	1,000
236	RBS Support Allotments	233	318	359	600	241	600	600
	Total Exp	2,345	7,541	1,603	3,350	1,747	3,350	4,600
	Net Exp over Inc	72	-4,280	2,557	-750	-3,907	-1,350	-1,550

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PUBLIC REALM

		2022/23	2023/24	Actual YTD	2024/25		Forecast	Proposed
		Actuals	Actuals	(mth 6)	Annual	Variance	for 2024/25	Budget
					Budget			2025/26
<u>25 Hitchin Road Rec</u>								
202	Water Rates	143	319	19	500	481	500	300
203	Electricity	538	705	592	1,450	858	1,000	1,000
231	Bowls Club Grant	266	1,074	379	3,650	3,271	3,650	3,650
NEW	Hitchin Road Building							7,500
	Total Exp	947	2,098	990	5,600	4,610	5,150	12,450
	Net Exp over Inc	947	2,098	990	5,600	4,610	5,150	12,450
<u>26 Brook Street Car Park & Toilet</u>								
201	Car Park Rates	1,060	1,060	1,060	1,500	440	1,500	1,200
202	Water Rates	376	278	133	500	367	500	500
203	Electricity	300	197	146	600	454	600	600
206	Maintenance & Repairs	2,916	2,879	782	2,000	1,218	2,000	2,000
	Total Exp	4,652	4,414	2,121	4,600	2,479	4,600	4,300
	Net Exp over Inc	4,652	4,414	2,121	4,600	2,479	4,600	4,300

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PUBLIC REALM

		2022/23	2023/24	Actual YTD	2024/25		Forecast	Proposed
		Actuals	Actuals	(mth 6)	Annual	Variance	for 2024/25	Budget
					Budget			2025/26
27 Open Spaces								
2005	Income - Open Spaces	7,288	7,307	7,977	7,000	-977	7,000	8,000
2012	Income - Football Pitch Grant	0	11,784	11,784	0	-11,784	11,784	7,860
	Total Inc	7,288	7,307	7,977	7,000	-977	7,000	15,860
205	Legal & inspections	440	440	2,987	3,500	513	3,500	3,500
206	Maintenance & Repairs	37,714	34,353	44,115	30,000	-14,115	30,000	30,000
NEW	Play Area Maintenance	0	0	0				15,000
207	Grass Cutting Contract	40,195	42,674	0	5,000	5,000	5,000	7,844
209	Lease costs - CBC land	0	0	0	300	300	300	5,000
211	River Ivel Drainage	19	50	10	20	10	20	20
212	Skip Hire	6,260	6,940	3,450	7,000	3,550	7,000	7,500
213	Subscriptions/Licences	126	0	36	250	214	250	200
223	Centenary Wood/Teasel	252	1,789	1,500	1,500	0	1,500	1,500
225	Water Meter - The Green	61	77	35	70	35	60	70
237	Floral Planting	0	0	0	3,000	3,000	3,000	3,000
NEW	PPE	0	0	0	0	0	2,000	2,000
409	Tree Works	6,038	2,000	0	0	0	0	15,000
NEW	Ranger Welfare							18,000
	Total Exp	111,326	88,323	52,133	50,640	-1,493	52,630	108,634
	Net Exp over Inc	104,038	81,016	44,156	43,640	-516	45,630	92,774

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PUBLIC REALM

		2022/23	2023/24	Actual YTD	2024/25		Forecast	Proposed
		Actuals	Actuals	(mth 6)	Annual	Variance	for 2024/25	Budget
					Budget			2025/26
<u>32 Verges</u>								
2006	Income - Agency Grants	0	0	0	4,015	4,015	4,015	4,100
	Total Inc	0	0	0	4,015	4,015	4,015	4,100
207	Grass Cutting Contract	23,661	14,772	0	5,000	5,000	5,000	5,000
	Total Exp	23,661	14,772	0	5,000	5,000	5,000	5,000
	Net Exp over Inc	23,661	14,772	0	985	985	985	900
<u>33 Arlesey Road Recreation Ground</u>								
201	Rates	0	0	0	1,000	0	0	0
232	Utilities	1,643	2,622	1,929	3,500	1,571	3,500	3,500
235	Pitch maintenance	6,500	0	0	8,000	8,000	8,000	8,000
	Total Exp	8,143	2,622	1,929	12,500	9,571	11,500	11,500
	Net Exp over Inc	8,143	2,622	1,929	12,500	9,571	11,500	11,500
36 MUGA ARLESEY ROAD								
203	Electricity	157	1,194	1,206	2,250	1,044	2,250	3,000
206	Maintenance & Repairs	87	1,425	0	5,000	5,000	5,000	5,000
	Total Expenditure		2,619	1,206	7,250	6,044	7,250	8,000

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PUBLIC REALM

		2022/23	2023/24	Actual YTD	2024/25		Forecast	Proposed
		Actuals	Actuals	(mth 6)	Annual	Variance	for 2024/25	Budget
					Budget			2025/26
<u>34 Green Wheel Grant</u>								
233	Green Wheel	1,500	1,500	0	1,500	1,500	1,500	1,500
Net Exp over Inc		<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Public Realm								
	Income	6,788	10,568	4,160	6,615	1,855	6,015	15,150
	Expenditure	186,542	144,996	67,274	133,190	64,916	113,730	214,484
	Net Exp over Inc	<u>179,754</u>	<u>134,428</u>	<u>63,114</u>	<u>126,575</u>	<u>63,061</u>	<u>107,715</u>	<u>199,334</u>

CEMETERY

		2022/23	2023/24	Actual YTD	2024/25		Forecast	Proposed
		Actuals	Actuals	(mth 6)	Annual	Variance	for	Budget
					Budget		2024/25	2025/26
CEMETERY								
41 CEMETERY								
4001	Income Burials	19,000	17,410	6,070	15,000	8,930	12,000	12,000
4002	Income - Memorials and Plaques	6,031	6,595	3,645	4,000	355	5,000	5,000
4003	Income - Chapel Lease	2,000	2,000	1,000	2,000	1,000	2,000	2,250
4006	Income - Plot Purchase	16,260	6,385	2,972	10,000	7,028	5,000	7,500
	Total Inco	45,246	32,490	13,687	31,000	17,313	24,000	26,750
401	Rates	5,240	3,144	3,144	5,800	2,656	5,800	5,600
402	Wate Rates	106	103	66	300	259	300	300
404	Maintenance/Repairs	3,298	3,447	4,110	4,500	390	4,500	5,000
405	Grounds Maintenance	25,457	18,750	0	5,000	5,000	5,000	5,000
408	Pest Control	680	539	0	650	650	650	1,000
409	Tree Works	6,038	2,000	400	10,000	9,600	6,000	0
411	RBS Cem Package	296	377	580	600	20	600	600
	Total Exp	50,877	28,360	8,300	26,850	18,575	22,850	17,500
Cemetery								
	Income	45,246	32,490	13,687	31,000	17,313	24,000	26,750
	Expenditure	50,877	28,360	8,300	26,850	18,575	22,850	17,500
	Net Exp over Inc	5,631	-4,130	-5,387	-4,150	1,262	-1,150	-9,250

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BUILDING MANAGEMENT

		2022/23	2023/24	Actual YTD	2024/25		Forecast	Proposed
		Actuals	Actuals	(mth 6)	Annual	Variance	for 2024/25	Budget
					Budget			2025/26
BUILDING MANAGEMENT								
<u>51 SIMPSON CENTRE</u>								
5002	Income - Simpson Hall Hire		345	0	0	0	0	0
5003	Income - Simpson Centre	4,140	6,295	2,090	4,570	2,480	2,600	0
5004	Income - library utilities	2,000	1,781	0	2,000	2,000	2,000	0
5005	Income - Library lease	2,565	1,312	625	2,565	1,940	1,300	0
	Total Income	<u>8,705</u>	<u>9,733</u>	<u>2,715</u>	<u>9,135</u>	<u>6,420</u>	<u>5,900</u>	<u>0</u>
505	Rates - Simpson	8,483	8,907	9,798	9,100	-698	9,789	7,875
507	Water Charges - Simpson	710	772	404	400	-4	750	200
510	Electricity - Simpson	4,228	3,025	1,819	4,500	2,681	3,500	1,000
	Total Exp	<u>13,421</u>	<u>12,704</u>	<u>12,021</u>	<u>14,000</u>	<u>1,979</u>	<u>14,039</u>	<u>9,075</u>
	Net Exp over Inc	<u>4,716</u>	<u>2,971</u>	<u>9,306</u>	<u>4,865</u>	<u>-4,441</u>	<u>8,139</u>	<u>9,075</u>
<u>52 MEMORIAL HALL</u>								
5001	Income - Memorial Hall	18,801	27,129	13,810	16,000	2,190	20,000	25,000
	Total Income	<u>18,801</u>	<u>27,129</u>	<u>13,810</u>	<u>16,000</u>	<u>2,190</u>	<u>20,000</u>	<u>25,000</u>
504	Rates Memorial Hall	4,790	4,491	4,491	5,100	609	4,491	5,300
506	Water Charges - Memorial Hall	1,214	490	243	1,600	1,357	1,500	1,500
508	Gas - Memorial Hall	2,185	2,916	1,246	4,000	2,754	3,500	3,500
509	Electricity - Memorial Hall	528	1,198	998	2,300	1,302	2,300	2,300
	Total Exp	<u>8,717</u>	<u>9,095</u>	<u>6,978</u>	<u>13,000</u>	<u>6,022</u>	<u>11,791</u>	<u>12,600</u>
	Net Exp over Inc	<u>10,084</u>	<u>18,034</u>	<u>6,832</u>	<u>3,000</u>	<u>-3,832</u>	<u>8,209</u>	<u>12,400</u>

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BUILDING MANAGEMENT

		2022/23 Actuals	2023/24 Actuals	Actual YTD (mth 6)	2024/25 Annual Budget	Variance	Forecast for 2024/25	Proposed Budget 2025/26
<u>53 Buildings General</u>								
512	Maintenance	19,681	16,349	10,881	12,000	1,119	12,000	14,000
518	Bin Hire	2,320	2,775	1,390	5,250	3,860	3,200	3,500
538	Services Contracts	15,556	17,062	10,710	16,000	5,290	16,000	16,500
Total Exp		59,334	36,186	22,981	33,250	10,269	31,200	34,000
Net Exp over Inc		59,334	36,186	22,981	33,250	10,269	31,200	34,000
<u>55 GREEN ACRE CENTRE</u>								
5008	Income	11,136	217	742	15,000	14,258	5,000	1,500
5009	Income - Solar Panels FIT	349	369	0	400	400	400	400
NEW	Income - Library Lease	0	0	0	0	0	0	18,000
NEW	Income - Café Lease	0	0	0	0	0	0	562
NEW	Income - Service Charge	0	0	0	0	0	1,000	4,000
Total Inc		11,485	586	742	15,400	14,658	6,400	24,462
504	Rates	13,224	15,207	15,986	15,400	-586	15,968	17,000
506	Water charges	884	399	200	4,000	3,800	2,000	3,000
508	Gas	3,982	6,544	3,768	7,500	3,732	7,000	9,000
509	Electricity	8,889	11,056	5,558	18,500	12,942	17,500	20,000
537	Cleaning contract	13,245	14,270	7,842	13,500	5,658	1,200	16,000
Total Exp		40,224	47,476	33,354	58,900	25,546	43,668	65,000
Net Exp over Inc		-28,739	-46,890	-32,612	-43,500	-10,888	-37,268	-40,538

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 BUILDING MANAGEMENT

	2022/23 Actuals	2023/24 Actuals	Actual YTD (mth 6)	2024/25 Annual Budget	Variance	Forecast for 2024/25	Proposed Budget 2025/26
Building Management Summary							
Income	38,991	37,448	17,267	40,535	23,268	32,300	49,462
Expenditure	121,696	105,461	75,334	119,150	43,816	100,698	120,675
Net Exp over Income	82,705	68,013	58,067	78,615	20,548	68,398	71,213

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GOVERNANCE & RESOURCES

		2022/23	2023/24	Actual YTD	2024/25		Forecast	Proposed	
		Actuals	Actuals	(mth 6)	Annual Budget	Variance	for 2024/25	Budget 2025/26	
GOVERNANCE & RESOURCES									
61 GOVERNANCE & RESOURCES									
6003	Income Miscellaneous	98	41	388	50	-338	50	50	
6004	Income - Interest	19,239	53,283	35,511	25,000	-10,511	17,000	70,000	
6005	Income - Insurance Recharge						1,329	1,500	
6008	Income - Mayor Event	11	647	40	0	-40	300	300	
6009	Income - Stotfest	0	0	5,990	0	-5,990	6,000	0	
	Total Income	19,348	53,971	41,929	25,050	-16,879	24,679	71,850	
601	Staff Salaries	136,793	246,857	163,911	344,691	180,780	230,000	386,000	
602	Employers NI	12,861	19,482	13,929	24,428	10,499	26,000	46,000	
603	ER Pension Cont	36,660	39,748	19,565	51,063	31,498	38,200	44,500	
604	Staff Training	4,052	7,773	4,180	5,000	820	8,000	7,000	
605	Clerk's Expenses	261	905	197	500	303	500	500	
607	Printer Costs	559	654	1,794	750	-1,044	850	2,250	
608	Telephone/Fax/ISDN	3,754	4,560	2,582	4,000	1,418	3,900	4,000	
609	Postage	481	478	267	600	333	500	600	
610	Stationery	3,856	3,464	2,713	2,750	37	2,500	2,750	
611	Insurances	7,347	8,773	10,732	12,000	1,268	9,002	15,000	
612	Audit Fees	1,850	2,400	150	3,000	2,850	1,900	3,200	
613	Legal Fees	2,433	18	58	5,000	4,942	5,000	5,000	
614	Advertising	3,405	4,676	4,272	6,000	1,728	6,000	6,000	
615	IT Services	14,897	15,697	18,029	15,000	-3,029	12,000	25,000	
618	Subscription/Licence	12,879	13,789	13,857	10,000	-3,857	12,000	14,000	
619	PWLB Loan Repayments	19,520	16,731	8,366	20,000	11,634	20,000	20,000	
620	Civic Allowance	1,323	1,629	216	1,500	1,284	1,500	2,000	
621	Bank Charges	529	471	344	600	256	600	700	
627	Travel Expenses	73	338	243	250	7	250	250	
630	Grants	5,650	15,173	2,500	15,000	12,500	15,000	15,000	
631	Councillor Training/Mileage	89	301	347	1,000	653	1,000	1,000	
632	Professional Support	0	0	1,790	2,000	210	2,000	2,000	
633	Vehicle Repayments (S106)	0	0	0	2,410	2,410	2,410	2,410	
634	Vehicle Insurance	0	0	2,585	5,000	2,415	2,415	5,000	
635	Vehicle Fuel	0	0	1,164	5,000	3,836	5,000	5,000	
636	Vehicle Maintenance	0	0	1,717	5,000	3,283	5,000	5,000	
637	Christmas Event	0	0	630	15,000	0	15,000	0	Move to Community Engagement Cost Centre
638	Stoffold 50	0	0	42,114	50,000	7,886	50,000	0	Move to Community Engagement Cost Centre
639	Community Engagement	9,615	0	2,661	15,000	12,339	8,500	0	Move to Community Engagement Cost Centre
641	Arlesey Road Repayments (S106)	0	0	0	4,000	4,000	4,000	4,000	
	Total Exp	278,887	403,917	320,913	626,542	291,259	489,027	624,160	
	Net Exp over Inc	259,539	349,946	278,984	601,492	308,138	464,348	552,310	

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GOVERNANCE & RESOURCES

	2022/23 Actuals	2023/24 Actuals	Actual YTD (mth 6)	2024/25 Annual Budget	Variance	Forecast for 2024/25	Proposed Budget 2025/26
TOWN STRATEGY							
<u>71 TOWN STRATEGY</u>							
701 Town Strategy	5165	0	0	4000	4000	4,000	4000
Total Exp	<u>5,165</u>	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>

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COMMUNITY ENGAGEMENT

		2022/23 Actuals	2023/24 Actuals	Actual YTD (mth 6)	2024/25 Annual Budget	Variance	Forecast for 2024/25	Proposed Budget 2025/26
NEW COST CENTRE - COMMUNITY ENGAGEMENT								
6003	Income - Events	0	0	5,877	0	-5,877	6,000	6,000
	Total Incom	0	0	5,877	0	-5,877	6,000	6,000
637	Christmas Lights Switch On Event	0	0	630	15,000	14,370	15,000	15,000
EMR	Christmas Lights	0	0	0	0	18,920	18,920	24,000
NEW	Stotfest	0	0	42,114	50,000		50,000	25,000
NEW	General Events	0	0	0		0	0	10,000
NEW	Community Engagement	0	9,615	2,561	15,000		10,000	14,000
NEW	Youth Engagement	0	EMR	EMR	EMR		5,000	10,000
	Total Exp	0	9,615	45,305	80,000	33,290	98,920	98,000
	Net Exp over Inc	0	-9,615	39,428	80,000	39,167	92,920	92,000

Expenditure To be Approved At Nov 2024 Council meeting

BACS	Supplier	Bldgs	Public Realm	Governance & Resources	Other	Net	Vat	Total
BACS	Show Productions Ltd - booking (14/10 - 21/10)refund		462			462.00	0.00	462.00
BACS	Reimbursement - cllr civic service refreshment			11.34		11.34	0.00	11.34
BACS	GAC Window cleaner	155				155.00	0.00	155.00
BACS	Chubb Fire & Security - The Simpson Centre Fire Alarm Service	156.17				156.17	31.23	187.40
BACS	Chubb Fire & Security - Memorial hall Fire Alarm Service	261.09				261.09	52.22	313.31
BACS	chubb Fire & Security - Simpson centre fire alarm parts	1548.78				1548.78	309.76	1858.54
BACS	Reimbursement - town mayor civic service refreshment			91.79		91.79	0.00	91.79
BACS	Wilstead - Skip Hire 28/10/2024		300.00			300.00	60.00	360.00
BACS	Wilstead - Skip Hire 8/10/2024		300.00			300.00	60.00	360.00
BACS	Griggs Electricial - work @ Mossman Centre	140.00				140.00	28.00	168.00
BACS	Minster Cleaning	2427.11				2427.11	485.43	2912.54
CHQ	British Legion - Remember Sunday wreath donation			250.00		250.00	0.00	250.00
BACS	Safety Signs 4 Less - Mossman Centre AED Arrow shaped Sign	11.52				11.52	2.30	13.82
BACS	Rimbursement - Town ranger material purchase		6.99			6.99	0.00	6.99
BACS	Herts Fullstop -stationery			83.99		83.99	16.80	100.79
BACS	W Fuller & Son - security patrol around the Memo hall		105.00			105.00	21.00	126.00
BACS	Charles Wilson Plant Hire - Hire Bowser Washer		67.50			67.50	13.50	81.00
BACS	Ocean Creative - signs and skatepark leaflets		386.00	110.00		496.00	77.20	573.20
BACS	Reactive Doors - repair the GAC main entrance	425.00				425.00	85.00	510.00
BACS	Blackburn IT Service - Allot inspection app		150.00			150.00	30.00	180.00
BACS	Rialtas Business Solutions Ltd - training			140.00		140.00	28.00	168.00
BACS	Paul Russell - Internal audit fee			350.00		350.00	0.00	350.00
BACS	C A Book-Keeping - Professional fee			340.40		340.40	0.00	340.40
D/D	Allstar - Monthly Fuel Card Fee			2.00		2.00	0.40	2.40
D/D	Allstar -Diesel for YK22HPC			86.58		86.58	17.31	103.89
D/D	Allstar -Diesel for YK22HPC &WV69ASU			115.45		115.45	23.09	138.54
D/D	Barclary Card - grils, bankers, table cloth etc		160.15	435.45		595.60	87.09	682.69
D/D	SMG - Monthly IT service			1130.66		1130.66	226.13	1356.79
D/D	SAGEmonthly bill			26.25		26.25	5.25	31.50

BACS	Supplier	Bldgs	Public Realm	Governance & Resources	Other	Net	Vat	Total
D/D	Crown Gas & Power - GAC gas bill	577.62				577.62	115.53	693.15
D/D	Crown Gas & Power - Memo hall gas bill	85.62				85.62	4.28	89.90
D/D	Tade UK - Screwfix - sealer & tack coat		18.33			18.33	3.66	21.99
D/D	SSE - MUGA Electricity August		73.55			73.55	3.68	77.23
D/D	SSE- A Rd Electricity August		101.69			101.69	5.09	106.78
D/D	SSE- Memorial hall Electricity August	41.65				41.65	2.08	43.73
D/D	SSE - MUGA Electricity Sept		60.83			60.83	3.04	63.87
D/D	SSE- A Rd Electricity Sept		177.77			177.77	8.89	186.66
D/D	SSE- Memorial hall Electricity Sept	126.77				126.77	6.34	133.11
D/D	SSE - GAC electricity bill July + August	1129.84				1129.84	225.97	1355.81
D/D	SSE- GAC electricity bill Sept	1111.54				1111.54	222.31	1333.85
D/D	SSE - Brook St Toilet August		29.85			29.85	5.97	35.82
D/D	SSE - Stree light Aughust		766.93			766.93	38.35	805.28
D/D	SSE - Brook St Toilet Sept		28.89			28.89	5.78	34.67
D/D	SSE - Stree light Sept		742.19			742.19	37.11	779.30
D/D	Pitney Bowes - Franking machine quarterly rental fee			72.16		72.16	14.43	86.59
D/D	PHS - annual fee for the Memo hall sanitary bin collection	1677.28				1677.28	335.46	2012.74
DD	Cawleys - Memo hall EURO CART rental	60				60.00	12.00	72.00
DD	Cawleys - GAC EURO CART rental	155.8				155.80	31.16	186.96
DD	Cawleys - Cemetery EURO CART rental		33.14			33.14	6.63	39.77
DD	IBT - Monthly phone bill			161.49		161.49	32.30	193.79
DD	Worldpay - monthly fee			45.85		45.85	2.20	48.05
D/D	YGP - GAC electricity advance charge	1318.51				1318.51	263.70	1582.21
D/D	EE - Monthly mobile phone bill			275.00		275.00	55.00	330.00
DD	DVLA - Road Tax YK22HPC			29.31		29.31	0.00	29.31
D/D	NFU Mutual -vehicle insurance			444.10		444.10	0.00	444.10
Bulk payment	Oct staff salary			24464.75		24464.75	0.00	24464.75
	Total	6721.15	2908.81	28563.44	0.00	38193.40	2074.03	40267.43

BACS	Supplier	Bldgs	Public Realm	Governance & Resources	Other	Net	Vat	Total
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* 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.

Payment Received from 1st October to 31st			Receipt	
Date	October 2024	Receipt No	Total	£
23/10/2024	1/12 HALL BOOKING	1/12 HALL		68
18/10/2024	16/11 MEMO HALL BOOKING	16/11 HALL		12.75
07/10/2024	3/11 MEMO HALL BOOKING	3/11 HALL		59.5
07/10/2024	3/11 MEMO HALL M CLAIRE	3/11 HALL		59.5
28/10/2024	8/12 MEMO HALL BOOKING	8/12 HALL		36.75
04/10/2024	9/11 MEMO HALL OOKING	9/11HALL B		13
08/10/2024	9/11/ MEMO HALL BOOKING	9/11 HALL		55.25
25/10/2024	THE GREEN BOOKING 14-22/05/ 25 DEPOSI	WP/16085		122.5
07/10/2024	CR07A ALLOT FEE	WP/16074		35
11/10/2024	CR12A +38 I ALLOT FEE	CR12A +38		70
25/10/2024	CR12B ALLOTMENT	CR12B ALLO		35
04/10/2024	CR15A ALLOT FEE	CR45A ALLO		35
08/10/2024	CR16A ALLOT	CR16A ALLO		35
08/10/2024	CR20B ALLOT FEE	CR20B ALLO		35
11/10/2024	CR23B ALLOT FEE	CR23B ALLO		30
11/10/2024	CR36 ALLOT FEE	CR36 ALLOT		35
21/10/2024	CR39A ALLOT FEE	CR39A ALLO		35
21/10/2024	CR40A ALLOT FEE	CR40A ALLO		35
04/10/2024	CR41B S ALLOT DEPOSIT	CR41B		35
08/10/2024	CR46A ALLOT FEE	CR46A ALLO		35
14/10/2024	CR46A DEPOSIT	CR46A		35
14/10/2024	Dignity Funerals	267/16080		250
28/10/2024	E H COUCH INTERMENT FEE	269/16087		400
28/10/2024	E H CROUCH - INTERMENT FEE	269/16086		250
28/10/2024	E H CROUCH INTERMENT FEE	269/16089		350
25/10/2024	HITCHIN RD FOOTBALL PITCH HIRE	WP/16084		50
25/10/2024	HMRC VAT RETURN	HMRC VAT	26,844.71	
16/10/2024	MEMO HALL 19/10 BOOKING M	WP/16082		51
24/10/2024	MEMORIAL PERMIT	WP/16083		130

11/10/2024	NR06 ALLOT FEE	WP/16079	70
25/10/2024	NR16B + DEPOSIT M HERBERT	NR16B + DE	70
16/10/2024	NR17B ALLOT FEE	WP/16081	35
07/10/2024	NR20 +33A MR BANBOROUGM	WP/16075	70
10/10/2024	NR37 ALLOT DEPOSIT	NR37	70
10/10/2024	CR12B ALLOT FEE	CR12B	35
01/10/2024	Sales Recpts Page 3105		137.7
01/10/2024	Sales Recpts Page 3106		5,000.00
01/10/2024	Sales Recpts Page 3107		208.85
04/10/2024	Sales Recpts Page 3108		174.42
04/10/2024	Sales Recpts Page 3109		198.88
04/10/2024	Sales Recpts Page 3110		122.4
07/10/2024	Sales Recpts Page 3111		344.25
07/10/2024	Sales Recpts Page 3112		153
07/10/2024	Sales Recpts Page 3113		166.66
21/10/2024	Sales Recpts Page 3114		78.43
22/10/2024	Sales Recpts Page 3115		350
23/10/2024	Sales Recpts Page 3116		172.8
29/10/2024	Sales Recpts Page 3117		267.75
29/10/2024	Sales Recpts Page 3118		38.24
31/10/2024	Sales Recpts Page 3120		290.72
25/10/2024	Sales Recpts Page 3121		34
24/10/2024	Sales Recpts Page 3122		1,100.00
04/10/2024	CR23A ALLOT FEE	35	35
04/10/2024	NR30B ALLOT FEE	NR30B ALLO	35
11/10/2024	STAGE 16/11 MEMO HALL	STAG 16/11	25.5
11/10/2024	STOTFOLD NEWS - BEER SALE	266/16078	24.5
07/10/2024	TOWN CLER BEER SALE	WP/16076	30
03/10/2024	TOWN CLERK BEER DONNATION	WP/16073	30
24/10/2024	CCLA BANK INTEREST	BANK INTEREST	4,187.57
			Total Receip 42,793.63

Detailed Income & Expenditure by Budget Heading 01/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
21 MUGA								
203 Electricity	1,194	1,341	2,250	909		909	59.6%	
206 Maintenance and Repairs	1,425	0	5,000	5,000		5,000	0.0%	
MUGA :- Indirect Expenditure	2,620	1,341	7,250	5,909	0	5,909	18.5%	0
Net Expenditure	(2,620)	(1,341)	(7,250)	(5,909)				
22 Street Light								
203 Electricity	6,534	5,295	30,000	24,705		24,705	17.7%	
206 Maintenance and Repairs	12,821	4,712	20,000	15,288		15,288	23.6%	
Street Light :- Indirect Expenditure	19,355	10,007	50,000	39,993	0	39,993	20.0%	0
Net Expenditure	(19,355)	(10,007)	(50,000)	(39,993)				
23 Allotments								
2002 Income - CR Service Charge	0	0	600	600			0.0%	
2003 Income - Allotments Norton Rd	2,502	2,252	2,000	(252)			112.6%	
2009 Income- Allotments Common Rd	759	3,128	0	(3,128)			0.0%	
Allotments :- Income	3,261	5,380	2,600	(2,780)			206.9%	0
202 Water Rates	506	393	1,000	607		607	39.3%	
206 Maintenance and Repairs	6,100	331	1,000	669		669	33.1%	
226 Pest Control - Allotments	617	520	750	230		230	69.3%	
236 RBS Support Allotment	318	359	600	241		241	59.8%	
Allotments :- Indirect Expenditure	7,541	1,603	3,350	1,747	0	1,747	47.9%	0
Net Income over Expenditure	(4,280)	3,776	(750)	(4,526)				
25 Hitchin Road Rec								
202 Water Rates	319	19	500	481		481	3.9%	
203 Electricity	705	592	1,450	858		858	40.8%	
231 Bowls Club Grant	1,074	379	3,650	3,271		3,271	10.4%	
Hitchin Road Rec :- Indirect Expenditure	2,097	990	5,600	4,610	0	4,610	17.7%	0
Net Expenditure	(2,097)	(990)	(5,600)	(4,610)				
26 Brook Street Car Park/Toilets								
201 Rates	1,060	1,060	1,500	440		440	70.7%	
202 Water Rates	278	133	500	367		367	26.6%	
203 Electricity	197	205	600	395		395	34.2%	
206 Maintenance and Repairs	2,879	1,212	2,000	788		788	60.6%	
Brook Street Car Park/Toilets :- Indirect Expenditure	4,415	2,610	4,600	1,990	0	1,990	56.7%	0
Net Expenditure	(4,415)	(2,610)	(4,600)	(1,990)				

Detailed Income & Expenditure by Budget Heading 01/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>27 Open Spaces</u>								
2005 Income - Open Space Other	7,307	7,878	7,000	(878)			112.5%	
2012 Income - Football Pitch Grant	0	11,784	0	(11,784)			0.0%	
Open Spaces :- Income	7,307	19,662	7,000	(12,662)			280.9%	0
203 Electricity	57	0	0	0		0	0.0%	
205 Legal Fees / ROSPA	440	600	3,500	2,900	2,900	2,900	17.1%	
206 Maintenance and Repairs	34,353	17,490	30,000	12,510	12,510	12,510	58.3%	
207 Grass Cutting Contract	42,674	0	5,000	5,000	5,000	5,000	0.0%	
209 Lease Costs	0	0	300	300	300	300	0.0%	
211 River lvel Drainage	50	10	20	10	10	10	50.0%	
212 Skip Hire	6,940	3,450	7,000	3,550	3,550	3,550	49.3%	
213 Subscriptions/Licences	0	36	250	214	214	214	14.4%	
223 Teasel /Centenery Wood	1,789	0	1,500	1,500	1,500	1,500	0.0%	
225 Water Meter - The Green	77	35	70	35	35	35	49.7%	
237 Floral Planting	0	0	3,000	3,000	3,000	3,000	0.0%	
238 Pitchpower Expense	0	23,754	0	(23,754)		(23,754)	0.0%	
Open Spaces :- Indirect Expenditure	86,379	45,375	50,640	5,265	0	5,265	89.6%	0
Net Income over Expenditure	(79,072)	(25,713)	(43,640)	(17,927)				
<u>28 Agency</u>								
2006 Income - Agency Grants	4,371	0	0	0			0.0%	
Agency :- Income	4,371	0	0	0				0
Net Income	4,371	0	0	0				
<u>32 Verges</u>								
2006 Income - Agency Grants	0	0	4,015	4,015			0.0%	
Verges :- Income	0	0	4,015	4,015				0
207 Grass Cutting Contract	14,772	0	5,000	5,000	5,000	5,000	0.0%	
Verges :- Indirect Expenditure	14,772	0	5,000	5,000	0	5,000		0
Net Income over Expenditure	(14,772)	0	(985)	(985)				
<u>33 Arlesey Rd Playing Field</u>								
201 Rates	0	0	1,000	1,000	1,000	1,000	0.0%	
232 Utilities	2,622	2,208	3,500	1,292	1,292	1,292	63.1%	
235 Pitch Maintenance	0	0	8,000	8,000	8,000	8,000	0.0%	
Arlesey Rd Playing Field :- Indirect Expenditure	2,622	2,208	12,500	10,292	0	10,292	17.7%	0
Net Expenditure	(2,622)	(2,208)	(12,500)	(10,292)				

Detailed Income & Expenditure by Budget Heading 01/11/2024

Month No: 8

Cost Centre Report

	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	1,500	1,500	1,500	0	0	0	100.0%	0
Net Expenditure	(1,500)	(1,500)	(1,500)	0				
<u>41 Cemetery</u>								
4001 Income - Burials	17,410	7,220	15,000	7,780			48.1%	
4002 Income - Memorials & Plaques	6,595	3,775	4,000	225			94.4%	
4003 Income - Chapel lease	2,000	1,167	2,000	833			58.3%	
4004 Income -Keys	100	0	0	0			0.0%	
4005 Income - Plot Purchase	6,385	3,672	10,000	6,328			36.7%	
Cemetery :- Income	32,490	15,834	31,000	15,166			51.1%	0
401 Rates	3,144	3,144	5,800	2,656		2,656	54.2%	
402 Water Rates	103	66	300	234		234	21.8%	
404 Maintenance/Repairs & Ex Cuts	3,447	3,783	4,500	717		717	84.1%	
405 Grounds Maintenance Contract	18,750	0	5,000	5,000		5,000	0.0%	
408 Pest Control	539	0	650	650		650	0.0%	
409 Tree Surgery	2,000	400	10,000	9,600		9,600	4.0%	
411 RBS Annual Support Cem Package	377	580	600	20		20	96.7%	
Cemetery :- Indirect Expenditure	28,359	7,973	26,850	18,877	0	18,877	29.7%	0
Net Income over Expenditure	4,131	7,861	4,150	(3,711)				
<u>51 Simpson Centre</u>								
5002 Income - Simpson Hall Hire	345	0	0	0			0.0%	
5003 Income - The Simpson Centre	6,295	2,440	4,570	2,130			53.4%	
5004 Income - Library Utilities	1,781	0	2,000	2,000			0.0%	
5005 Income - Library Lease	1,312	625	2,565	1,940			24.4%	
Simpson Centre :- Income	9,733	3,065	9,135	6,070			33.6%	0
505 Rates - Simpson	8,907	9,798	9,100	(698)		(698)	107.7%	
507 Water Charges - Simpson	772	404	400	(4)		(4)	101.0%	
510 Electricity - Simpson	3,025	1,819	4,500	2,681		2,681	40.4%	
Simpson Centre :- Indirect Expenditure	12,704	12,021	14,000	1,979	0	1,979	85.9%	0
Net Income over Expenditure	(2,972)	(8,956)	(4,865)	4,091				
<u>52 Memorial Hall</u>								
5001 Income - Mem Hall	27,129	16,501	16,000	(501)			103.1%	
Memorial Hall :- Income	27,129	16,501	16,000	(501)			103.1%	0

Detailed Income & Expenditure by Budget Heading 01/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
504 Rate	4,491	4,491	5,100	609		609	88.1%	
506 Water Charges	490	243	1,600	1,357		1,357	15.2%	
508 Gas	2,916	1,332	4,000	2,669		2,669	33.3%	
509 Electricity	1,198	1,166	2,300	1,134		1,134	50.7%	
Memorial Hall :- Indirect Expenditure	9,095	7,231	13,000	5,769	0	5,769	55.6%	0
Net Income over Expenditure	18,034	9,270	3,000	(6,270)				
53 Building - General								
512 Maintenance	16,349	10,007	12,000	1,993		1,993	83.4%	
518 Bin Hire	2,775	1,606	5,250	3,644		3,644	30.6%	
538 Service Contracts	17,062	12,387	16,000	3,613		3,613	77.4%	
Building - General :- Indirect Expenditure	36,186	24,000	33,250	9,250	0	9,250	72.2%	0
Net Expenditure	(36,186)	(24,000)	(33,250)	(9,250)				
55 Greenacre Centre								
5008 Income -GAC	217	676	15,000	14,324			4.5%	
5009 Income - Solar Panels FIT	369	0	400	400			0.0%	
Greenacre Centre :- Income	586	676	15,400	14,724			4.4%	0
504 Rate	15,207	15,968	15,400	(568)		(568)	103.7%	
506 Water Charges	399	200	4,000	3,800		3,800	5.0%	
508 Gas	6,544	4,345	7,500	3,155		3,155	57.9%	
509 Electricity	11,056	9,118	18,500	9,382		9,382	49.3%	
537 Cleaning Contract	14,271	7,842	13,500	5,658		5,658	58.1%	
538 Service Contracts	(2,140)	0	0	0		0	0.0%	
Greenacre Centre :- Indirect Expenditure	45,336	37,474	58,900	21,426	0	21,426	63.6%	0
Net Income over Expenditure	(44,751)	(36,798)	(43,500)	(6,702)				
61 Governance & Resources								
6003 Income - Miscellaneous	41	388	50	(338)			775.8%	
6004 Income - Interest Received	53,283	39,700	25,000	(14,700)			158.8%	
6008 Income - Mayor Event	647	40	300	260			13.3%	
6009 Stotfest 50	0	6,093	0	(6,093)			0.0%	
Governance & Resources :- Income	53,971	46,221	25,350	(20,871)			182.3%	0
601 Staff Salaries	246,857	193,539	344,691	151,152		151,152	56.1%	
602 Employers NI	19,482	16,432	24,428	7,996		7,996	67.3%	
603 Ers Pension Contrib	39,748	23,483	51,063	27,580		27,580	46.0%	
604 Staff Training	7,773	4,215	5,000	785		785	84.3%	

Detailed Income & Expenditure by Budget Heading 01/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
605 Clerk's Expenses	905	197	500	303		303	39.5%	
607 Photocopier Costs	654	1,794	750	(1,044)		(1,044)	239.2%	
608 Telephone/Fax/ISDN	4,560	3,018	4,000	982		982	75.5%	
609 Postage	478	339	600	261		261	56.5%	
610 Stationery	3,464	2,200	2,750	550		550	80.0%	
611 Insurances	8,773	10,732	12,000	1,268		1,268	89.4%	
612 Audit Fees	2,400	150	3,000	2,850		2,850	5.0%	
613 Legal Fees	18	70	5,000	4,930		4,930	1.4%	
614 Advertising	4,676	4,452	6,000	1,548		1,548	74.2%	
615 IT Services	15,697	20,417	15,000	(5,417)		(5,417)	136.1%	
616 Service Contracts	371	0	0	0		0	0.0%	
618 Subscription/Licence	13,789	14,003	10,000	(4,003)		(4,003)	140.0%	
619 PWLB Loan Repayments	16,731	8,366	20,000	11,634		11,634	41.8%	
620 Civic Allowance	1,629	398	1,500	1,102		1,102	26.6%	
621 Bank Charges	471	387	600	213		213	64.5%	
627 Travel Expenses	338	297	250	(47)		(47)	119.0%	
630 Grants	15,173	8,500	15,000	6,500		6,500	56.7%	
631 Councillor Training/Mileage	301	347	1,000	653		653	34.7%	
632 Professional Support	0	1,790	2,000	210		210	89.5%	
633 Vehicle Repayments (s106)	0	0	2,410	2,410		2,410	0.0%	
634 Vehicle Insurance	0	3,029	5,000	1,971		1,971	60.6%	
635 Vehicle Fuel	0	1,425	5,000	3,575		3,575	28.5%	
636 Vehicle Maintenance	0	1,885	5,000	3,115		3,115	37.7%	
637 Christmas Event	0	630	15,000	14,370		14,370	4.2%	
638 Stotfold 50	0	42,114	50,000	7,886		7,886	84.2%	
639 Com Engagment	0	6,871	15,000	8,129		8,129	45.8%	
641 Arlesey Rd Repayment (s106)	0	0	4,000	4,000		4,000	0.0%	
Governance & Resources :- Indirect Expenditure	404,290	371,080	626,542	255,462	0	255,462	59.2%	0
Net Income over Expenditure	(350,319)	(324,859)	(601,192)	(276,333)				
9000 plus Transfer from EMR	7,775	0	0	0				
Movement to/(from) Gen Reserve	(342,543)	(324,859)	(601,192)	(276,333)				
<u>62 Precept</u>								
6005 Precept	913,926	913,482	913,482	0			100.0%	
Precept :- Income	913,926	913,482	913,482	0			100.0%	0
Net Income	913,926	913,482	913,482	0				

Detailed Income & Expenditure by Budget Heading 01/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>71 Town Strategy</u>								
701 Town Strategy	0	0	4,000	4,000		4,000	0.0%	
Town Strategy :- Indirect Expenditure	<u>0</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>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(4,000)</u>	<u>(4,000)</u>				
<u>85 Earmarked Reserves</u>								
8001 Xmas Lights donations	3,334	250	0	(250)			0.0%	
8002 Income EMR - Cemetery	10,068	2,000	0	(2,000)			0.0%	2,000
8006 S106 Income	4,795	0	0	0			0.0%	
8008 Pitch Power Football Pitch Gra	11,784	0	0	0			0.0%	
Earmarked Reserves :- Income	<u>29,981</u>	<u>2,250</u>	<u>0</u>	<u>(2,250)</u>				<u>2,000</u>
802 EMR-Working Capital	4,217	0	0	0		0	0.0%	
804 Mossman	4,457	0	0	0		0	0.0%	
806 EMR -Buildings Fund	0	1,790	0	(1,790)		(1,790)	0.0%	1,790
808 Pitch Power Football Pitch Gra	11,784	0	0	0		0	0.0%	
809 EMR - PCemetery Projects/Paths	17,428	4,721	0	(4,721)		(4,721)	0.0%	4,721
815 EMR-Rec Ground Rolling Improve	80,051	2,987	0	(2,987)		(2,987)	0.0%	2,987
818 EMR Riverside MUGA	26,787	0	0	0		0	0.0%	
820 EMR-Estab Office Equipment	7,583	5,126	0	(5,126)		(5,126)	0.0%	4,253
821 EMR-Estab election Fund	220	0	0	0		0	0.0%	
823 Handyman set up	364	0	0	0		0	0.0%	
824 Christmas Lights	16,304	60	0	(60)		(60)	0.0%	60
826 EMR Youth Work	6,860	4,950	0	(4,950)		(4,950)	0.0%	4,950
833 EMR- S106 Greenacre Park	39,536	4,950	0	(4,950)		(4,950)	0.0%	4,950
836 EMR- Facilities Team Setup	1,400	0	0	0		0	0.0%	
838 EMR - Car Park Reserve	(429)	0	0	0		0	0.0%	
839 EMR - Ground Main Contract	0	38,497	0	(38,497)		(38,497)	0.0%	25,931
Earmarked Reserves :- Indirect Expenditure	<u>216,562</u>	<u>63,082</u>	<u>0</u>	<u>(63,082)</u>	<u>0</u>	<u>(63,082)</u>		<u>49,643</u>
Net Income over Expenditure	<u>(186,581)</u>	<u>(60,832)</u>	<u>0</u>	<u>60,832</u>				
9000 plus Transfer from EMR	216,991	62,209	0	(62,209)				
9001 less Transfer to EMR	25,187	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	<u>5,224</u>	<u>(623)</u>	<u>0</u>	<u>623</u>				
Grand Totals:- Income	1,082,755	1,023,070	1,023,982	912			99.9%	
Expenditure	893,832	588,495	916,982	328,487	0	328,487	64.2%	
Net Income over Expenditure	<u>188,923</u>	<u>434,575</u>	<u>107,000</u>	<u>(327,575)</u>				
plus Transfer from EMR	224,766	62,209	0	(62,209)				
less Transfer to EMR	25,187	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	<u>388,502</u>	<u>494,784</u>	<u>107,000</u>	<u>(387,784)</u>				

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
9002 EMR - Working Capital	1,632.59		1,632.59
9006 EMR - Building Fund	130,428.00	18,210.00	148,638.00
9009 EMR - Cemetery Projects	235,553.21	-2,721.25	232,831.96
9010 EMR - Teasel	450.00		450.00
9015 EMR - Rec Rolling Imprv.	53,410.06	-2,987.00	50,423.06
9017 EMR - Street Lights	44,890.00	10,000.00	54,890.00
9018 EMR - Riverside MUGA	1,148.34	10,000.00	11,148.34
9020 EMR - Estab Office Equip	262.45	746.51	1,008.96
9021 EMR - Estab Election	15,637.95	5,000.00	20,637.95
9024 EMR - Christmas Lights	0.00	9,940.00	9,940.00
9025 EMR - GAC Sinking Fund	122,735.00	20,000.00	142,735.00
9026 EMR - Youth Work	10,578.00	-4,950.00	5,628.00
9027 EMR - S106 GAC	203,510.00		203,510.00
9028 EMR - S106 Pix Brook PA	434,385.00		434,385.00
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	11,257.00	10,000.00	21,257.00
9033 EMR - S106 Greenacre Park	788,336.50	-4,950.00	783,386.50
9036 EMR - Facilities Team Set Up	13,600.21		13,600.21
9037 EMR- A Rd MUGA Sinking Fund	0.00	10,000.00	10,000.00
9038 EMR- Car Park Reserve	0.00	428.74	428.74
9039 EMR-Ground Main Contract	225,000.00	-44,380.37	180,619.63
	2,467,814.31	34,336.63	2,502,150.94

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL
DATE: 4 DECEMBER 2024
OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK
SUBJECT: INTERIM INTERNAL AUDIT

1. SUMMARY

1.1 The newly appointed internal auditor, Parish and Town Auditing Solutions (PATAS) visited the town council on 21 October 2024 to undertake the interim internal audit.

2. RECOMMENDATION

2.1 Members are asked to

- a) Receive the interim internal audit report and implement the following recommendations.
- I. Standing Orders are reviewed to reflect Financial Regulations.
 - II. An Internal Control Statement is adopted
 - III. The asset register is reviewed with updated insurance values.

3. BACKGROUND

3.1 PATAS were appointed as the Town Council's internal auditor by Full Council on 31 July 2024, following a review of the internal control by Governance and Resources [6 Appointment of Internal Auditor.pdf](#)

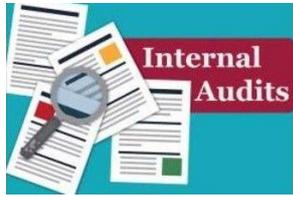
3.2 The initial appointment is for one year, with an extension by a further 2 years with the agreement of both parties.

4. FINANCIAL

4.1 There is a budget for internal and external audits (61/612).

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Appointment of internal audit is part of risk register
Legals	Local Audit and Accountability Act 2014
Resources/Stakeholders	Town Clerk/RFO
Contracts/Financials	1 year contract to be extended with further 2 years.
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A



Emma Payne
Stotfold Town Council
The Greenacre Centre
Valerian Way
Stotfold
Hitchin
Herts SG5 4HG

22nd October 2024

Stotfold Town Council Interim Internal Audit 21st October 2024

Parish & Town Auditing Services were appointed to undertake the internal audits at Stotfold Town Council in July 2024. The first interim audit of the 2024/25 financial year was undertaken on Monday 21st October 2024 in order to ensure that the Town Council is on track for a successful Internal and External Audit for the 2024/25 financial year.

I can confirm that I am independent of the Town Council.

As stated in the Letter of Engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year. In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements. This will be undertaken by the Council's appointed External Auditor.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These controls are included in the following report.

First Interim Audit

At this visit I reviewed the following areas:

- Follow up previous recommendations;
- Review of accounting and VAT processes;
- Risk management and insurance;
- Income;
- Budget monitoring;
- Salaries and Wages;
- Transparency Code data.

I reviewed the previous Internal Audit Report for 2023/24 carried out on 11th May 2024. No issues had been raised.

A. Appropriate accounting records have been properly kept throughout the financial year.

Council and Committees:

The Town Council has five Committees in place following a restructure of Committees which came into effect on :

- Governance & Resources Committee
- Public Realm Committee;
- Buildings Management Committee;
- Community Engagement Committee;
- Planning Committee.

Council receives regular reports providing detailed accounts information including monthly accounts for payments and a budget report.

Minutes:

Full Council minutes are sequentially numbered and uploaded on to the Council's website.

Financial records:

The Council uses the Rialtas Omega accounting system to record all its financial transactions. Reports are generated from the system.

Bank Reconciliations

All the Council's accounts are reconciled monthly and signed off by the appointed Councillor and the Clerk. Noted that the Councillor signatory on the bank reconciliations is not a bank signatory as per financial regulations.

Investment Policy

Council has an investment policy in place and this is updated annually.

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Sample of paid invoices received from suppliers

A sample of invoices paid has been reviewed and found to be in order. No material differences have been identified. Invoices are individually signed off by the Clerk and 2 Councillors, coded and supported by a Purchase Order. The process is robust and in line with Financial Regulations.

Financial Regulations:

Financial Regulations have been reviewed and are based on the latest NALC version. The limits are accurate especially with regard to tenders. However, Standing Orders do not have the same limits as the revised Financial Regulations.

Standing Orders

Standing Orders are based on the NALC Model Standing Orders and have been reviewed but not updated.

Recommendation: That Standing Orders be reviewed and that any amendments based on legislative or other requirements be implemented. Note that Standing Orders should reflect the Financial Regulations especially with regard to financial limits. This currently needs to be addressed.

Procedure for payment of invoices:

Invoices are received and inputted into the financial software. Each purchase is accompanied by a Purchase Order which is authorised by the Town Clerk. Each invoice is then signed off by two members and the Town Clerk.

Recommendation: Council may wish to consider adopting an Internal Control Statement that sets out the procedure to ensure accurate continuity in the future.

Tenders

Council has awarded two tenders over £30,000.

Christmas Lights Tender. Award of tender minuted 293/24.1: [Stotfold Town Council Christmas Lights Tender - Contracts Finder](#)

Skate Park: Award of tender minuted under 288/24.1: [Wheeled Sports Facility - Contracts Finder](#)

VAT submissions

VAT is submitted quarterly. Quarter One claim was received on 26th July 2024. Second quarter submission has been submitted.

Debit/Credit Cards

The Council operates 3 credit cards. The credit limit across all 3 cards is £5,000 and this has been reviewed by Council. The 3 cards of credit limits of £3,000, £1,500 and £500.

A review of credit card payments has not been undertaken during this interim audit.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Risk Register

There is a Risk Register in place and this is reviewed annually when the AGAR is formally adopted by Council.

Insurance Policy

Council is insured with Zurich Municipal. A Copy of the insurance schedule has been reviewed and is in order. Adequate cover is included for the Council's assets and the policy is a standard policy relating to the sector.

Play Areas

Minute noted that the annual independent risk assessments have been carried out. Copies of the inspection reports have not been reviewed during this internal audit.

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Budget and Precept

Precept was set by Full Council on 31st January 2024 (Minute 212/24.2)

A copy of the budget is uploaded on the website and has been inputted into the accounts system.

Both tranches of the precept have been received. Receipt has been confirmed from the bank statements in April and September 2024.

Budget Monitoring Reports

Reports are presented monthly to Full Council with budget, expenditure to date and variance against budget. These are included in the relevant agenda and presented to Members.

Earmarked Reserves

Earmarked Reserves are in place and updated throughout the year. Total at start of year was £2,467,814.31 with net transfers (allocation and spend) of £50,389.30 to date.

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Aged Debtors (3 months, 6 months and beyond)

A list of debtors and creditors was reviewed. There are a number of outstanding debtors. These will be reviewed at year end.

Allotment Records

A copy of the Master Allotment Tenancy Agreement has been reviewed. Each tenant is required to sign the tenancy agreement. Allotment records are maintained using the Rialtas Allotment suite.

Burial Records

Council records its burials using the Rialtas Cemetery suite. Information is uploaded on to the website and a burial search can be undertaken.

There is a list of all burial fees and charges on the website. A copy has been reviewed and these have been adopted by Council.

Hall Hire

A sample of invoices was undertaken. Hirings are recorded using the Rialtas Booking suite.

Leases

The Council has three land leases in place. These are included on the asset register. Council also has a photocopier and franking machine on lease.

F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

Council does not operate a petty cash.

G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Salaries

A basic review of Salaries, Tax/NI and PAYE has been undertaken. Payroll is undertaken inhouse and the relevant reports are printed off and signed off by the Clerk. PAYE and NI requirements are properly applied.

All staff have contracts of employment. A random check of 4 contracts was undertaken. The area of review was to confirm that the salary scale included in the contract of employment reflected the current salary paid. No material differences were identified.

Member Allowances

The Council does not pay Member allowances.

Pensions

Council is a member of the Local Government Pension Scheme and Nest. Council makes monthly payments as required and appropriate records are maintained to keep a track of pension payments throughout the year.

H. Asset and investments registers were complete and accurate and properly maintained.

Asset Register

An asset register is maintained on the Rialtas accounting system and updated as required.

Recommendation: It is recommended that Council reviews its asset register to make it clearer and update the insurance values so that they are in line and reflect the Insurance Schedule cover. (Noted that there appears to be a glitch in the Rialtas asset register module and the insurance values are not being accurately transferred to the cover page).

Insurance Policy

A copy of the insurance schedule has been reviewed and is in order.

Long-Term Investments

No long-term investments over 12 months have been identified.

Loans

The Council has four loans outstanding. Balances as at 31st March 2024 were:

PW481904	£520.07
PW483097	£2,324.42

PW483797	£13,752.02
PW490888	£37,288.02

I. Periodic bank account reconciliations were properly carried out during the year.

The Town Council carries out proper bank reconciliations on a monthly basis. The Council currently operates six bank accounts:

- Unity Trust Current Account;
- Barclays Imprest Account;
- Barclays Instant Access Savers Account;
- Unity Trust Instant Access Account;
- SumUp Business Account;
- CCLA Public Sector Deposit Fund.

Reconciliations are signed off by the Clerk and a Member of the Governance & Resources Committee (previously the Establishment Committee)

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

- The Council operates its accounting system on an income and expenditure basis.
- Debtors and creditors are properly recorded.

K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick “not covered”) Yes No* Internal control objective Not covered**

Not applicable.

L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

All relevant information has been uploaded onto the Council’s website and meets the Transparency Code requirements.

M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).

- Copies of exercise of public rights notice have been uploaded on to the website;
- Exercise of Public Rights correctly minuted with dates (Minute 284/24.5 from 27th June to 7th August 2024);
- There are over six years Annual Governance statements uploaded.

- The 2023/24 AGAR was approved by Council on 16th May 2024 (Minute 284/24.3 & 284/24.4).

Thank you for your hospitality and for all the information you have provided.

I would be grateful if you could present this report at the next available meeting of Full Council.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Paul Russell', written in a cursive style.

Paul Russell, Internal Auditor

SCHEME OF DELEGATION

The following request has been received regarding a previous resolution. Under Standing Order item 9, a resolution shall not be reversed within 6 months except either by a special motion which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 11.

Recently a number of councillors have expressed concerns that they don't feel well enough informed and there is a general feeling that there is a lack of transparency and openness. Items seem to be being brought to Council as though they are effectively faits accomplis. It appears to us various standing orders and Council policies are being ignored in trying to implement various projects without full consultation.

Examples of this being the outdoor drinking fountain for which only 1 quote was obtained as opposed to 3 required by financial regulations; the possible relocation of the Rangers base and vehicle storage, again only 1 proposition made which was sent back to fully explore other options. Also the introduction of Decisions software when only 1 software provider was considered.

Councillors feel they are being ignored. An example being the cancellation of attendance at the October Mill event when no empirical evidence to support this action was produced. Councillors were told at very short notice and given no option to disagree, even though sufficient councillors had offered to be in attendance.

Latterly there has been real concern over the summary dismissal of a staff member with minimal information given to councillors. The general perception of councillors was that some gross misconduct must have been committed of which they had not been made aware and were surprised no disciplinary procedure had been followed, in line with the staff handbook.

On the basis of this last statement it is felt appropriate to bring the Scheme of Delegation back to full council for scrutiny and possible amendment to ensure all councillors understand exactly how much power has been given to staff.

We therefore request that these matters are included in a full council agenda for discussion by all the council. It may be necessary to have it as a single item agenda due to the breadth of the concerns identified.

Cllr Janice Bendell
Cllr Mary Cooper
Cllr Steve Hayes
Cllr Brian Saunders
Cllr John Talbot
Cllr Nigel Venneear



STOTFOLD TOWN COUNCIL

SCHEME OF DELEGATION TO COUNCIL, COMMITTEES AND OFFICERS

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1. INTRODUCTION

The Town Council's Scheme of Delegation is an essential policy to enable the Town Council to run effectively and efficiently. Without this, every decision would have to be taken by the Full Council. Decision making powers are given to both Committees and Officers to enable the Town Council to react to circumstances and operate effectively.

Power cannot be legally delegated to individual Councillors or Working Parties.

Working Parties are ordinarily established to investigate and/or review particular matters then report back to the relevant committee or Full Council with its findings, which may include recommendations.

This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed annually or earlier, for example when there are staffing changes.

One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to Members.

Where consultation with others is a requirement of the ability to act it is clearly set out with whom the consultation should take place.

Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the deviation occurred.

The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its various committees. This element of the scheme incorporates the Terms of Reference of the committees.

2. THE POWER TO DELEGATE

2.1 The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101. Local Government Act 1972 S. 101. Arrangements for discharge of function by local authorities

a) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: (a) by a Committee, a sub-Committee, or an officer of the authority, or (b) by any other local authority

b) Whereby virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the subcommittee may arrange for the discharge of any of those functions by an officer of the authority.

c) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, subcommittee, officer, or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.

- d) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.
- e) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

3. FULL COUNCIL FUNCTIONS

3.1 The following matters are to be dealt with by the Full Council:

- a) To do anything calculated to facilitate or conducive or incidental to the discharge of any of their functions (LGA 1972, s111), General Power of Competence (Localism Act 2011).
- b) Appointment of Mayor and Deputy Mayor of the Council.
- c) Approval of Budget and setting the Precept.
- d) Approval of the Annual Return and Audit of Accounts.
- e) Authorisation of borrowing.
- f) Adopting or changing all policies including Standing Orders, Financial Regulations, and the Scheme of Delegation.
- g) Agree or amend the terms of reference for Committees, deciding on their composition and making appointments to them.
- h) Filling any vacancies occurring on any committee of the Council during the municipal year.
- i) Making of Orders under any statutory powers.
- j) Making, amending, or revoking By-laws.
- k) Appointment of Standing Committees.
- l) Appointing Town Council representatives to outside bodies.
- m) Co-option of Members when a casual vacancy arises.
- n) All other matters which must, by law, be reserved to the Full Council.
- o) Appointment of the Clerk/RFO.
- p) To adopt the schedule of meetings for the ensuring year.
- q) Declaring the eligibility of the General Power of Competence.
- r) Approve any commitment in excess of £10,000 providing that it is within that Committee's budget.
- s) Agreement to take on new, including devolved services, subject in all cases to a fully costed business plan to be recommended by the Governance & Resources Committee.
- t) To determine matters involving expenditure for which budget provision is not made or is exceeded.

4. DELEGATION TO COMMITTEES

4.1 The following are delegated to the Town Council's Committees to make decisions on behalf of the Town Council. Committees are delegated plenary decision-making powers in respect of matters delegated. They must be exercised in accordance with the law, Town Council Standing Orders and Financial Regulations and any approved policy framework and budget.

Full Council may, at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to Full Council. Similarly, where a Committee has no delegated power to decide, it makes a recommendation to Full Council.

4.2 All Committees

- a) Creation and appointment of Working Groups or Task and Finish Groups.
- b) Appointment of non-councillors to Working Groups/Task and Finish Groups where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of Councillors.

4.3 Governance & Resources Committee

All matters except for creating Council Policy relating to:

a) **Finance & Risk Management**

- The setting up and monitoring of internal control systems for the oversight of Council expenditure.
- The periodic review of the Internal Audit arrangements and monitoring reports with reports and any recommendations being adopted by Council.
- The periodic review of the Risk Management arrangements with recommendations for adoption by the Town Council.
- Resolve actions incurring expenditure within its budget.
- Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Town Council.
- To conduct a half yearly appraisal of the budgets based on September figures.
- To receive estimates of expenditure in December for the forthcoming financial year from other committees of the council, to set a recommendation for the Precept for approval by full council.
- Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
- Responsibility for the control of the Legacy Account and associated matters.

b) **Human Resources**

- To oversee the conditions of service for employees.
- To monitor staff contracts of employment, terms and conditions and policies relating to the employment of staff including but not exclusively:
 - Absence management
 - Performance management
 - Pension arrangements
 - Staffing levels
 - Staffing policies and staff handbook
- To review staff salaries and contracts when information from NALC is available.
- To form sub-committees for staff appointments, grievances and appeals as required.

c) Policy

- The development of policy for recommendation to Council.
- The periodic review of the Council's standing orders and financial regulations with recommendations for amendments to be ratified by Council.
- Ensure that the Town Council complies with strategic health and safety regulations.
- The implementation and operation of the Council's Public Sector Equality Duty
- In all considerations and actions, follow the council's adopted corporate strategic plan.
- Review all documents pertaining to this Committee.
- To seek nominations and decide on winner of the Citizens Award scheme – to be kept confidential within committee until the Annual Town Meeting, when award presentations will take place.

4.4 Public Realm Committee

a) Open Spaces

- Management, control, and development of all playing fields, sports grounds, open spaces, play areas, skate parks and other leisure and recreational facilities.
- Prepare and maintain grass cutting schedules for all open spaces and recreational facilities.
- Arrange repairs and maintenance of the following sites:
 - Hitchin Road Recreation Ground
 - Riverside Playing Fields
 - Greenacre Park
 - Arlesey Road Recreation Ground
 - Multi Use Games Areas (Arlesey Road and Riverside)
 - The Green
 - Pix Brook Play Area
 - Prince Charles Avenue Play Area and open space, associated play equipment
 - Jubilee Meadow and open space
 - Public conveniences and car park at Brook Street/High Street
 - Public conveniences at Arlesey Road Recreation Ground.
- Liaise with and support the local environmental group, TEASEL, particularly with their support work on Town Council open space, including Centenary Wood.
- Maintain and improve landscape throughout the town.
- Monitor and protect the footpath and bridleway network within the town.
- Arrange spraying of foreign growth on footpaths as designated by the committee.
- Have overall responsibility for Town Council owned sporting facilities and public open spaces.
- Provision and maintenance of litter bins, bus shelters and seats within the town.
- Maintenance of flowerbeds, tubs, troughs, and any other areas held by the Council on lease or licence.
- Maintain a rolling programme of maintenance and major projects.
- Review contracts for maintenance for MUGAs and all-weather pitches, Pix Brook play area, Arlesey Road, Hitchin Road recreation ground, Greenacre Park, and Riverside Recreation ground.
- To ensure that the Town Council complies with health and safety regulations in relation to open spaces, streetlights, cemetery, and recreational facilities.
- Review all documents pertaining to this Committee.
- In all considerations and actions, follow the council's adopted Corporate Strategic Plan.

- b) Highways**
- Liaise with Central Bedfordshire Council on matters relating to improvements on roadways, footways, footpaths, car parking and drains within the town.
- c) Allotments**
- Management of Town Council owned allotments.
 - Management of Common Road Allotments on behalf of the Eleemosynary Charity of William Field.
- d) Streetlights**
- Responsibility for the maintenance and supply of Stotfold Town Council owned street lighting.
 - To liaise with Central Beds Council for the repair and upkeep of all lighting columns within the town, owned by them.
 - Responsibility for the street lighting maintenance contract and tenders on a six-yearly basis.
 - In all considerations and actions, follow the Council's adopted corporate strategic plan.
- e) Trees**
- To take decisions on landscaping and tree planting in consultation with the Town Council's Tree Warden and following inspections as per council's Tree Management Policy.
 - Maintain and manage trees on Town Council owned land, according to the council's adopted Tree Management Policy.
- f) Cemetery**
- To continue improvements to the site for its use as a burial ground.
 - To monitor, review and determine the Rules and Regulations pertaining to Interments and Memorials.
 - To monitor the capacity of the present site and consider future expansion.
 - To review the leases for the Chapel of Rest and Mast, and renew, reissue, or seek new tenants as required.
 - To undertake visits to the Cemetery for monitoring and assessments of maintenance and repair works needed.
 - To arrange an inspection of the stability of the memorials every five years.
 - Maintain a rolling programme of maintenance and major projects relating to the cemetery.
- g) Finance**
- Resolve actions incurring expenditure within its budget.
 - Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Council, via the Establishment Committee.
 - Conduct a half yearly appraisal of the budgets based on September figures.
 - Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
 - To review and determine the list of charges annually relating to the cemetery fees and open spaces.
 - Responsibility for the leases relating to Town Council owned land and their review, as required.

- Review and set charges and lease rents.

4.5 Building Management Committee

- Be responsible for the overall management and maintenance of:
 - Memorial Hall
 - Greenacre Centre
 - Simpson Centre
 - Mossman Centre
 - Site leased to Stotfold Scouts
 - Site leased to Stotfold Bowls Club
 - Stotfold Football Club clubhouse and surrounding areas (excluding grass and planting) including car park.
 - Cemetery Toilets and Chapel
- To ensure development and maintenance of the council's buildings and premises under this committee's remit, follows existing council and committee policy
- Maintain a rolling programme of maintenance and major projects.
- To ensure that the Town Council complies with health and safety regulations in relation to its built assets.
- To maintain lettings policy for Council owned buildings.
- To review and determine hall hire charges on an annual basis as part of the budget setting process.
- Responsibility for leases relating to Town Council owned buildings within this committee's remit, and their review.
- Resolve actions incurring expenditure within its budget.
- Conduct a half yearly appraisal of the budgets based on September figures.
- Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Council, via the Governance & Resources Committee.
- Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
- In all considerations and actions, follow the Council's adopted Corporate Strategic Plan.
- Review all documents pertaining to this Committee.

4.5 Community Engagement Committee

- The committee has delegated powers to deal with all the implementation and management of events that are promoted by the Town Council and its partners.
- To consider all aspects relating to planning and hosting of Council events, including health and safety requirements, road closures and notifications to Safety Advisory Group.
- To monitor and review each event.
- To include the annual Christmas celebration including the provision of festive lights.
- The Committee will endeavour to ensure that the Town Council and its committees make decisions, take actions, and carry out projects that support the diverse communities within Stotfold.
- The Committee is to deal with day-to-day events related matters; making recommendations to Council when required.

- To formulate a budget request for revenue expenditure/capital for the next financial year, ready to recommend to Governance and Resources Committee's November meeting. This includes any charges for events including vendors, funfairs, catering etc.
- The Committee has delegated powers to spend within budget, other requests will be forwarded to the Governance & Resources Committee.
- The Committee is authorised to establish time expired sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
- Communication and Consultation, including website, social media, and surveys.
- To seek nominations and decide on winner of the Citizens Award scheme – to be kept confidential within committee until the Annual Town Meeting, when award presentations will take place.
- Delegated authority is given to the Town Clerk, Democratic Services Manager, and the Community Engagement Officer to take decisions on the arrangements for council events.

4.6 Planning Committee

- To consider any planning application which meets the criteria of the Planning Policy and to make comment and pass resolutions in accordance with national and local planning policy.
- To respond to Central Bedfordshire Council on all planning applications within the set timescales.
- To appoint members to attend Central Bedfordshire Council's Development Management Committee meetings to make representations on behalf of the Council where necessary.
- To request a Central Bedfordshire Council Ward Member to call in applications to be referred to the Central Bedfordshire Council's Development Management Committee for consideration.
- To monitor Central Bedfordshire Council policies and Plans that could affect the town.
- To respond to consultations on local or national planning policy.
- To consider all matters of relevance to planning issues within Stotfold or its immediate environs that are or could be the subject of planning applications, and which have a relevance to the town of Stotfold and its inhabitants and to make recommendations thereon.
- In all considerations and actions, follow the Town Council's adopted Corporate Strategic Plan.
- This Committee may make recommendations to the Town Council on relevant matters for which it has no delegated authority and may be given delegated powers by full Council to act on relevant matters.

5. DELEGATION TO OFFICERS

The following matters are delegated to the Town Council's Officers to make decisions on behalf of the Town Council. These decisions must be exercised in accordance with the law, the Town Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

Full Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or Full Council. Similarly, where Officers have no delegated power to decide, they report the matter to Committee or Full Council for a decision.

5.1 Town Clerk

- a) The Town Clerk shall be Proper Officer of the Town Council as defined in law.
- b) See the table below for delegated responsibilities and the individuals to cover these in the absence of the Town Clerk
- c) The table below, whilst not comprehensive, seeks, to clarify responsibility in respect of at least some of these matters.

Delegated Responsibility	Responsible in Absence	
The responsibilities and duties of the role of Proper Officer as set out within the law and Council policies.	Democratic Manager	Services
Issue all statutory notifications	Democratic Manager	Services
Receive Declarations of Acceptance of Office	Democratic Manager	Services
Receive and record notices disclosing pecuniary interests	Democratic Manager	Services
Receive and retain documents and plans	Democratic Manager	Services
Sign notices or other documents on behalf of the Council	Democratic Manager	Services
Receive copies of By-Laws made by Principal Authority	Democratic Manager	Services
Certify copies of By-Laws made by the Council	Democratic Manager	Services
Sign Summons to attend meetings	Democratic Manager	Services
Ensure compliance with Standing Orders	Democratic Manager	Services
To take proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council	Public Realm Manager	
To appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest (in its own right or on behalf of the residents of Stotfold)	Public Realm Manager	
To act at the Council's designated officer for the purposes of the Freedom of Information Act 2000.	Democratic Manager	Services
Manage all Town Council staff, either directly or indirectly including: <ul style="list-style-type: none"> ➤ Appointment to posts where no reserved for appointment by Members 	Democratic Manager or Public Realm Manager depending on staff member	Services

Delegated Responsibility	Responsible in Absence
<ul style="list-style-type: none"> ➤ Staff performance, discipline, and dismissal ➤ Payment of expenses ➤ Approval of increments ➤ Implement national pay awards and conditions of service in line with the National Joint Council Scheme of Conditions of Service as amended by the Local Agreement ➤ The establishment of new posts and changes to posts or terms and conditions, which would have implications for the budget, shall be subject to approval by the Governance & Resources Committee. 	
Manage the provision of Council services, land, and resources	Public Realm Manager
Incur expenditure in an emergency up to £3,000 whether budgeted or not	Public Realm Manager
Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical	Public Realm Manager
Deal with dispensation requests from Members under the Code of Conduct	Democratic Services Manager
Deal with matters specifically delegated by Council or Committee	Democratic Services Manager or Public Realm Manager
To take decisions relating to the training of Councillors and staff	Democratic Services Manager or Public Realm Manager
Appoint casual/temporary members of staff as needed to meet the business needs of the Council and within existing budgets.	Public Realm Manager
Authorise additional hours of work for existing staff on a temporary basis to support the needs of the Council	Public Realm Manager
Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary	Public Realm Manager
Enter into settlement agreements with employees up to a maximum of two months' salary where this is the prudent option for the Council	Public Realm Manager
Responsible for the overall management of all budgets in accordance with Council policies.	Public Realm Manager
Authorised to issue press releases on any Council activity exercised in accordance with Council policy	Democratic Services Manager or Public Realm Manager
Overall responsibility for Health and Safety across all Council owned sites	Public Realm Manager
To determine the outcome of employee probationary periods, following a probationary review having taken place	Public Realm Manager
In consultation with the relevant Chairs, amendments may be made to the meeting timetable by the Town Clerk where justified and required, ensuring that this	Democratic Services Manager

Delegated Responsibility	Responsible in Absence
does not reduce the number of Full Council or Committee meetings held during the Municipal Year.	
Dealing with and resolving complaints received by the Council (except those regarding the actions of Councillors or Council employees) in accordance with the Complaints Procedure	Democratic Services Manager
Proper administration of the Council's Financial Affairs	Finance Officer
Report to External Auditor matters under Local Government Finance Act 1988 s114.	Finance Officer
Ensure compliance with financial regulations	Finance Officer
Ensure compliance with all financial procedures	Finance Officer
Determine accounting policies, records, and control systems	Finance Officer
Manage risk management of the Council	Public Realm Manager
Having consulted with the relevant Chair of Committee at the year end to earmark any underspends in the overall Town Council budget. Any such decisions are to be communicated promptly to the Governance & Resources Committee	Finance Officer
Arrange and manage the Council's insurance arrangements	Finance Officer
Management of Council salaries in accordance with contracts of employment	Finance Officer

5.2 Democratic Services Manager

- a) Those responsibilities delegated in the absence of the Town Clerk as referred to in the table above.
- b) Authorised to issue press releases on any Town Council activity exercised in accordance with the Town Council Policy, save for press releases which are felt to be controversial, or regarding a specific campaign, which will be signed off by the Town Clerk.
- c) Day to day management of civic functions for the Council.
- d) Day to day management of the Council's website and social media.
- e) Day to day management of employees within section.
- f) Authorising expenditure within budgeted levels in areas of responsibility and those delegated by Town Clerk.
- g) Authorising purchase orders for matters agreed by Committee or Council up to £500. Any purchase orders above this to be authorised by the Town Clerk.
- g) Matters specifically delegated by Council or Committee.

5.3 Public Realm Manager

- a) Those responsibilities delegated in the absence of the Town Clerk as the table above.
- b) Day to day management of land, buildings, and other resources.
- c) Project development, with the Projects Officer, for consideration by relevant Committee.
- d) Management of maintenance contracts.
- e) Day to day management of all employees in this section.
- f) Matters specifically delegated by Council or Committee.
- g) Developing income generating activities.
- h) Responsible for the management Public Realm and Building Management budgets in accordance with Council Policy.
- i) Authorising purchase orders for matters agreed by Committee or Council up to £1,000. Any purchase orders above this to be authorised by the Town Clerk.

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL

DATE: 4 DECEMBER 2024

OFFICER RESPONSIBLE: COLIN ROGERS, PROJECTS OFFICER

SUBJECT: WHEELED SPORTS FACILITY – SURVEY FEEDBACK

1. SUMMARY

- 1.1 The public were consulted in respect of the Council's proposal for a Wheeled Sports Facility on Greenacre Park. Feedback was captured via a survey hosted on the Council's website and written replies to surveys. This was to capture residents feedback on the Wheeled Sports Facility proposal put together by the Council.
- 1.2 Additionally, feedback was obtained from visits to the primary and secondary schools in the town which was captured on A3 illustrations of the concept design with the students writing on them directly.

2. RECOMMENDATION

- 2.1 Members are asked to consider the feedback detailed within the report and the table below and confirm that, following consideration of the replies and the feedback given that Members wish to continue with the Wheeled Sports Facility proposal.

3. BACKGROUND

- 3.1 The report has been provided by Breakthrough Communications who hosted the survey on behalf of Stotfold Town Council. The report and the findings have been collated from the replies given between 24th September 2024 and 10th November 2024. The results can be found in the report below:

[Wheeled Sports Facility Survey Feedback Report](#)

- 3.2 The feedback given on the A3 illustrations has been given directly to Betongpark as this contains design feedback. However, some of the feedback has been included in the table below for Members to be aware of other themes that have arisen from the visits to schools. This does not form part of the official feedback recorded by the survey.
- 3.3 Please note that some feedback from the A3 illustrations has not been included due to it containing unworkable suggestions, or suggestions that do not form part of the scope of a wheeled sports facility. Other feedback relating specifically to design, has also been excluded, but has been provided to Betongpark. Comments that showed generic support or dislike have also not been included in the table nor has feedback that is difficult to convey in writing or which was ambiguous.
- 3.4 Copies of these A3 feedback forms have been retained by Officers and Members are free to inspect these.
- 3.5 Mentions to numbers in the "Feedback (Grouped)" column references annotations of a diagram of the facility labelling the various elements received by Betongpark as part of the tender submission.

Feedback (Grouped)	Total
Benches/Picnic Tables/Tables	33
Flat ground for beginners/Starter Course/More Flat Ground/More Space/Flat Ground near bowl	34
Pump Track/Bumps/Bike Friendly/Bowl for Bikes	21
Bins/Dog Waste Bins	21
More ramps	16
Racks/Lockable racks/Lockers	15
More rails	13
Rules/Signage/Bulletin Board/Trick Ideas/QR codes	12
Vending Machine/Food Trucks etc	11
Enclose the skate park	9
Water fountain	8
Another Bowl/Smaller bowl	8
Bigger ramps for advanced skaters	8
Skate/bike/scooter/Safety gear rental	8
Flowers/Bushes/trees	7
Half pipe	6
More lighting	6
Toilets	6
CCTV	5
Stairs/Stairs with grind rail	4
Shelter for when it rains	4
Remove internal flower bed	4
More colour	4
First Aid Kit	4
Sloped drop in to bowl	4
Remove (20)	3
Expand bowl/Bigger Bowl	6
Remove/Relocate 17	3
Increase size of bank and make steeper	3
Ramp at bottom of bank (9)	3
Box/Fun box	3
Instructors/Supervisors	3
Bigger	3
Box instead of volcano	2
Barriers around lights so not to hit them	2
Car park	2
Less light posts	2
A ramp for wheelchairs	1
Repair Station	1
Angled rail on bank	1
Angle manual pad (7)	1
Hangout area	1
More railing (Ambiguous)	1
Normal coping on bowl	1
Roller to pump at 10	1

Remove ledge (9)	1
Backflip area	1
Little ramp for beginners	1
Ramp for scooters and bikes to jump off it	1
Deeper bowl	1
Widen path	1
Add a path connecting the park with the skate park	1
Quarter Pipe	1
Spine	1
Widen social area	1
Get rid of bump in bowl	1
Murals/Paintings	1
Open longer	1
Changing Area	1
Coloured lights	1
Less Ramps	1
Rails to hold on to when learning	1
Fence off bowl	1
Circle Bowl	1
Another volcano	1
Soft surfaces	1
Make a pond	1

4. FINANCIAL

- 4.1 The Town Council has committed £100,000 from S106 funding towards the project, with the remaining funding to come from grants and other funding sources.

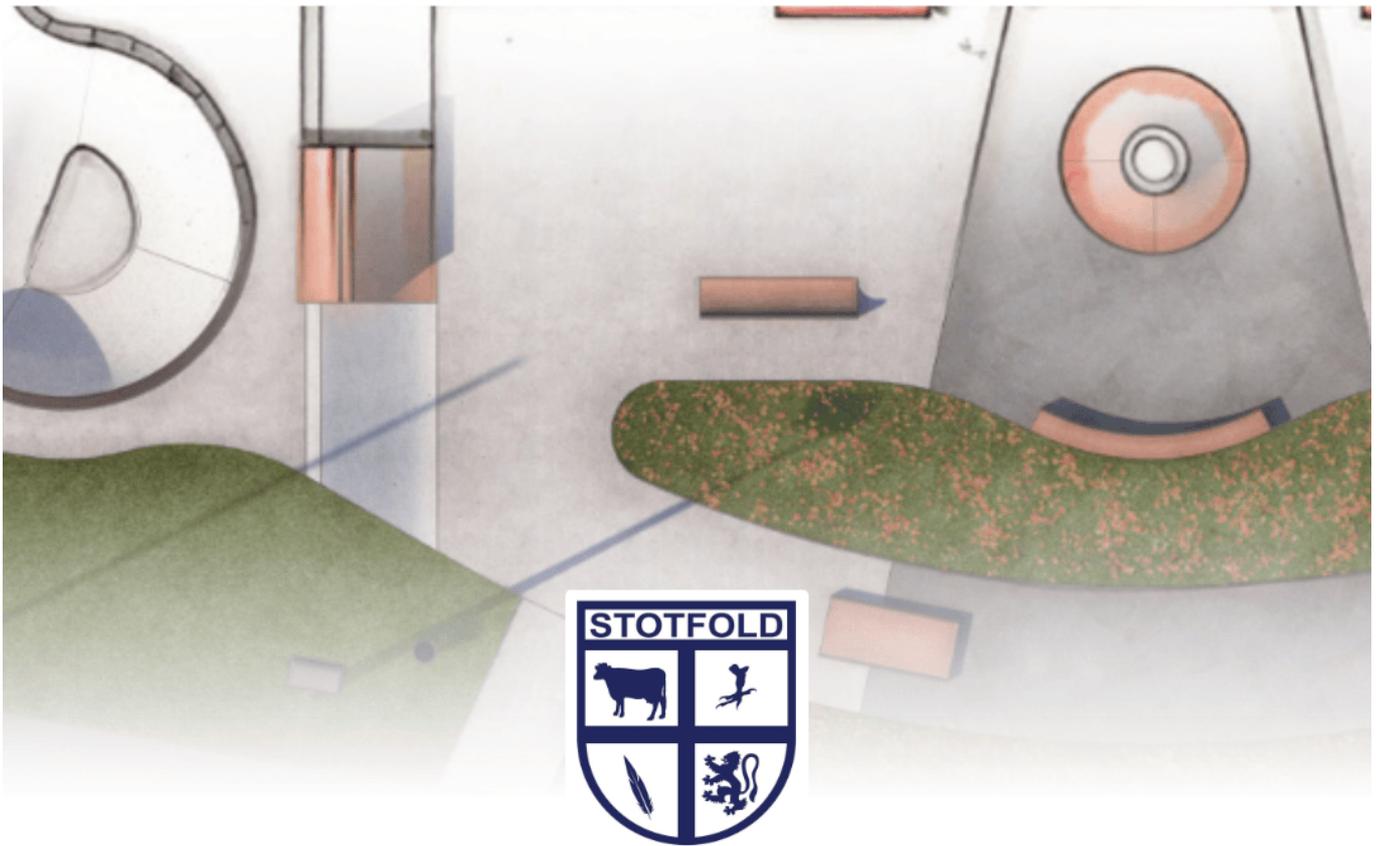
5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Community engagement supports the town council decision and reduces the risk of an adverse reaction to the project.
Legals	Various
Resources/Stakeholders	Officer, Contractor
Contracts/Financials	Funding allocated from EMR
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A

STOTFOLD SKATEPARK

PUBLIC CONSULTATION

SHARE YOUR VISION FOR THE NEW WHEELED SPORTS FACILITY IN STOTFOLD.



STC Wheeled Sports Facility Survey Report

Report produced by Breakthrough Communications on behalf of Stotfold Town Council.
Report date 14th November 2024.

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Executive Summary

This report consolidates written feedback from 338 survey respondents, gathered between September 24th 2024, and November 10th 2024, regarding the proposed wheeled sports facility at Greenacres Park.

While the council's vision for the proposed facility received significant support, particularly for its potential benefits to youth and families, there was opposition that centres on concerns about community impact and facility management in particular.

Design adjustments, location considerations, and further community engagement are suggested by respondents to balance diverse community interests and enhance the facility's accessibility, safety, and appeal for long-term positive impact.

Community Feedback Highlights

Demographic and geographic overview:

- Responses represented a wide age range, with notable interest from adults aged 30-49.
- 297 respondents provided their post codes, with many respondents residing in close proximity to the proposed site.
- While respondents span all age groups, interest in using the facility is polarised, with 51% stating they would never make use of the proposed facility and - separately - 47% expressing strong support for the vision.

Support for the council's vision:

- Support: Those who support the facility see it as an opportunity for youth engagement, physical activity, and community building. Proponents believe the skatepark will provide a safe, positive space for skill development, socialising and family-friendly recreation, particularly for younger residents.
- Concerns: Opposing respondents highlight concerns about anti-social behaviour, noise, parking congestion, and perceived limited value to the broader community. Alternative suggestions include re-allocating funds to amenities like a splash park or pump track.

Usage potential:

- A significant portion of respondents (17.75%) indicated they would use the park frequently, while others (15%) would use it sporadically, showing demand among specific demographics, especially families and younger users.
- Desired usage times are primarily after school, weekends, and evenings, with safety being a central concern for evening use.

Design preferences:

- **Positive Design Aspects:** Respondents appreciate the inclusive, versatile design featuring bowls, ramps, rails, and spacious layout, catering to various ages and skill levels. There is enthusiasm for features that support scooters, bikes, and skateboards.
- **Suggested Improvements:** Key suggestions include adding a pump track, varied ramps, family seating, shaded areas, safety measures (lighting, CCTV), and flat ground for beginners. Requests for aesthetic enhancements such as local graffiti art, greenery and community-centred décor were frequent.

Barriers and safety concerns:

- Potential safety issues are a concern, with some respondents suggesting measures to deter anti-social behaviour, including CCTV, appropriate lighting and clear sight-lines. Inclusivity for all skill levels and preventing intimidation by more experienced users were also highlighted.
- Accessibility for all ages and a need for community inclusivity are essential, with respondents advocating for a welcoming, well-maintained, and socially positive environment.

Environmental and aesthetic suggestions:

- Respondents proposed incorporating trees, shrubs, and hardy plants for visual appeal, shade, and natural noise buffering. Suggested colours range from vibrant graffiti-inspired elements to natural tones that blend with the surroundings.

Responses to the survey questions

1. What's your post code?

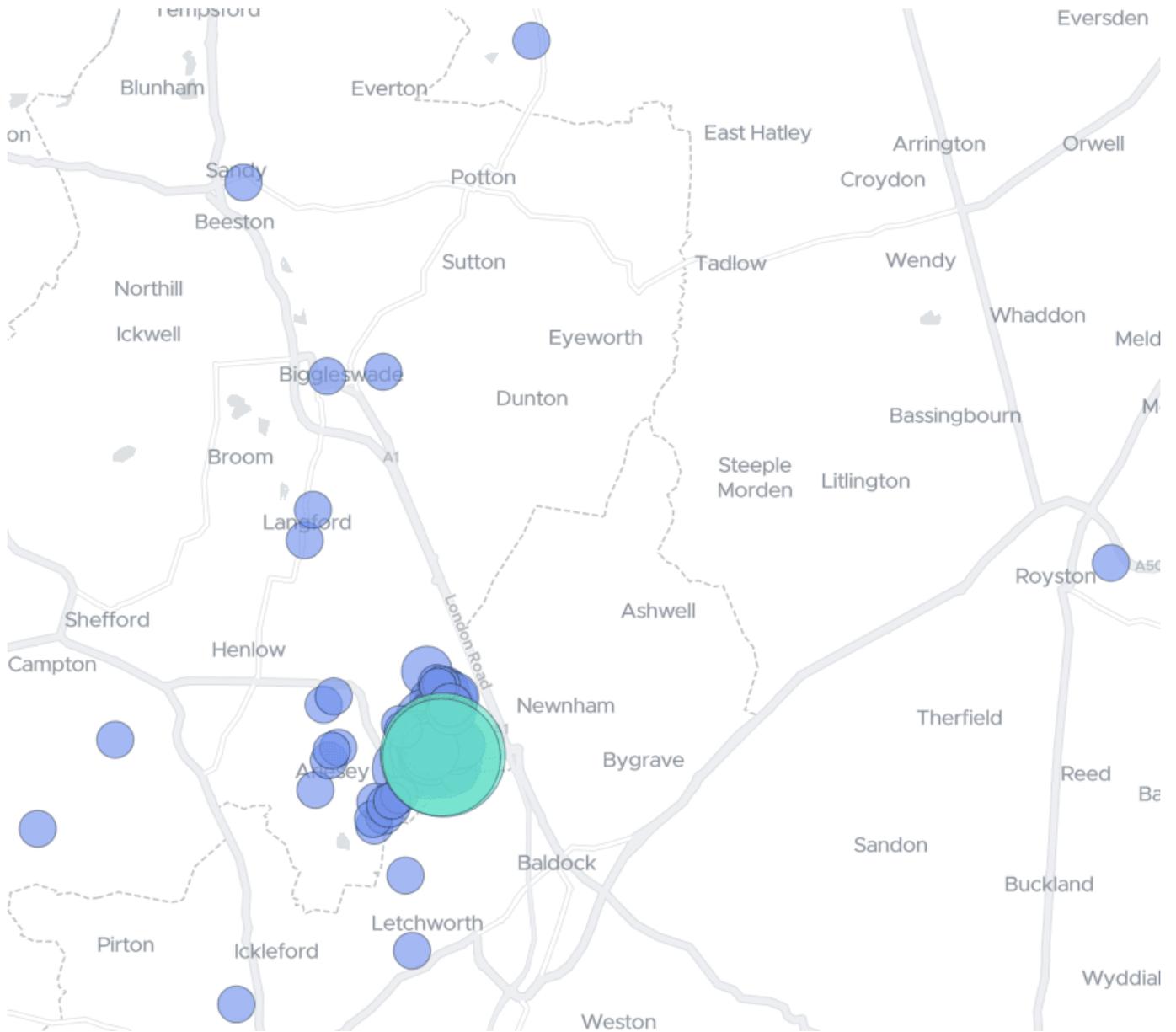
297 respondents provided this information. The 41 that did not provide this were responses from surveys completed at local schools, supported by council staff.

- SG5 4HQ - 10 responses
- SG5 4HH - 6 responses
- SG5 4EG - 5 responses
- SG5 4ER - 4 responses
- SG5 4GR - 4 responses
- SG5 4GJ - 4 responses
- SG5 4JS - 4 responses
- SG5 4QZ - 3 responses
- SG5 4BQ - 3 responses
- SG5 4HG - 3 responses
- SG5 4LL - 3 responses
- SG5 4LS - 2 responses
- SG5 4ET - 2 responses
- SG5 4DY - 2 responses
- SG5 4PN - 2 responses
- SG5 4NL - 2 responses
- SG5 4LY - 2 responses
- SG5 4LJ - 2 responses
- SG5 4NJ - 2 responses
- SG5 4HL - 2 responses
- SG5 4HJ - 2 responses
- SG54 4HT - 2 responses
- SG54 4JD - 2 responses
- SG54 4PT - 2 responses

Postcodes with only 1 response:

SG5 4TD, SG5 4PF, SG5 4QF, SG5 4PG, SG5 4ST, SG5 4EA, SG5 4LA, SG5 4NE, SG5 4NA, SG5 4RT, SG5 4SS, SG5 4TF, SG5 4TJ, SG5 4NS, SG5 4FB, SG5 4FX, SG5 4SU, SG5 4BX, SG5 4JR, SG5 4PE, SG5 4NX, SG5 4JD, SG5 4HR, SG5 4BW, SG5 4ED, SG6 3RT, SG5 4AJ, SG5 4HW, SG5 4PU, SG5 4BB, SG5 4BS, SG5 4RY, SG5 4PZ, SG5 4PP, SG5 3ND, SG5 4LX, SG5 4TB, SG5 4LH, SG5 4AU, SG5 4HX, SG5 4DJ, SG18 9NG, SG5 4LD, SG19 3EZ, SG5 4RX, SG5 4EH, SG5 4DL, SG5 4GS, SG5 4HU, SG54 4TL, SG54 4JE, SG54 4LF, SG54 4HE, SG54 4JX, SG54 4PG, SG54 4LY, SG61 1SA, SG54 4AR, SG54 4ER, SG54 4EG, SG54 4EW, SG54 4GR, SG54 4RY, SG54 4ET, SG54 4GE, SG54 4HH, SG54 4RU, SG54 4DJ, SG15 6RY, SG54 4HQ, SG54 4LP, SG54 4JR, SG17 5PZ, SG54 4AS, SG54 4TD, SG54 4AJ, SG18 0JZ, SG54 4ED, SG54 4EE, SG54 4HJ.

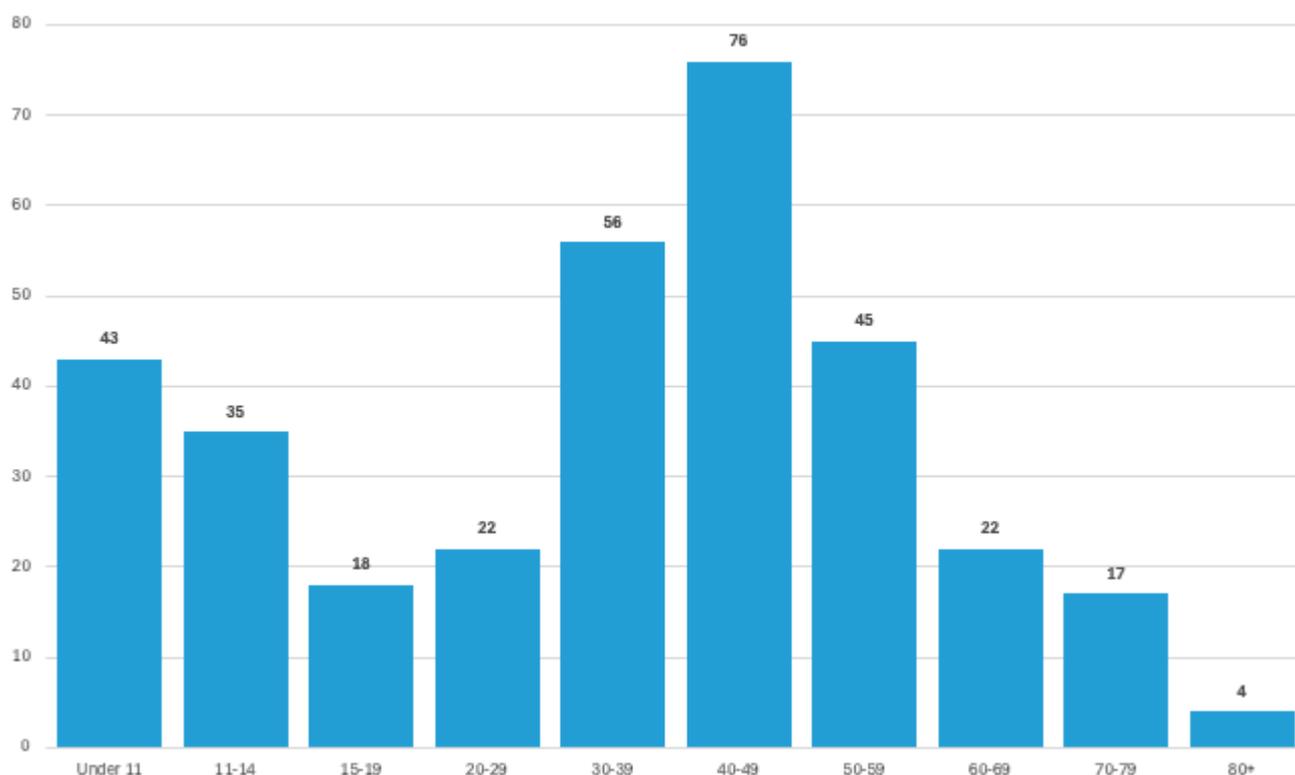
A map visualising the responses is shown below, indicating which geographic areas responses originated from, based on supplied post code.



2. What is your age group?

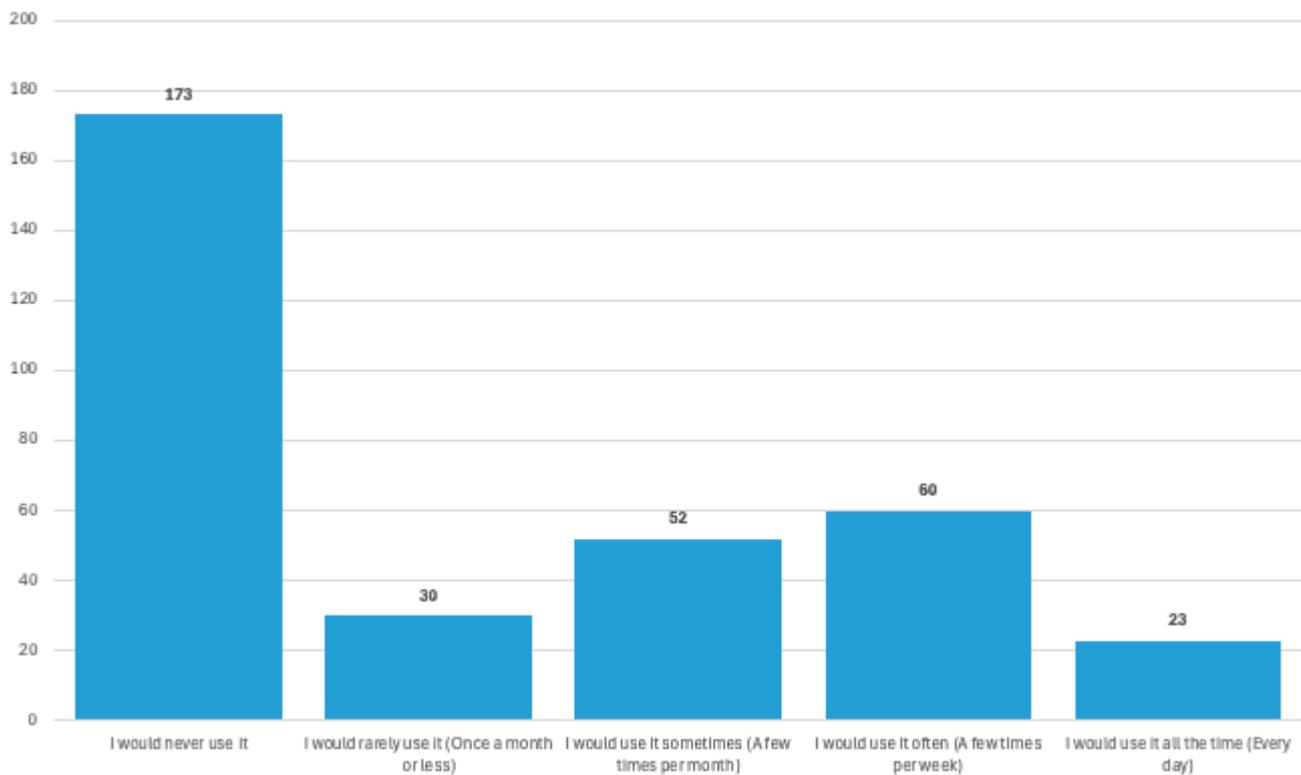
Of the 338 responses, the age breakdown is as follows:

- Under 11: 43 responses (12.72%)
- 11-14: 35 responses (10.36%)
- 15-19: 18 responses (5.33%)
- 20-29: 22 responses (6.51%)
- 30-39: 56 responses (16.57%)
- 40-49: 76 responses (22.49%)
- 50-59: 45 responses (13.31%)
- 60-69: 22 responses (6.51%)
- 70-79: 17 responses (5.03%)
- 80+: 4 responses (1.18%)



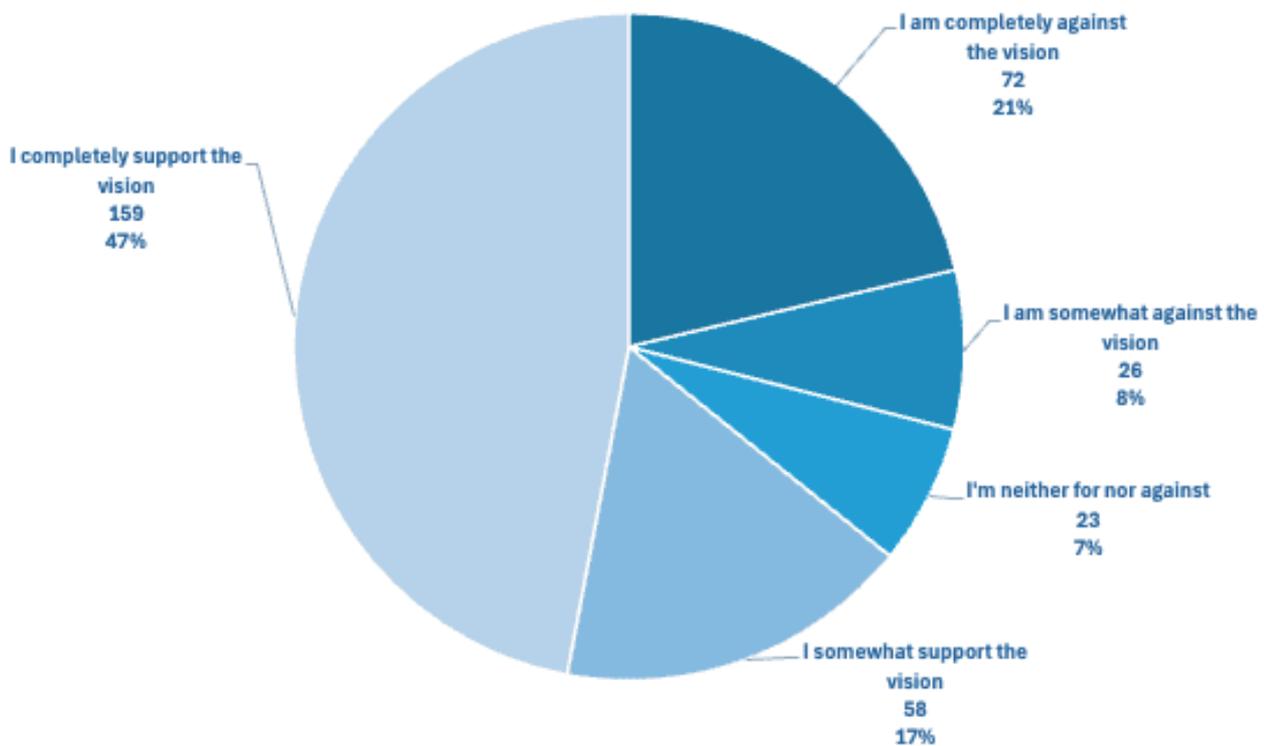
3. How likely are you to personally use the planned skate park?

- I would never use it: 173 responses (51.18%)
- I would rarely use it (Once a month or less): 30 responses (8.88%)
- I would use it sometimes (A few times per month): 52 responses (15.38%)
- I would use it often (A few times per week): 60 responses (17.75%)
- I would use it all the time (Every day): 23 responses (6.80%)



4. How do you feel about the council's overall vision for a new facility and skatepark?

- I am completely against the vision: 72 responses (21.30%)
- I am somewhat against the vision: 26 responses (7.69%)
- I'm neither for nor against: 23 responses (6.80%)
- I somewhat support the vision: 58 responses (17.16%)
- I completely support the vision: 159 responses (47.04%)



5. You said (how you feel about the vision). Tell us, in your own words, why you think that?

"I am completely against the vision"

A variety of concerns were cited by those who said "I am completely against the vision". Key themes of opposition include anticipated anti-social behaviour, inadequate parking, noise pollution, and the perceived lack of necessity for the skate park.

Respondents suggest alternative locations and uses of funds that they feel would better serve the broader community, stating that the skate park caters to a minority and represents an inefficient allocation of public resources.

Below is a breakdown of these views, with quantified alignment and representative excerpts.

Anti-Social behaviour

- No. respondents that aligned to this theme: 45
- Examples:
 - "Skate parks typically end up covered in graffiti, rubbish, and illegal activities by teenagers."
 - "I worry about teenagers using it as a meeting place for drinking, smoking, and anti-social behaviour, which will disturb residents."
 - "There is already an issue with littering and drug dealing; a skate park will only draw more of this to the area."

Parking and Access Issues

- No. respondents that aligned to this theme: 28
- Examples:
 - "The influx of visitors will place further strain on parking and intensify these disruptions to daily life."
 - "Parking at school times is already difficult, and this facility would exacerbate the issue."
 - "Residents frequently experience blocked driveways due to park visitors, and a skate park would worsen this."

Noise Pollution

- No. respondents that aligned to this theme: 21
- Examples:
 - "The current park amplifies playground noise; adding a skate park will worsen this."
 - "Illuminating it until 9 PM will lead to excessive noise that disturbs residents."
 - "Concerned that the noise from a skate park will affect nearby homes, especially at night."

Alternative Locations Suggested

- No. respondents that aligned to this theme: 25
- Examples:
 - "The skate park would be better placed near the football club on Arlesey Road where it won't impact residential areas."
 - "This facility should be built in a more central location to benefit the wider town, not just Greenacres residents."
 - "Why not place it at the old skate park location by the riverside, away from houses?"

Financial Concerns and Resources

- No. respondents that aligned to this theme: 19
- Examples:
 - "A splash park would benefit more families and foster community connections."
 - "Money could be spent on repairing roads or improving other facilities."
 - "This is a waste of funds for something only a small percentage will use."

Concerns for Property Value and Quality of Life

- No. respondents that aligned to this theme: 14
- Examples:
 - "This skate park will turn a pleasant green area into an eyesore, reducing house values."
 - "I don't want a concrete skate park view from my window that attracts graffiti and

rubbish."

- "Worried about the impact on my property value and the quality of life due to noise and litter."

"I am somewhat against the vision"

Respondents who said they are "somewhat against the vision" for the proposed wheeled sports facility at Greenacres Park expressed moderate opposition, with concerns focusing on anti-social behaviour, the location's impact on parking, noise pollution, and the potential for under-utilisation.

Some respondents also suggest that other types of facilities, like a pump track or soft play area, would serve the community better. Below is a breakdown of these themes, with quantified alignment and representative excerpts.

Antisocial Behaviour

- No. respondents that aligned to this theme: 6
- Examples:
 - "I live very close to where this skate park will be and am very concerned about noise and anti-social behaviour."
 - "Noise pollution from the skate park would add to the nuisance we already have from the football club and school."
 - "I do see that you're doing your best to mitigate noise, but I, for one, would not like to be living in Angelica Avenue."

Alternative Facility Suggestions

- No. respondents that aligned to this theme: 8
- Examples:
 - "A pump track would be more inclusive and suitable for a wider range of residents."
 - "A soft play facility would be better and wouldn't encourage anti-social behaviour."
 - "A skate park doesn't offer much variety, and a pump track like the one at Stewartby would be fantastic here."

Financial Concerns and Priorities

- No. respondents that aligned to this theme: 5
- Examples:

- "Money needs to be spent on doctors, not on a skate park."
- "Stotfold council should focus on new developments while leaving old areas without updates or suitable facilities."
- "Funds would be better allocated to improving the paths and basic facilities that long-standing residents have requested."

Safety and utilisation concerns

- No. respondents that aligned to this theme: 7
- Examples:
 - "I worry that it won't be adequately lit and maintained, creating safety issues."
 - "As a parent, I would not let my teenager go there alone due to the potential for bullying and litter."
 - "I had to change my route home due to feeling unsafe when a skate park was built nearby, and I don't want to feel the same here."

"I am neither for nor against"

Respondents who are "neither for nor against" the proposed wheeled sports facility express a mixture of ambivalence and conditional acceptance, with various considerations for its design, placement, and potential impact on the community.

Their comments reflect a neutral stance with suggestions for improvements and broader inclusivity. Concerns include design efficacy, possible anti-social behaviour, accessibility, and the need for facilities that cater to diverse age groups.

Below is a breakdown of these themes, with quantified alignment and representative excerpts.

Conditional Use Based on Suitability and Safety

- No. respondents that aligned to this theme: 7
- Examples:
 - "I would potentially take my children there, depending on if it seems suitable with older children there/teens causing trouble."
 - "I'm not sure if that's what the community needs the most and if that green space could be used better."
 - "It could impact the amount of wildlife in the area, yet it could be beneficial for the residents of Stotfold."

Concerns Around Design and Anti-Social behaviour

- No. respondents that aligned to this theme: 5
- Examples:
 - "I would be concerned about anti-social behaviour and its impact on residents, especially since the bowl will be below ground."
 - "I'm never going to use it, but I hope it won't get vandalised and will be used without bullying."
 - "Would like to see what contingency plans are proposed for any problems in use of the park."

Broader Inclusivity and Diversity of Facilities

- No. respondents that aligned to this theme: 6
- Examples:
 - "Feel like the plans are aimed more at older children; there is an opportunity to involve younger children starting on scooters and bikes."
 - "Facilities are needed for young people, but money should also go toward facilities for older people who lack transport."
 - "Provision for teenagers is lacking in the town, but I also think other age groups could benefit from additional resources."

Neutral or Ambivalent Stance

- No. respondents that aligned to this theme: 5
- Examples:
 - "I don't really care about what happens to the skate park."
 - "Because I don't really mind."
 - "I would not use the facility or have any family members who would use it."

Suggestions for Improved Design and Use of Space

- No. respondents that aligned to this theme: 3
- Examples:
 - "Engage with a garden or parks designer to avoid 'desire paths'—people will want

more direct paths."

- "There is a lot of communication about this; it seems repetitive and may not be relevant to many in the town."
- "It's placed towards one end of the town, and I would not let my children go there on their own."

"I somewhat support the vision:"

Respondents who "somewhat support the vision" for the proposed wheeled sports facility largely favour the concept, recognising its potential benefits for youth engagement, physical activity, and community development.

However, their support is tempered by suggestions for improvement, including modifications to accommodate more types of wheeled sports, better anti-social behaviour management, and alternative locations.

Below is a breakdown of these themes, with quantified alignment and representative excerpts.

Expanded Facility Design for Multi-Use and Inclusivity

- No. respondents that aligned to this theme: 16
- Examples:
 - "I think it's a great idea and design, but it would be good to have more for bikes and scooters as well as skateboarding."
 - "It would be amazing as a dual skate park/pump track for BMX and skate use."
 - "A separate space for roller skating would be great for people who want to learn and practice without overlapping with skateboarding."

Anti-Social behaviour Concerns and Suggested Management

- No. respondents that aligned to this theme: 10
- Examples:
 - "To completely support the vision, I need assurance on noise levels and that anti-social behaviour will be addressed, with policing of the park required."
 - "Idea is good, but would like to see CCTV installed and parking managed to reduce street congestion."
 - "Hopefully, it's a safe place for children without causing unsociable behaviour."

Suggestions for Improved Design Elements

- No. respondents that aligned to this theme: 8
- Examples:
 - "The skate park would benefit from shelter for rainy days and a half-pipe."
 - "Needs smaller ramps for younger children to ride their scooters or bikes."
 - "The bowls look great, but it would be nice to add a big jump for stunts."

Support with Alternative Location Suggestions

- No. respondents that aligned to this theme: 7
- Examples:
 - "It's a good facility but would be better located at Riverside Rec, where there's already space for this."
 - "I support the skate park but wish it were in the old Riverside location to keep Greenacres more open for general use."
 - "My children are excited about the skate park but we're disappointed with the location."

Positive Impact on Youth Engagement and Physical Activity

- No. respondents that aligned to this theme: 12
- Examples:
 - "It's great for young people to be active and gives them something to do in their free time."
 - "It's a wonderful addition that allows kids of all ages to have fun and socialise."
 - "The more we provide for the youth of Stotfold, the better—it keeps them away from boredom and engaged in positive activities."

Interest in Inclusivity for All Ages and Genders

- No. respondents that aligned to this theme: 5
- Examples:
 - "Most local parks target younger children or teenage boys, leaving few options for teenage girls. It would be great to consider design elements that encourage use by all genders."
 - "Facilities like this should offer something for each person—whether you skate, bike,

or roller-skate."

- "I would like to see facilities that grow with my young children and are accessible to a wide range of ages."

"I completely support the vision"

Respondents who "completely support the vision" for the proposed wheeled sports facility overwhelmingly endorse it, highlighting its value for youth engagement, physical activity, and community-building. They emphasise the skate park's potential to provide a safe, productive space for young people to gather, socialise, and develop skills.

Supporters also see the facility as addressing a current lack of recreational amenities in Stotfold, potentially benefiting families and individuals of all ages.

Below is a breakdown of these themes, with quantified alignment and representative excerpts.

Youth Engagement and Physical Activity

- No. respondents that aligned to this theme: 42
- Examples:
 - "It's perfect for children and adults of all ages to have something to do, getting kids active and off their screens."
 - "Skating is a great sport and should be encouraged; this facility will give children a productive way to socialise and stay fit."
 - "My 8-year-old daughter is keen to have a skatepark facility nearby to practice in—she's so excited about it."

Community and Social Benefits

- No. respondents that aligned to this theme: 30
- Examples:
 - "This would be a fantastic place for children and teens to meet, build friendships, and foster a sense of community."
 - "The skatepark will provide a safe environment for kids and teens to hang out together and take up new hobbies."
 - "Skateparks are wonderful for socialising, helping young people and even adults to bond over shared interests."

Addressing a Lack of Local Facilities

- No. respondents that aligned to this theme: 27
- Examples:
 - "Stotfold has very limited amenities for young people, so this skatepark would be a huge asset to the community."
 - "Facilities like this are desperately needed for the town's growing population—it's a fantastic addition."
 - "I grew up here and wish we had something like this. The youth in Stotfold need more outdoor spaces like this to keep them engaged."

Environmental and Economic Impact

- No. respondents that aligned to this theme: 5
- Examples:
 - "Having a skatepark here would mean fewer car trips to nearby towns, benefiting the environment."
 - "It will draw people to the area, who may also support local businesses like cafes and shops."
 - "A local skatepark saves families the time and fuel needed to reach other towns for similar facilities."

Requests for Additional Features and Safety Measures

- No. respondents that aligned to this theme: 8
- Examples:
 - "It would be great to have more shaded areas or seating so families can enjoy the space too."
 - "A well-lit facility with plenty of bins and perhaps some CCTV will help keep the area safe and clean."
 - "The bowl and ramps look amazing, but I'd love to see a separate flat area for beginners to practice."

Positive Impact on Community Well-being and Crime Reduction

- No. respondents that aligned to this theme: 6
- Examples:
 - "This will give kids a place to go rather than wandering the streets, potentially

reducing anti-social behaviour."

- "It's great that it's not too close to houses, so it minimises disruption while still giving kids a dedicated space."
- "With more recreational spaces, we can prevent kids from turning to negative behaviours out of boredom."

6. We're really keen to get your ideas on how to make the planned skatepark the very best it can be. Would you like to share your ideas about the proposed design?

182 respondents opted to share specific feedback, which is detailed in the subsequent questions, however please note that the subsequent design feedback questions were not mandatory and so not all questions received responses. 156 chose not to leave any specific feedback.

7. Would you be interested in taking up wheeled sports following the construction of the skatepark?

- Yes: 103 responses (58.2%)
- No: 73 responses

8. What do you like most about the proposed design for the park?

160 responses to this question.

The proposed park design was well-received by respondents, especially for its inclusivity, variety of features, and the thoughtful layout. Respondents are particularly excited about the design elements that cater to different skill levels and age groups, with strong enthusiasm for features like bowls, ramps, rails, and general spaciousness.

While most responses are positive, a few respondents expressed neutral or uncertain feedback. Overall, the park design is appreciated for its potential to create an inviting, versatile space for active, safe outdoor activities.

- **Key Design Features (Bowls, Ramps, Rails)**

- Many respondents highlighted specific design elements like the bowl, ramps, and rails. The "bowl" was mentioned frequently, showing a strong preference for this feature, both for its function and the excitement it adds.
- Ramps and obstacles were valued, particularly by those looking for a variety of activity levels and challenges.

- **Spaciousness and Layout**

- Comments about "large space," "spaced out," and "different heights" suggest that the layout and roominess are valued. This theme reflects an appreciation for a well-organised, open space that allows easy movement and safe engagement.

- **Inclusivity and Accessibility**

- Multiple respondents noted that the design appears inclusive, catering to different ages and skill levels, which enhances its appeal. The focus on making the space welcoming to all participants, from beginners to experienced users, was a recurring theme.

- **Modern and Safe Environment**

- Responses describe the park as "modern," "well-thought-out," and "adequately lit," with a focus on making it a "safe environment" for kids. Safety and modern design elements contribute positively to perceptions of the park as a community space.

- **Encouragement of Outdoor Activity**

- Respondents appreciated that the park would encourage outdoor activity, particularly for kids, as a healthy alternative to screen time. This theme reflects a desire for spaces that promote physical activity and social interaction.

- **Overall Positive Reception and Excitement**

- Several responses indicated general enthusiasm with comments like "everything," "really good design," and "exciting design." This reflects a broad approval of the park's proposed vision and its appeal as a fun, engaging space for the community.

- **Neutral/Uncertain Responses**

- A few respondents were neutral or unsure about the design, with comments like "N/A," "Not applicable," and "Nothing." Additionally, some expressed conditional support, noting that they hadn't yet seen the design or were uncertain if it was suitable for kids.

9. What do you not like, or would like to see improved?

Feedback on potential improvements to the proposed park design reveals a mix of constructive suggestions and concerns, primarily centred around enhancing inclusivity, safety, and community compatibility. Respondents show interest in additional features like a pump track, varied ramps, a half-pipe, and amenities like seating and sheltered areas.

Key concerns include location, potential noise, anti-social behaviour, and safety measures like lighting, fencing, and surveillance. These insights suggest that while there is enthusiasm for an inclusive outdoor space, design adjustments and added facilities may better address the diverse needs of community members.

- **Additional Features and Facilities**

- **Pump Track:** Many respondents suggested adding a pump track, with some expressing that this would increase appeal to all genders and age groups and align with the community's interest in cycling.
- **Varied Ramps and Half-Pipe:** Requests for additional features such as a half-pipe, mini ramps, and diverse jump heights indicate a desire for more varied and skill-inclusive elements.
- **Flat Ground and Open Space:** There is a call for more open, flat ground for beginners and roller skaters, as well as areas suitable for scooters and freestyle skating.
- **Seating and Shelter:** Respondents expressed the need for seating, picnic benches, shaded areas, and even a potential coffee stand, to enhance comfort for visitors and families.

- **Safety Concerns and Anti-Social Behaviour**

- **Surveillance and Lighting:** Concerns around anti-social behaviour, including potential drug use and bullying, were prominent. Many respondents recommended improved lighting, CCTV, and the presence of staff or frequent monitoring to deter misuse of the space.
- **Noise and Community Impact:** Noise and the potential impact on nearby residential areas were mentioned, with some suggesting relocating the park further from homes.
- **Fencing and Controlled Access:** The idea of enclosing the area with fencing was raised to enhance safety, particularly to separate users from dogs and reduce litter or vandalism risks.

- **Inclusivity for All Ages and Skill Levels**

- **Beginner and Child-Friendly Areas:** Several comments emphasised the need for designated areas for younger children or beginners, including smaller ramps and

protected zones.

- **Accessibility for Multiple Sports:** Respondents expressed a desire for a multi-use design that accommodates BMX riders, skateboarders, roller skaters, and scooter users, which would help maximise the park's utility.

- **Location and Environmental Concerns**

- **Alternative Locations:** There was notable feedback suggesting that the proposed location may not be ideal. Alternative sites, such as near the Stotfold Football Club or farther from residential areas, were recommended to minimise disruptions.
- **Environmental and Flood Concerns:** Some respondents were concerned about increased rainwater runoff and potential flooding. Suggestions included integrating permeable surfaces or soakaways to mitigate water impact.
- **Preservation of Green Space:** A few responses emphasised the importance of maintaining grassy areas for dog walkers and open space lovers, advocating for a balanced approach that doesn't overrun the existing park area.

- **Community and Aesthetic Considerations**

- **Community Ownership and Art:** Suggestions to involve local artists in decorating the park and to create a welcoming aesthetic highlight a desire for community pride and ownership of the space.
- **Sustainability and Noise Management:** Preferences for concrete as a quieter, more durable material reflect an interest in sustainable, low-maintenance design that minimises noise.

10. What is your favourite element to ride?

The survey reveals a diverse range of preferred elements for riding, with scooters, bikes, and skateboards being the most popular choices among respondents. Key elements like bowls, half-pipes, and ramps were frequently mentioned, indicating a strong preference for features that allow jumps, drops, and smooth transitions.

Some respondents, who do not actively use skateparks, highlighted the importance of seating and spectator areas, reflecting broader interest in family-friendly amenities. Overall, there is a clear demand for versatile park elements that cater to multiple types of wheeled sports and varied skill levels.

- **Preferred Riding Equipment**

- Scooters: Scooters emerged as the most popular equipment, with many responses indicating scooter riding as the primary or favoured activity.
- Bikes and BMX: Bikes were also popular, with users expressing interest in areas that accommodate cycling, pump tracks, and features suited to BMX-style riding.
- Skateboards and Roller Skates: Skateboards and, to a lesser extent, roller skates were also mentioned. This highlights the need for elements that facilitate skateboarding, such as rails, ledges, and smooth transition areas.

- **Favoured Park Elements**

- Bowls and Pools: The bowl or pool was a favourite for many respondents, who appreciate the flow and challenge it provides, especially for skateboarding and scootering.
- Half-Pipes and Quarter-Pipes: The half-pipe was frequently mentioned, particularly by users interested in jumps and high-intensity tricks.
- Ramps and Drops: Many respondents enjoy ramps for their versatility, including jump boxes, flyouts, and drop-in features for both beginners and more experienced riders.

- **Multi-Use and Inclusive Design**

- Pump Track: Some respondents advocated for a pump track to make the park more accessible and versatile for a variety of users, including younger children and families.
- Flat Ground and Beginner-Friendly Zones: For those interested in practising or learning, the inclusion of flat ground areas and smaller ramps was recommended to allow gradual skill progression.

- **Amenities for Spectators and Families**

- Seating Areas: Those who accompany children or prefer spectating expressed interest in seating areas near the park, emphasising that a family-friendly environment would

increase the park's appeal.

- Observing High-Risk Tricks: Some respondents enjoy watching high-risk tricks on the half-pipe or bowl, indicating that these areas could be engaging for spectators.

11. How would you want to use the space, with who, what time of the day / week?

The proposed park space would be widely used by families, children, and friends, primarily during after-school hours, weekends, and school holidays. Respondents envision the park as a place for social gatherings, family activities, and skill development for children and teens.

Evening use is anticipated, but concerns about safety and anti-social behaviour could influence usage patterns. The feedback suggests that safe, inclusive, and well-monitored amenities would make the space more attractive for families and individual users alike.

- **Primary Users and Activities**

- **Families and Children:** The majority of respondents plan to use the space with children, either for skateboarding, scootering, biking, or simply as a community gathering spot. Families anticipate using the park regularly, especially after school, on weekends, and during holidays.
- **Friends and Peer Groups:** Many teens and young adults would use the space with friends, focusing on recreational activities and socialising. This highlights the park's role as a social hub, particularly for school-aged children and teens.

- **Time of Use**

- **After-School and Weekend Use:** Most respondents indicated they would use the space after school and on weekends, reflecting a demand for a recreational area that fits into school schedules and family routines.
- **Flexible Hours:** Some users, especially adults and those with flexible schedules, mentioned using the park during quieter hours, like early mornings or weekdays when kids are in school.
- **Evening Usage:** A subset of respondents expressed interest in using the park in the evening, especially in warmer months. Evening use suggests the need for adequate lighting and safety measures to ensure a welcoming environment after dark.

- **Desired Amenities and Safety Concerns**

- **Family-Friendly and Inclusive Environment:** Families expressed a desire for a safe, accessible, and well-maintained environment, with some also mentioning amenities like seating, picnic spots, and shaded areas to make the space more comfortable.
- **Concerns Over Anti-Social behaviour:** A recurring theme was concern about potential anti-social behaviour, especially in the evenings. Respondents would prefer measures like CCTV, security lighting, and potential closing times to mitigate safety risks, making the space more family-friendly.

- **Usage Frequency and Routine**

- Regular and Routine Use: Some families and teens indicated daily or frequent use, particularly if the park offers a range of features catering to various skill levels and age groups.
- Seasonal Variations: Some responses suggested that park use would be more frequent during spring and summer, due to better weather and longer daylight hours, but with the potential for reduced use in colder months.

12. What attracts you to wheeled sports?

The appeal of wheeled sports among survey respondents centres on themes of fun, adrenaline, skill development, and social connection. Many are drawn to the excitement and physical challenge, appreciating wheeled sports as both a personal pursuit and a family activity that fosters a sense of community.

While some respondents feel no attraction to wheeled sports, the majority see it as a valuable, accessible way to exercise, enjoy outdoor activities, and cultivate new skills.

- **Excitement and Adrenaline**

- A common attraction to wheeled sports is the thrill and adrenaline they provide. Respondents enjoy the high-energy experience, especially when performing tricks or moving at high speeds. This element of excitement makes the sports appealing to both participants and spectators.

- **Skill Development and Challenge**

- Many participants appreciate the opportunity to learn and improve new skills over time, whether it's mastering tricks or building confidence in a new sport. Wheeled sports offer a rewarding sense of progression and accomplishment, making it engaging for all ages.

- **Social Connection and Community**

- Social aspects, including meeting friends and joining a welcoming community, are key draws. Wheeled sports provide a friendly environment where individuals of all ages and skill levels can connect, socialise, and support one another's progress.

- **Fun and Enjoyment**

- A significant portion of respondents find wheeled sports simply enjoyable. Fun is cited as a primary motivator, with participants valuing the ability to play and be active in an unstructured, playful way. This enjoyment often extends to family activities, where parents and children alike find wheeled sports engaging.

- **Physical Activity and Health**

- For some, wheeled sports serve as a form of exercise that promotes physical fitness and mental well-being. Participants value the outdoor aspect of the activity, seeing it as a healthy alternative to indoor or sedentary pastimes. It allows them to be active while doing something they genuinely enjoy.

- **Freedom and Expression**

- Some respondents appreciate wheeled sports as a way to express themselves and experience a sense of freedom. This freedom, paired with creativity in learning tricks and moves, adds depth to the experience, fostering a personal and meditative quality.

for some participants.

- Negative or Neutral Responses
 - A portion of respondents expressed no interest in wheeled sports, either due to personal preference or lack of engagement in the past. These responses underscore that while wheeled sports have wide appeal, they may not resonate with everyone in the community.

13. What do you see as a barrier to using skateparks?

Key barriers to using skateparks centre on concerns about safety, intimidation by older or anti-social groups, accessibility challenges, and perceptions of skateparks as hubs for undesirable behaviour.

While many are enthusiastic about using a community skatepark, they stress the importance of inclusivity, safety measures, and thoughtful design that promotes an accessible and welcoming environment for all ages and skill levels.

1. Safety and Anti-Social behaviour

- **Anti-Social Concerns:** Many respondents worry about skateparks attracting anti-social behaviour, including drug use, vandalism, and littering, which can make the environment uncomfortable or unsafe, particularly for younger children.
- **Intimidation by Older Youths:** A common theme is the fear that older teens or groups may intimidate younger or beginner users, deterring them from using the park freely.
- **Safety Features:** Suggestions include anti-vandalism seating, more bins, regular maintenance, and lighting, especially for winter months and evening use. CCTV and open design were also recommended to improve safety and visibility.

2. Inclusivity and Community Accessibility

- **Access for All Ages and Abilities:** Respondents expressed concern that skateparks can sometimes be dominated by more experienced riders, creating a barrier for beginners, younger children, and people with disabilities. There's a call for inclusive design, with elements suitable for various skill levels.
- **Diverse Wheeled Sports:** There's an interest in ensuring the park accommodates multiple wheeled sports, including bikes, scooters, and roller skates, rather than being skateboarding-exclusive.
- **Local Access and Fairness:** Some raised concerns that the park may primarily serve certain neighbourhoods. Accessible pathways for users to reach the park from other parts of town are recommended.

3. Physical and Environmental Constraints

- **Weather and Maintenance:** Environmental factors like wet or icy surfaces, darkness in winter, and seasonal flooding can limit usability. Ongoing maintenance to ensure clean, dry, and safe surfaces is seen as crucial.
- **Physical Ability and Age:** Older users, adults, and those with mobility challenges noted that age or fitness can be a barrier. Some suggest dedicated seating areas for

spectators or parents.

4. Negative Perceptions and Social Stigma

- **Stereotypes of Anti-Social behaviour:** Several respondents referenced the lingering stigma that skateparks are tied to delinquency. This perception, rooted in past stereotypes, can deter families and young children from engaging. Ensuring a positive, family-friendly environment could help reshape these attitudes.
- **Judgment and "Skatepark Etiquette":** Some users feel judged or intimidated, especially if they're beginners, with experienced riders dominating the space. The notion of "skatepark etiquette" can be unfamiliar, leading to unintentional conflicts between new and seasoned users.

5. Design Preferences and Aesthetics

- **Overcrowding and Space Management:** Crowded parks can feel chaotic and unwelcoming. Respondents suggest design considerations that allow space for each group (e.g., beginners, families, experienced riders) to engage safely.
- **Soft Landscaping:** Many respondents mentioned the harsh appearance of typical skateparks. Soft landscaping and greenery could help create a more inviting, community-oriented feel.

14. What makes you feel safe in a space?

Feeling safe in a skatepark setting is strongly tied to visibility, lighting, community presence, and openness. Respondents express a preference for well-lit, open areas with clear visibility, proximity to public spaces, and surveillance to deter anti-social behaviour.

Cleanliness, maintenance, and community involvement also contribute to a welcoming atmosphere. Specific measures to ensure inclusivity, particularly for younger users and women, are also recommended to foster a comfortable environment for all ages and backgrounds.

- **Visibility and Lighting**

- **Good Lighting:** Well-lit spaces are seen as critical, particularly for evening use and during winter months. Lighting is not only practical but also acts as a deterrent to anti-social behaviour.
- **Openness and Clear Sightlines:** Respondents feel safer in open areas without hidden or secluded spots. Clear sightlines and a visible layout increase the sense of security by reducing spaces for people to hide or engage in negative behaviour.

- **Community Presence and Inclusivity**

- **Community and Family Atmosphere:** A family-friendly, inclusive environment contributes significantly to perceived safety. Spaces that attract a broad age range, including parents and children, are seen as safer and more inviting.
- **Inclusivity for All Ages and Genders:** Many respondents, particularly women, emphasise the need for inclusivity. Visible efforts to make young women and beginners feel safe and welcome, combined with a balanced demographic, are considered essential to creating a comfortable space.

- **Surveillance and Security Measures**

- **CCTV and Monitoring:** Surveillance, such as CCTV cameras, is frequently mentioned as a way to increase safety and discourage negative behaviour. Some respondents also suggest periodic security patrols to maintain order and reassure users.
- **Natural Surveillance:** Being close to housing or public areas, where natural surveillance is possible, also contributes to a feeling of safety. When the park is visible to others in the community, it discourages isolated behaviour and promotes accountability.

- **Cleanliness and Maintenance**

- **Regular Maintenance and Litter Management:** Clean and well-maintained spaces make users feel safe and respected. Respondents suggest having plenty of bins to manage litter and regular upkeep to maintain the park's appearance.
- **Design for Community Ownership:** Involving local artists or the community in

decoration helps foster a sense of ownership, potentially reducing vandalism and encouraging respect for the space.

- **Positive Social Environment**

- **Friendly Atmosphere and Skatepark Etiquette:** The presence of respectful and supportive users makes people feel welcome. Politeness, respect, and awareness of skatepark etiquette (especially for scooters) are all valued qualities that contribute to a positive environment.
- **Space for Everyone:** Providing dedicated areas or ensuring there is enough space for everyone, regardless of skill level, reduces intimidation and fosters a welcoming social environment.

- **Additional Safety Features**

- **Safety Equipment and Barriers:** Respondents suggested safety barriers and nearby seating for parents or spectators. Clear guidelines on protective gear, such as helmets, help users feel safer while practising tricks and moving around the park.

15. What skateparks do you currently use, if any?

The current skatepark usage patterns reveal that many local residents travel to nearby towns such as Letchworth, Shefford, Biggleswade, Potton, and St. Neots to access skateparks, reflecting the high demand for a local facility.

Popular destinations like Norton Common (Letchworth), Shefford, and Biggleswade are frequently mentioned, along with several pump tracks and specialty parks further afield, such as Adrenaline Alley in Corby.

Many respondents noted the inconvenience of traveling due to distance or overcrowding, underscoring the community need for an accessible, well-equipped skatepark in their area.

- **Popular Local Skateparks and Pump Tracks**

- Letchworth (Norton Common): This is one of the most frequently visited skateparks due to its proximity and amenities, though users note it can become overcrowded.
- Shefford and Biggleswade: These parks are also frequently used, with many people choosing them due to their close location. Users enjoy them but mention a lack of variety and sometimes insufficient facilities.
- Potton and Arlesey: These are commonly visited but noted as limited in terms of size and quality, with several comments suggesting they lack proper facilities for a wide range of users.

- **Specialty Parks and Pump Tracks**

- Adrenaline Alley (Corby): For advanced users or those seeking more challenging courses, Adrenaline Alley is a destination, though it requires a considerable travel commitment.
- Pump Tracks: Respondents appreciate pump tracks in areas like Buntingford, St Albans, and Lower Stondon for their flexibility and accessibility to various wheeled sports, with some users suggesting a pump track would be an ideal addition to the proposed local park.

- **Inconvenience Due to Distance and Limited Local Options**

- Travel Barriers: Many users express frustration at having to travel to access decent skatepark facilities, with most nearby options requiring significant travel time. This reflects the unmet demand for a quality skatepark closer to home.
- Overcrowding at Existing Parks: Even when nearby skateparks are available, they are often busy, which detracts from the experience, especially for younger or beginner riders.

- **Desire for a High-Quality, Local Facility**

- **Variety of Sports Supported:** Many respondents hope for a skatepark that accommodates multiple types of wheeled sports, including scooters, BMX, and skateboarding, rather than exclusively catering to one sport.
- **Local Availability:** There is strong support for a local skatepark to reduce travel time and provide a reliable, community-oriented space that users can access regularly.

16. Do you have an ideas for planting / colour / texture?

Ideas for planting, colour, and texture focus on blending functionality with aesthetics that reflect the local community and natural surroundings. Suggestions emphasise incorporating greenery, graffiti art by local artists, and durable materials that are low-maintenance and suited to the demands of a skatepark environment.

A mix of natural elements, such as hardy plants and seating in shaded areas, along with bright colours and inviting textures, would make the space both visually appealing and user-friendly.

● **Colour and Artistic Elements**

- **Graffiti and Local Art:** Many respondents suggested inviting local graffiti artists to decorate the park, creating a space that reflects the community's character. This could include murals or geometric designs to add vibrant colour and personality.
- **Bright, Engaging colours:** Bright, welcoming colours like blue, red, pink, and neon shades were popular choices, aiming to make the space lively and visually appealing. Some respondents suggested using contrasting colours to help specific areas stand out.
- **Natural Tones and Blending with Environment:** Others recommended more subdued, natural colours, such as greens, browns, and greys, to allow the skatepark to harmonise with its surroundings, particularly if there is significant planting around the park.

● **Planting and Greenery**

- **Wildlife-Friendly and Low-Maintenance Plants:** Respondents showed strong interest in native plants that attract pollinators, such as grasses, wildflowers, and perennials like lavender or sunflowers. These would add natural colour and texture, providing a softer contrast to the skatepark's hardscape.
- **Trees and Shrubs as Borders:** Many suggested trees and shrubs around the park's perimeter to enhance the green space and create a natural buffer, without encroaching on the skate area. Hardy, low-maintenance plants were preferred to prevent debris like leaves from impacting the skate surfaces.

● **Texture and Material Considerations**

- **Smooth and Durable Concrete:** Concrete is the preferred material for its durability and smooth texture, which is suitable for various wheeled sports. Respondents emphasised avoiding metal ramps and gravel to ensure a safe, low-maintenance surface.
- **Non-Slip, Skate-Friendly Surfaces:** Safety was a concern, with suggestions for non-slip,

high-grip materials that could withstand the wear of wheels and minimise the risk of injuries.

- Varied Textures: Some respondents proposed experimenting with textured surfaces for areas outside the main skate zone, providing a sensory experience and varied practice for different wheeled sports.

- **Functional and Social Spaces**

- Seating and Shade: Seating areas were frequently requested, particularly for parents and spectators. Shaded areas with benches or picnic tables would allow for relaxation and socialising, making the park more family-friendly.
- Water Fountain and Bins: Practical features, such as water fountains and ample bins, were suggested to support cleanliness and hydration, enhancing comfort for extended visits.
- Designated Viewing Areas: Some respondents suggested incorporating spectator-friendly spaces, like dedicated seating with clear sightlines, so people can watch safely without encroaching on active areas.

- **Environmental Considerations**

- Natural Shading and Temperature Control: To make the park comfortable in warm weather, respondents recommended natural shading through trees or the addition of a shaded structure. Additionally, eco-friendly features, like drought-resistant plants, were suggested to reduce maintenance costs and environmental impact.
- Noise Reduction and Pollution Control: Respondents expressed concern about noise from nearby roads and recommended planting trees or shrubs as a natural sound buffer to maintain a peaceful environment.

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