

STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
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04 March 2025

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 **Full Council** meeting to be held in the **Stotfold Council Chamber, Greenacre Centre, Valerian Way, Stotfold SG5 4HG** on **Monday 10 March 2025 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

- 378/25 APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence from Town Council members.
- 379/25 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.
- 380/25 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.
- 381/25 MEMBERS ON OTHER AUTHORITIES 1**
To receive and note the reports of CBC Ward Councillors.
- 382/25 BEDFORDSHIRE POLICE 1**
To receive a verbal update and information from PCSO Healey on Bedfordshire Police initiatives.
- 383/25 COUNCIL MINUTES 1**
- a. To approve the minutes of the Council meeting held on 29 January 2025 as a true record of the meeting.
 - b. To re-adopt the minutes of the Council meeting held on 4 December 2024, following a correction.
- 384/25 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE**
Civic Attendance report attached for information.
- 385/25 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION**
- 386/25 COMMITTEE MINUTES**
- 386.1/25 Community Engagement Committee - 15 January 2025**
There were no recommendations.
- 386.2/25 Governance & Resources - 22 January 2025**
Recommendations to adopt the following:
- a. The Sexual Harassment Policy and Risk Assessment is adopted

- b. The following Freedom of Information policies are adopted:
 - i. Information and Data Protection Policy
 - ii. Privacy Notice
 - iii. Publication Scheme
 - iv. Subject Access Request

386.3/25 Public Realm Committee – 5 February 2025

There were no recommendations.

386.4/25 Governance & Resources Committee – 12 February 2025

Recommendations to adopt the following:

- a. Standing Orders
- b. Procurement Policy
- c. Lone Working Policy

387/25 FINANCE & RISK MANAGEMENT

- a. To resolve to approve the expenditure for January 2025.
- b. To note the income received during January 2025.
- c. To review and note the year-to-date income and expenditure report
- d. To note the Earmarked Reserves as of 31 January 2025.

388/25 REPORTS

388.1/25 Cemetery Toilet Consultation

To receive a proposed consultation document for the cemetery toilet project.

388.2/25 Simpson Centre

To receive a proposed consultation document for the Simpson Centre.

388.3/25 Deed of Surrender - Stotfold Library

To resolve to sign the Deed of Surrender for the lease between CBC and Stotfold Town Council (verbal report).

388.4/25 Work Programme

To note the Work Programme for Full Council

389/25 MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

390/25 DATE OF NEXT MEETING

Wednesday 9 April 2025

391/25 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.

391.1/25 Greenacre Cafe

To consider submissions for prospective tenants for the Greenacre Cafe.

391.2/25

HR Investigation

To receive an update on the HR investigation. Please note this report will be circulated at the meeting.



**MINUTES OF THE TOWN COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,
GREENACRE CENTRE, VALERIAN WAY, STOTOFOLD SG5 4HG ON WEDNESDAY 29
JANUARY 2025 AT 19:00**

Present: Cllr Steve Hayes (Deputy Mayor), Cllr Liz Anderson, Cllr Janice Bendell, Cllr Mary Cooper, Cllr Jos Headington, Cllr Jane Hyde, Cllr Danny Matthews, Cllr Lisa Miller, Cllr Nigel Venneear.

Also Present:

2 members of the public (1 in person and 1 virtually)

In attendance

E Payne - Town Clerk

363/25 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Buck, Smith, and Woods.

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

364/25 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

365/25 PUBLIC SECTION

A member of the public spoke regarding a staff matter. They were thanked for their questions which would be answered in writing due to the complexity of the questions.

366/25 MEMBERS ON OTHER AUTHORITIES

A written report had been circulated ahead of the meeting.

367/25 COUNCIL MINUTES

The Minutes of the Council meetings held on 4th December 2024, 18th December 2024 and 14th January 2025 were received.

DECISION: It was **RESOLVED** to adopt the minutes as a true record of the meetings.

368/25 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

Members received a report with the Mayor's attendance.

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

369/25 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION

Members received the Clerk's report. Members sought clarification about the entry regarding St Mary's School. Cllr Anderson explained that the school had



specifically mentioned that a letter of support was not necessary. Some members queried this and felt that a letter of support to the Diocese was still required as the works at St Mary's had adversely affect the area including issues with parking which was a community safety issue. It was agreed that this may be best dealt with by contacting CBC and raising the matter of parking.

DECISION: It was **RESOLVED** to:

- a) **Note the report.**
- b) **Write to CBC regarding the parking safety issues at St Mary's School.**

ACTION: Town Clerk to write to CBC regarding parking and road safety at St Mary's.

370/25 COMMITTEE MINUTES

370.1/25 Planning Committee – 27th November 2024

Members received the Minutes of the Planning Committee held on 27th November 2024. There were no recommendations.

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

370.2/25 Buildings Management Committee – 27th November 2024

Members received the minutes of the Buildings Management Committee meeting held on 27 November 2024. There were no recommendations.

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

370.3/25 Public Realm Committee - 1st December 2024

Members received the Minutes of the Public Realm Committee meeting held on 1st December 2024. There were no recommendations.

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

370.4/25 Building Management Committee - 8th January 2025

Members received the Minutes of the Building Management Committee meeting held on 8 January 2025. There was one recommendation, to adopt the Procedure for Hiring to Political Organisations.

DECISION: It was **RESOLVED** to

- a) **Note the Minutes.**
- b) **Adopt the Procedure for Hiring to Political Organisations.**

371/25 FINANCE & RISK MANAGEMENT

Members received reports on expenditure to be approved, income received, earmarked reserves and the income and expenditure report from 1 January 2025.



DECISION: It was **RESOLVED** to:

- a) **Approve the expenditure for November and December 2024.**
- b) **Note the income received during November and December 2024.**
- c) **Note the year-to-date income and expenditure report and earmarked reserves as of 1st January 2025.**

372/25 WHEELED SPORTS FACILITY

Members received a report with an update on the Wheeled Sports Facility. It was noted that the surveys are part of the tender price were higher than quoted.

DECISION: It was **RESOLVED** to note the surveys to be undertaken as part of the preparation for finalising the design ahead of a planning application.

373/25 MEMBERS ON OUTSIDE BODIES

Members received a written report from Cllr Talbot regarding meetings held with the Police Priority Setting Meeting held on 8th January 2025 and the Scouts on 20th January 2025. Copies of the Police presentations will be circulated later.

There are various issues relating to the Scout HQ in relation to the infrastructure in the building including the electrical infrastructure.

Cllr Cooper thanked the Town Council on behalf of the Christmas Fair for the free hire of the Memorial Hall for their event which had raised £1200 for Stotfold Scout Group.

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

374/25 MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY

375/25 WORK PROGRAMME

Members received the Work Programme. There were no comments.

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

376/25 DATE OF NEXT MEETING

Wednesday 5th March 2025.

377/25 CONFIDENTIAL ITEM

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.

DECISION: It was **RESOLVED** to exclude the Press and Public due to the confidential nature of the business to be transacted.



377.1/25 Memorial Hall Car Park

Members received a confidential report on the Memorial Hall Car Park. Members were updated by the Town Clerk with additional information which had been received from the Solicitor but was not included in the report.

Officers were thanked for their work on this, and the Simpson Centre report and the Town Clerk was asked to pass on the Town Council’s thanks for the comprehensive nature of the information.

DECISION: It was **RESOLVED** to note the contents of the report and the progress made to date.

ACTION: Town Clerk to thank Officers for their work on the Memorial Hall and Simpson Centre reports.

377.2/25 Simpson Centre

Members received a confidential report on the Simpson Centre. Members noted that a decision on the future of this asset should be considered with input from residents and that a consultation should be undertaken at the Annual Town Meeting in April 2025. The Town Clerk was tasked with drawing up a consultation document for Members to consider and to be agreed at the next Full Council meeting.

DECISION: It was **RESOLVED** to
Consult with residents on the future of the Simpson Centre

ACTION: Town Clerk to devise a consultation document to be considered by Members and agreed at the next Full Council meeting.

The meeting closed at 19:46.

SIGNED BY CHAIR:

MINUTES APPROVED (date):



**MINUTES OF THE MEETING OF STOTFOLD TOWN COUNCIL, HELD ON
WEDNESDAY 4 DECEMBER 2024 AT GREENACRE CENTRE, VALERIAN WAY,
STOTFOLD AT 19:00**

Present:

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

Also Present:

Cllr Helen Wightwick – CBC Ward Councillor
6 Members of the public including 1 virtually

In attendance

Cllr S Dhaliwal (Virtually)
E Payne - Town Clerk

341/24 APOLOGIES FOR ABSENCE

Apologies were received from Cllr S Dhaliwal and Cllr B Saunders.

Decision: It was RESOLVED to accept apologies

342/24 DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

342.1/24 Requests for Dispensation - Cllr Jonathan Smith

A request for a dispensation was received from Cllr Smith for his role as the Co-Treasurer of the Stotfold Bowls Club and his employment by Cloudy IT.

Decision: It was RESOLVED to approve the requests for dispensations for Cllr J Smith

Standing Orders were suspended whilst the Public Section was opened.

343/24 PUBLIC SECTION

343/24.1 A member of the public questioned the autonomous authority of the Town Clerk to dismiss staff without consultation, the guidelines ensuring fair use of such authority, and whether these guidelines were followed in a recent dismissal case. The Town Council will respond to this inquiry via email after further review.

343/24.2 A member of the public provided additional information regarding the recent planning applications for land at the Greenacre Park. He discussed the development of 30 houses on Angelica Avenue and raised concerns about the road layout and infrastructure. He also highlighted historical context regarding land allocation for housing and community use.



344/24 MEMBERS ON OTHER AUTHORITIES

Cllr Wightwick reported on a motion that CBC passed to use the household support fund to provide £200 each to 2,200 pensioners not on pension credit, ensuring they receive financial assistance. CBC is currently being inspected by the social housing regulator, with a grading expected in the new year. A Landlord Assurance Board is being set up to give tenants more input into decision-making. The council is working on achieving £32 million in savings, including cuts in non-statutory services, which may impact community safety and other local services.

Standing Orders were reinstated.

345/24 COUNCIL MINUTES

Members received the Minutes of the meeting held on **6th November 2024**. They were advised that Cllr Talbot had been present at the meeting, which was not reflected in the Minutes of the meeting circulated ahead of the meeting. His attendance had now been updated in the Minutes to be signed at this meeting.

Decision: **It was RESOLVED to approve the Minutes of the meeting held on 6th November 2024**

346/24 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION

There was nothing to report.

347/24 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

The Mayor thanked everyone who attended and helped at the Christmas lights switch on event and the Town Clerk was asked to Minute the Council's thanks to the staff for their efforts in putting on an amazing event.

348/24 COMMITTEE MINUTES

348.1/24 Planning Committee – 23rd October 2024

The Minutes of the Planning Committee meeting held on 23rd October 2024 were received. There were no recommendations.

348.2/24 Governance & Resources Committee – 23rd October 2024

The Minutes of the Governance & Resources Committee meeting held on 23rd October 2024 were received.

Decision: **It was RESOLVED to:**

- a) Re-adopt the Code of Conduct**
- b) Adopt the Member and Officer Protocol**

348.3/24 Planning Committee – 6th November 2024

The Minutes of the Planning Committee meeting held on 6th November 2024 were received. There were no recommendations.



348.4/24 Public Realm Committee – 13th November 2024

The Minutes of the Public Realm Committee meeting held on 13th November 2024 were received.

348.5/24 Community Engagement Committee - 20th November 2024

The Minutes of the Community Engagement Committee meeting held on 20th November 2024 were received. Cllr Talbot pointed out an error in the Minutes in relation to the date for Stotfest 2025. This will be corrected. There were no recommendations.

349/24 FINANCE & RISK MANAGEMENT

349.1/24 Budget and Precept 2025-26

Members received a report outlining a proposed budget and precept request. Members were advised there was a typo in item 4.5 of the report which should reach 4.96%.

Decision: It was **RESOLVED** to:

- a) Ratify the reduction in EMRs as outlined in the report.
- b) Approve the Budget for 2025-26 as set out in the report.
- c) Request from CBC that they collect a precept of £951,481.

Action: Town Clerk to advise CBC on precept request.

349.2/24 Expenditure Report

Members received a report outlining expenditure for the period.

Decision: It was **RESOLVED** to authorise the expenditure outlined in the report.

349.3/24 Income Report

Members received the income report which was noted.

349.4/24 Income & Expenditure Report

Members received the income and expenditure report which was noted.

349.5/24 Earmarked Reserve Report

Members received the earmarked reserve report which was noted.

349.6/24 Interim Internal Audit

Members received the interim internal audit.

Decision: It was **RESOLVED** to implement the following recommendations:

- a) Standing orders are reviewed to reflect Financial Regulations
- b) An Internal Control Statement is adopted.
- c) The asset register is reviewed with updated insurance values.



350/24 SCHEME OF DELEGATION

Cllr Buck requested a recorded vote.

Members received a request, supported by five councillors, in line with Standing Order 27 to review the decision to adopt the scheme of delegation. The proposal was to review the scheme of delegation due to concerns about the extent of power delegated to officers will be discussed in a future meeting.

Decision: It was RESOLVED to call an extraordinary meeting to review the scheme of delegation

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

Against: None

351/24 REPORTS

351.1/24 Wheeled Sports Facility - Consultation Feedback

Members received the consultation feedback for the wheeled sports facility. The Town Council received significant public support for a new sports facility and will seek funding to move forward with the project.

Decision: It was RESOLVED to proceed with the wheeled sports facility.

352/24 MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

352/24.1 There was acknowledgement of community efforts, including litter clean-up by Duke of Edinburgh participants and support for local events like the Christmas Tree Festival.

353/24 DATE OF NEXT MEETING

29th January 2025.

354/24 CONFIDENTIAL ITEMS

Decision: 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.

354.1/24 Cemetery Toilets

Members received a confidential report with indicative costs for the cemetery toilet project. Members discussed the merits of rebuild versus replacement and felt that it was a matter for public consideration.



DECISION: It was RESOLVED to consider public consultation on the project at the next meeting.

Action: The Town Clerk to prepare public consultation questionnaire for Full Council 29 January 2024.

354.2/24 Cemetery Chapel Lease

Members received a confidential report on the cemetery chapel lease.

Decision: It was RESOLVED to retrospectively sign the chapel lease.

SIGNED BY CHAIR:

MINUTES APPROVED (date):



STOTFOLD TOWN COUNCIL

Mayor's Civic Attendances February 2025

1 st February 2025	–	Gifford Dance Academy – 10 th Anniversary Showcase at Bedfordshire University
8 th February 2025	–	Stotfold Bowls Club Committee Meeting
19 th February 2025	–	Central Bedfordshire Council – Budget Engagement Session
28 th February 2025	–	1st Arlesey Scouts Homeless Sleepout Event

Deputy-Mayor's Civic Attendances February 2025

None



MINUTES OF THE COMMUNITY ENGAGEMENT COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG, ON WEDNESDAY 15 JANUARY 2025 AT 19:00.

Present:

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

In attendance: Cllr M Cooper (non-Committee Member)

Also present:

E. Payne – Town Clerk (virtually)
S. Hossack – Community Engagement Officer
S. van der Merwe – Democratic Services Manager

1. APOLOGIES FOR ABSENCE

All members were present.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures 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 Committee meeting held on 20th November 2024.

DECISION: It was **RESOLVED** to adopt the Minutes as a true record of the meeting.

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

Members received additional updates on the following items:

5.1 The Resident's Survey 2024 - 2025

This Survey is currently underway with 98 responses received to date. The QR codes have been put up in various locations around town and collection boxes are listed on the front of the paper survey.

5.2 Older Person's Engagement Programme

The Community Engagement Officer advised members she will attend a future Stotfold Good Neighbour Group meeting to get additional suggestions for events those citizens may be interested in attending.



5.3 Lego League

The Democratic Services Manager advised that the Heads of both Roecroft and St Mary's Church of England Academy have expressed interest in the Lego League pack for the 6-to-9-year age category only. Those packs will be purchased as agreed at the Town Council meeting of 20th November 2024.

Cllr Cooper asked for an update on the Lego League which she received.

5.4 Stotfest

Members were advised that 52 expressions of interest have been received responses from a variety of people and organisations interested in participating in Stotfest 2025. The first advert has been placed in the February edition of the Stotfold News Magazine.

6. REPORTS TO COMMITTEE

6.1. Programme of Community Engagement

Members received a proposed programme of events for the period April 2025 to March 2026 with an indicative budget spend.

DECISION: It was **RESOLVED:**

- a) To proceed with the schedule of events for 2025 – 2026 with the budget spend as indicated in the report
- b) That the Town Clerk has delegated powers of decision over vendors and suppliers for Community Engagement events as approved by this Committee to be reported under Delegated Decisions report.

ACTION: The Community Engagement Officer to proceed with scheduling the event and the associated social media and advertisement planning for those events and providing quotes for supporting services to the Town Clerk for final approval.

Members noted that there will be a report at the March 2025 Community Engagement meeting to discuss sponsorship or advertising programmes for Stotfold events.

6.1.1 Augmented Reality Walking Trail

The Community Engagement Officer advised Members this type of event would require families to download an app and do a walking tour with "check in" points where families would have the opportunity to take a photo with an online character. This type of event has recently been hosted by Houghton Regis Town Council and Ipswich Town Council with large numbers of attendees joining those events.

DECISION: It was **RESOLVED** to purchase an augmented reality game for Stotfold from High Street Safari at a cost of £599 from the Community Engagement budget, to be held starting end of March 2025 for a six-week period.

6.1.2 Outdoor Cinema

Members discussed the quotes for an outdoor cinema event, with the proposed date being early September 2025.



DECISION: It was RESOLVED to:

- a) Implement an outdoor cinema experience with associated film and premises licence costs;
- b) book the large 15m² cinema screen from Sundown Cinema at £1,940, with a 25% deposit payable on booking with the balance to be paid in the 2025 – 2026 financial year;
- c) host this as a free to attend event at the Greenacre Recreation Ground in September 2025.

ACTION: The Community Engagement Officer to proceed with scheduling the outdoor cinema event, paying the deposit for the 15m² screen and the associated social media and advertisement planning for those events and providing quotes for supporting services to the Town Clerk for final approval.

6.1.3 VE Day

Members received an update from the Community Engagement Officer regarding logistics for hosting a traditional fish and chip supper at the Memorial Hall, the Con Club or at one of the open-air recreational spaces. Members noted it made sense to host this indoors due to weather conditions and hosting a fish and chip supper at the Conservative Club would appeal to all ages.

Members discussed the supplier used by the Stotfold Bowls Club for their fish and chip supper. Cllr Headington declared an interest at this point as he is a member of the Stotfold Bowls Committee.

DECISION: It was RESOLVED for the Community Engagement Officer to work with the Conservative Club to arrange a ticketed Conservative Club VE Day event with fish and chip vans to operate from the Conservative Club parking lot and the Green.

DECISION: It was RESOLVED to light the Beacon at the Green at 21:30 in commemoration of VE Day.

ACTION: For the Community Engagement Officer to:

- a) arrange a ticketed entry event at the Conservative Club for VE Day 2025; and
- b) book Fish & Chip vans to serve traditional Fish & Chips from the car park at the Conservative Club and on The Green.

6.2. New Website Proposal

Members reviewed a report regarding the Town Council's current website and noted it is not compliant with Web Content Accessibility Guidelines ("WCAG 2.2") which were updated and passed into legislation in October 2024 in order to ensure that websites and website contents can be accessible by people of all abilities. Members reviewed three quotes for a new Town Council website and members discussed the merits of content by copywriters.

DECISION: It was RESOLVED to draft a specification matrix for additional requirements and send this to Suppliers A and C for their definitive costings.



DECISION: It was **RESOLVED** to obtain three quotes for copywriting fees for our new website content.

6.3. Councillor Branded Clothing

Members considered the issue of Councillors having branded Town Council clothing for events and resident engagement purposes. Members discussed how this would create a sense of professionalism and help residents easily identify the Councillors at events.

The Town Clerk reiterated that the colours for Councillors should be different to branded items the staff already has.

DECISION: It was **RESOLVED** to obtain **STC** branded clothing for Councillors, with a winter and summer option, to be funded from the Community Engagement budget.

6.4. Stotfest 28 June 2025

Members were asked to decide on the location for Stotfest 2025. Members debated the locations between The Green, Arlesey Recreation Ground, Greenacres Recreation Ground, Hitchin Recreation Ground and Riverside Recreation Ground.

DECISION: It was **RESOLVED** to host this year's Stotfest event at Arlesey Recreation Ground.

ACTION: The Community Engagement Officer to update social media with the decision of this Committee to host Stotfest at the Arlesey Recreation Ground and to start the planning process for this site.

6.5. Alternative High Street Engagement

Members considered the installation of a Valentine's Day feature piece for two weeks in February to engage with residents.

DECISION: It was **RESOLVED** not to proceed with a Valentine's Day feature piece for February.

7. WORK PROGRAMME

Members received this Committee's Work Programme.

DECISION: It was **RESOLVED** to note the Work Programme.

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

8.1 The Mill Event – May 2025

Members asked if The Mill had agreed to a change in location for the Town Council at the Mill event in May this year. Members also discussed ordering a trailer for the event based on the success of last year's engagement.

Members requested the Community Engagement Officer to obtain quotes for a trailer for The Mill event and liaise with The Mill regarding placement in a more prominent position.



8.2 Citizen's Award 2025

Members asked if progress had been made on the Citizen's Awards for this year. Cllr Buck reminded Members that consultation should be had with the Stotfold News Magazine and Satchell's, who jointly sponsor the current Citizen's Award and that this is on the work programme for Officers in the near future.

9. DATE OF NEXT MEETING

Wednesday 19th March 2025.

The meeting closed at 20:16.

SIGNED BY CHAIR:

MINUTES APPROVED (date):

DRAFT



**MINUTES OF THE MEETING OF GOVERNANCE & RESOURCES COMMITTEE
MEETING HELD IN COUNCIL CHAMBER, GREENACRE PARK, VALERIAN WAY,
STOTFOLD SG5 4HG ON WEDNESDAY 22 JANUARY 2025 AT 19:15**

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

In Attendance: Cllr Bendell

Also present: E. Payne – Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Headington.

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

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interests.

3. PUBLIC SECTION

There were no Members of the Public present.

4. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 23rd October 2024 were received.

DECISION: It was **RESOLVED** to adopt the minutes of the meeting as a true record.

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

There was no Clerk's Report to note.

6. REPORTS TO COMMITTEE

6.1. Q2 Income and Expenditure Report

Members received a report with the Q2 income and expenditure for this committee. There were no comments.

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

6.2. Developer Contributions S106

Members received a report regarding Developer Contributions. Members considered the update to the Terms of Reference for this committee to include responsibility for the management of this function. Members were keen to see other areas of the town



accessing these funds e.g. The Green or Hitchin Road recreation ground. The festoons around the Green could be met from S106 funding. Members raised the lack of funding to finish off the Arlesey Road MUGA and suggested additional flood lighting at the outdoor gym at this location. Other assets could be benches and bin at Arlesey Road.

Members noted the other areas where funding had already been suggested by the Town Council.

DECISION: It was **RESOLVED:**

- a) That the Terms of Reference for this committee are updated to include the management and allocation of S106 funding.
- b) The committed S106 funding allocations as agreed by CBC are noted.
- c) The proposed allocations for S106 funding as proposed by the Town Council are noted.
- d) That future S106 funding could be allocated to:
 - i. the provision of benches and bins at Arlesey Road
 - ii. Flooding lighting at the outdoor gym at Arlesey Road
 - iii. Festoon lighting at the Green

6.3. Banking Arrangements

Members received a report on the banking arrangements of the Town Council. It noted that there are currently no balances in a number of Barclays Bank accounts. Members were advised that currently, when the precept is received (in two sums in April and September), it sits in the Unity Trust account, earning 2.5% gross interest. Members were advised that this should be invested in a different account, with a higher level of interest to maximise the income from interest.

It also noted the amount of interest being earned by the CCLA Deposit Fund which was greater than the other suggested investment funds. However, due to the risk to investments and the use of public funds, Members felt that the recommendation to seek professional advice was prudent.

DECISION: It was **RESOLVED** to:

- a) Note the current banking arrangements
- b) Close 4 Barclays Bank Account listed in the report with zero balances
- c) Seek professional advice on investments and report to a future meeting.
- d) Investigate the CCLA Building Fund and report to a future meeting.

6.4. Health and Safety Audit

Members received an update on the latest health and safety audit, which was completed by the health and safety consultant in October 2024. The progress from the previous audit was noted and the new areas for improvement including the management of asbestos were considered.

DECISION: It was **RESOLVED** to:

- a) Note the health and safety audit



b) Note the progress to date

6.5. Councillor and Staff Training 2024-25

Members received a report outlining Councillor and staff training undertaken to date. Members noted the training undertaken to date and the suggestion that all councillors are given access to finance, cyber security, assets and code of conduct training which is outlined in the Training and Development Policy. It was also noted that new Councillors are able to attend the new Councillor training when it's offered by the county association.

DECISION: It was RESOLVED:

- a) To note the report
- b) To encourage all councillors to attend training when they felt it would support their role.

6.6. Sexual Harassment Policy and Risk Assessment

Members received a report with a policy and risk assessment for sexual harassment which is now a legal requirement.

DECISION: It was RESOLVED to recommend to Full Council that the Sexual Harassment Policy and Risk Assessment is adopted.

6.7. Freedom of Information

Members received a suite of policies to support the Freedom of Information Act and the Town Council's obligations to abide by policies for transparency and access to information by the public.

DECISION: It was RESOLVED to recommend to Full Council that

- a) The following are adopted:
 - i. Information and Data Protection Policy
 - ii. Privacy Notice
 - iii. Publication Scheme
 - iv. Subject Access Request
 - v. Data Breach Policy
- b) The Disclosure Log is published on the website.

6.8. NJC Pay Award 2024-25

Members received a report on the settlement of the pay award for 2024-26.

DECISION: It was RESOLVED to note the report.

6.9. Bank Reconciliations

Members were advised that Cllr Cooper had signed the bank reconciliations for October and November.

7. WORK PROGRAMME

Members received the work programme for this committee.



DECISION: it was RESOLVED to note the report.

8. MEMBER’S ITEMS FOR INFORMATION PURPOSES ONLY

There were no items.

9. DATE OF NEXT MEETING

Extra Governance & Resources Committee 12th February 2025

Wednesday 2nd April 2025

10. CONFIDENTIAL ITEMS

10.1. HR Investigation

Members received a confidential item with quotations for an HR investigation. Members sought clarification on where the report would be received and as it had been agreed by the Extra Full Council meeting on 18 December 2024, it would be reported to Full Council. Members were also keen that the interviews were held in person and noted that this would incur mileage costs.

DECISION: It was RESOLVED to commission Contractor A, Local Government Resource Centre to undertake the HR investigation at a cost of £500 per day plus Employers NI, expenses and VAT.

10.2. Staff Recruitment

Members received a confidential report on the recruitment of staff.

DECISION: It was RESOLVED to:

- a) Recruit the position of Public Realm Manager as outlined in the report.
- b) Recruit the position of Open Spaces Officer as outlined in the report.
- c) Approve the new staff structure
- d) Approve the timescale for recruitment
- e) Appoint an interview panel with delegated powers to appoint the Public Realm Manager comprising of The Mayor, the Town Clerk and Cllr Hyde, or in their absence, Cllr Smith.

SIGNED BY CHAIR:

MINUTES APPROVED (date):



STOTFOLD TOWN COUNCIL

SEXUAL HARRASSMENT POLICY 2025

Introduction

Stotfold Town Council is committed to providing a work environment free from all forms of discrimination and harassment, including sexual harassment. This policy outlines the council's zero-tolerance approach to sexual harassment and the procedures for reporting and addressing such behaviour..

Legal Duty to Prevent Sexual Harassment

In accordance with the Worker Protection (Amendment of Equality Act 2010) Act 2023, effective from 26 October 2024, the council has a duty to take reasonable steps to prevent sexual harassment in the workplace. This includes:

- Implementing preventive measures such as regular training and clear communication of this policy.
- Creating a culture of respect and inclusion.
- Taking proactive steps to identify and mitigate risks of sexual harassment.

Definition of Sexual Harassment

Sexual harassment is any unwanted behaviour of a sexual nature that makes someone feel offended, humiliated, or intimidated. It can include, but is not limited to:

- Unwelcome sexual advances or touching
- Requests for sexual favours
- Displaying sexually explicit materials
- Sending sexually suggestive emails or messages
- Making sexual comments or jokes
- Intrusive questions about a person's private life or body
- Unwelcome comments about a person's appearance
- Spreading sexual rumours about a person

Scope

This policy applies to all employees as well as volunteers and elected officials associated with Stotfold Town Council.

Prohibited Conduct

Sexual harassment in any form is strictly prohibited. This includes, but is not limited to:

- Making sexual propositions, innuendos, or suggestive comments
- Physical contact of a sexual nature without consent
- Sending sexually explicit messages or materials
- Creating a hostile or offensive work environment based on gender or sexual orientation.

Prevention Measures

Stotfold Town Council will take all reasonable measures to prevent sexual harassment of its staff and members. These steps include:

- Providing training on sexual harassment prevention for all staff and councillors.
- Displaying information about the Council's zero-tolerance to sexual harassment
- Ensuring all employees understand the complaints procedure
- Regularly reviewing and updating this policy.
- Fostering a culture of respect and dignity in the workplace.

A risk assessment has been carried out and this will be regularly reviewed to ensure it remains appropriate. The risk assessment will be shared with all employees.

Reporting Procedure (staff member)

Any employee who believes they have experienced or witnessed sexual harassment is encouraged to report it immediately. Reports can be made to:

- The Mayor who is also Chair of the Governance & Resources committee
- The Town Clerk

Reports can be made verbally or in writing and will be kept confidential to the extent possible. Retaliation against individuals who report sexual harassment is strictly prohibited and will result in disciplinary action, up to and including termination.

Reporting Procedure (Councillor)

Complaints against elected Members must be addressed to the Monitoring Officer at Central Bedfordshire Council.

Investigation Procedure

Upon receiving a report of sexual harassment, Stotfold Town Council will promptly and impartially investigate the allegations. The investigation will be conducted by the Town Clerk, or Public Realm Manager, and the Chair of the Governance & Resources committee, or another member of the Governance & Resources committee, who will interview the parties involved and any witnesses. All parties will be afforded due process and confidentiality to the extent possible.

Disciplinary Action

If an investigation confirms that sexual harassment has occurred, appropriate disciplinary action will be taken depending on the severity of the offense and the circumstances involved.

Compliance

All employees are expected to always comply with this policy. Failure to do so may result in disciplinary action, up to and including termination.

False Accusations

While the Council encourages reporting of genuine concerns, knowingly making a false accusation of sexual harassment will be treated as a serious disciplinary matter.

Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

Conclusion

Stotfold Town Council is dedicated to fostering a respectful and inclusive workplace where all employees can thrive. The council takes allegations of sexual harassment seriously and will take prompt and appropriate action to address them.

Revision History

Date Adopted	January 2025
Date Reviewed	



Harassment Risk Assessment Reference: January 2025

Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, SG5 4HG

Number	Hazard	Personnel at risk	Probability of occurrence (5)	Severity of injury (5)	Result (25)	Action taken	Probability of occurrence (5)	Severity of injury (5)	Result (25)
1	Inappropriate Comments or Jokes: Risk of inappropriate comments or likes made by elected officials, employees or public attendees what could be perceived as harassment.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Anti harassment policy applied to all parties. Code of conduct includes respectful behaviour standard. Council has agreed Civility and Respect statement. Complaint and reporting procedure in place.	1	4	4
						Appropriate training for all employees and councillors. Reports can be made verbally and will be kept confidential where possible.			
2	Unwanted physical contact: Risk of unwanted physical contact by Councillors, employees or members of the public during meeting or events.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Code of conduct prohibits unwelcome physical contact. Training on maintaining personal boundaries provided. Complaint system accessible to all parties.	1	4	4
						Monitor and document incidents as reported.			
3	Misuse of Power Dynamics: Risk of elected officials or employees using positions of authority to exert undue influence or engage in inappropriate behaviour	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Clear hierarchy and defined reporting structures. Training to cover power dynamics and boundaries. Complaint and reporting procedure in place.	1	4	4
						Conduct regular reviews of power dynamics and conduct. Require periodic feedback surveys to gauge perceived fairness and safety			
4	Inappropriate Digital Communication: Risk of harassing or inappropriate messages sent via council-owned email, social media or digital channels, by or to employees, councillors, or members of the public	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Established guidelines for digital communication. Staff are given Employee Handbook which includes Social Media Policy. Social Media Policy agreed by Full Council and distributed to all Councillors. Social Media Policy published on the website.	1	4	4
						Review and update digital conduct policies regularly. Provide regular training on use of social media			

5	Retaliation or Intimidating Post Complaint: Risk of retaliation against individuals (employees, Councillors or public, potentially leading to legal or reputational consequences.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Anti Sexual Harassment, Code of Conduct, Dignity at Work, Whistleblowing, Equality and Diversity policies disseminated to all. Mandatory training for employees and Councillors.	1	4	4
						Regular refresher training for all including specific guidance on dealing with the public.			
6	Inadequate knowledge of sexual harassment policies: Risk that Councillors, employees or public attendees do not fully understand what constitutes sexual harassment.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Clear behaviour able expectations for public attendees. Protocol on public participation in meetings published on website and emailed to all registered speakers. Complaint system open to elected officials, staff and public attendees.	1	4	4
						Additional training on de-escalation for council staff. Post conduct expectations visibly at all public			
7	Public misconduct towards elected officials and staff: Risk of harassment by members of the public towards Councillors or employees during public events or meetings.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Clear behaviourable expectations for public attendees. Protocol on public participation in meetings published on website and emailed to all registered speakers. Complaint system open to elected officials, staff and public attendees.	1	4	4
						Additional training on de-escalation for council staff. Post conduct expectations visibly at all public			
8	Physical Harassment: Physical actions intended to harm, intimidate or discomfort someone.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Provide staff training on conflict resolution and descalation techniques. Consider CCTV cameras, panic alarms. Encourage employees to work in pairs, especially in isolated areas. Develop clear protocols for responding to physical altercations including immediate reporting and investigation	1	4	4
9	Verbal Harassment: Offensive comments, slurs or jokes creating a hostile environment	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Establish clear workplace behaviour policies prohibiting offensive language or verbal abuse. Conduct workshops on effective communication and respectful interactions. Ensure employees can report verbal harassment confidentially without fear of retaliation.	1	4	4
10	Non-Verbal Harassment: Display of offensive materials, inappropriate gestures or intimidating stares.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Prohibit displacing offensive materials and regularly monitor shared spaces. Clearly outline unacceptable gestures or visual behaviours. Use posters, newsletters or emails to reinforce respectful behaviour standards.	1	4	4

11	Psychological Harassment: Undermining confidence through gaslighting, exclusion or persistent criticism.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Implement systems like suggestion boxes or online platforms to allow anonymous reporting. Train managers to recognise and address signs of psychological harassment promptly.	1	4	4
12	Cyber Harassment: Abusive messages or trolling on digital platforms used for work communication.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Create policies regulating the appropriate use of work email, message platforms and social media. IT controls in place to safeguard against external threats such as phishing attempts linked to harassment.	1	4	4
13	Discriminatory Harassment: Harassment based on race, religion, gender, disability, age or sexual orientation.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Regularly educate staff and councillors about unconscious bias, cultural sensitivity and inclusivity. Include examples of prohibited behaviours in workplace guidelines. Promote diverse representation in decision making roles to foster an inclusive culture.	1	4	4
14	Bullying: Persistent hostility, public humiliation or sabotage of work.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	The Town Council has a bullying and harassment policy contained within the staff handbook. Managers hold 1-2-1s with employees to provide a safe space for concerns. Foster positive relationships through team building activities and events.	1	4	4
15	Third Party Harassment: Harassment from stakeholders or members of the public during council meetings.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Train employees on handling difficult interactions with residents or stakeholders. Set up procedures for reporting harassment.	1	4	4
16	Retaliatory Harassment: Intimidation or mistreatment of individuals for reporting misconduct, harassment or whistleblowing.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Develop a robust policy for protecting individuals who report harassment. Ensure all reports are handled discreetly and impartially. Training to prevent retaliation and promote a supportive culture.	1	4	4
17	Stalking: Persistent, unwanted attention causing distress or fear.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Provide guidance on identifying and responding to stalking behaviour. Install access controls to staff areas including key cards or visitor sign in systems. Offer support to staff seeking protective orders or legal action.	1	4	4

18	Harassment by association: Targeting someone due to their association with a particular group or individual.	Employees, Members, Contractors, volunteers, public attendees	2	4	8	Explicitly prohibit harassment based on association with others in workplace harassment policy. Highlight the importance of respecting all forms of relationships and connections in training.	1	4	4
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STOTFOLD TOWN COUNCIL

INFORMATION AND DATA PROTECTION POLICY

1. PURPOSE

- 1.1 Stotfold Town Council takes the security and privacy of data seriously and is committed to being transparent about how it collects and uses personal data and meets its data protection obligations. The Town Council is registered as a “data controller” with the Information Commissioner’s Office (“ICO”) and will comply with our legal obligations under the Data Protection Act 2018 (the “Legislation”) and the UK Data Protection Regulation 2018 (“UK GDPR”).
- 1.2 This Policy sets out the Town Council’s commitment to data protection and individual rights in relation to personal data and sensitive personal data. This Policy explains how the Town Council will hold and process personal information and explains the individual’s rights as a “data subject.”
- 1.3 This Policy replaces any earlier Policy under previous legislation.

2. DATA PROTECTION OFFICER

- 2.1 The appointed Data Protection Officer for Stotfold Town Council is the Town Clerk. Their role is to inform and advise the Town Council of obligations under the Data Protection Act 2018 and to monitor the Town Council’s compliance.
- 2.2 The Data Protection Officer acts as the single point of contact for the Information Commissioner’s Office (“ICO”) and provides advice and assistance on Data Protection Impact Assessments.
- 2.3 The Town Clerk can be contacted at:

Email: enquiries@stotfoldtowncouncil.gov.uk

Telephone at 01462 730 064

Correspondence: The Town Clerk, Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts, SG5 4HG

3. DATA PROTECTION DEFINITIONS

- 3.1 There are two types of data under the Legislation:
 - “personal data” which is information relating to a living individual who can be identified from that information (a “data subject”) on its own or when taken together with other information. This may include both facts and expressions of opinion about the person and indication of the intentions of the Council or others in respect of that person. It does not include anonymised data.
 - “special category data” which is information about an individual’s racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic and biometric data.

- 3.2 Other definitions relevant to data protection:

Stotfold Town Council
Information and Data Protection Policy 2025

Date Implemented: March 2025
Review Date: March 2025

- “criminal records data” means information about an individual’s criminal convictions and offences and information relating to criminal allegations and proceedings.
 - “data processing” means any use that is made of personal data, including collecting, recording, organising, combining, structuring, storing, amending, retrieving, or consulting, disclosing (by transmission, dissemination or otherwise making available) or restricting or destroying data. This includes processing personal data held in manual form in a relevant filing system, accessible record or processed automatically.
- 3.3 More detailed definitions for ‘personal data’ ‘special category data’ ‘criminal records data’ ‘data processing’ ‘data subject’ ‘data controller’ and ‘data processor’ are set out in the Legislation.

4. DATA PROTECTION PRINCIPLES

4.1 There are six data protection principles that govern the processing of data to ensure compliance with the Legislation and to protect the interests of individuals. Under these principles personal data:

- Be processed fairly, lawfully, and transparently (*Fairness, lawfulness, and transparency*);
- Be collected and processed only for specified, explicit and legitimate purposes (*Purpose limitation*);
- Be adequate, relevant, and limited to what is necessary for the purposes for which it is processed (*Data minimisation*);
- Be accurate and kept up to date. Any inaccurate data must be deleted or rectified without delay (*Accuracy*);
- Not be kept for longer than is necessary for the purposes for which it is processed (*Storage limitation*);
- Be processed securely. To that end the Council adopts appropriate measures to make sure that personal data is secure and protected against unauthorised or unlawful processing and accidental loss, distribution, or damage (*Integrity and confidentiality*).

In addition, there is an overarching principle of accountability

- To be responsible for complying with the UK GDPR and being able to demonstrate this (Accountability).

4.2 Lawfulness of Processing

4.2.1 Personal data can only be lawfully processed if one or more of the following conditions apply:

- The data subject has given consent to the processing;
- Processing is necessary for the performance of a contract with the data subject;
- Processing is necessary for compliance with a legal obligation to which the data controller is subject;
- Processing is necessary to protect the vital interests of the data subject or another person;
- Processing is necessary for the performance of a task carried out in the public interest;
- Processing is necessary for the purposes of the legitimate interests pursued by the data controller or a third party; (This ground is not available to public authorities such as the Council).

4.2.2 Special category data can only be lawfully processed if one or more of the following conditions apply:

- The data subject has given explicit consent to the processing for one or more specified purpose/s;
- Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law;
- Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- Processing is carried out in the course of its legitimate activities by a foundation, association or any other not for profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the data is not disclosed outside that body without the consent of the data subjects;
- Processing relates to personal data which is manifestly made public by the data subject;
- Processing is necessary for the Town Council to exercise or defend legal claims or whenever courts are acting in their judicial capacity;
- Processing is necessary for reasons of substantial public interest;
- Processing is necessary for the purposes of preventative or occupation medicine, for the assessment of the working capacity of the employee or medical diagnosis;
- Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

4.2.3 Criminal records data can only be lawfully processed if in accordance with the Appropriate Policy for the processing of special category data and criminal record data as required by Schedule 1 Part 4 and Sections 38, 39 and 40 of Data Protection Act 2018.

4.2.4 Once the Town Council has established that it has the right to process an individual's personal data it will do so only within the framework of the 6 Data Protection Principles.

5. INDIVIDUAL RIGHTS

As a data subject individuals have a number of rights in relation to their personal data as defined within the Data Protection Principles.

5.1 Data Subject Access Requests

5.1.1 Individuals have the right to request a copy of their personal data being processed by the Town Council under a "Subject Access Request" ("SAR"). This will usually be in electronic form if the individual has made the request electronically unless they agree otherwise.

5.1.2 A SAR does not necessarily extend to all records or correspondence containing the individual's name or personal identifier. To be included in a response to a SAR the information needs to relate to, be about or be linked to, the named individual. The Town Council may ask an individual to specify the information to which the request relates.

5.1.3 The Town Council will respond within one calendar month unless the request is complex or if there are a number of requests. Should this be the case, , in which case the period can be extended by a further two months. If an extension is necessary the Town Council will write to the individual within one month of receiving the original request to explain why an extension may be necessary.

- 5.1.4 If a SAR is manifestly unfounded, excessive, or unreasonable, the Town Council is not obliged to comply with it. Alternatively, the Town Council may charge a fee based on the administrative cost of responding to the request as set out in more details within the Publication Scheme 2025.
- 5.1.5 The Town Council will explain to an individual the circumstances of any refusal to respond to a request and of their right to complain to the Information Commissioner's Office.
- 5.1.6 Requests can be made by submitting a request to enquiries@stotfoldtowncouncil.gov.uk. The Town Council will need to ask for identification from the requestor before the request can be processed. If the SAR is being requested on behalf of a third party, written permission will need to be supplied to the Town Council from the individual named in the SAR, with their relevant identification included stating the third party is acting on their behalf.

5.2 Other rights

5.2.1 Individuals have a number of other rights in relation to their personal data:

- The right to information about what personal data the Council processes, how and on what basis;
- To request that inaccurate data is rectified;
- With some exceptions, individuals have the right to request that the Town Council stops processing or erases their personal data that is no longer necessary to process for the purpose it was collected;
- The right to object to data processing;
- With some exceptions the right to intervene and not be subject to automated decision making;
- The right to be notified of a data security breach concerning their personal data where there is a high risk of harm;
- Where consent is relied upon as a lawful ground to process data the right to not consent or withdraw consent later;
- The right to have their information moved to another provider following a written request.

5.2.2 To ask the Council to take any of these steps an individual should send the request to enquiries@stotfoldtowncouncil.gov.uk.

6. DATA SECURITY

6.1 The Council takes the security of personal data seriously. The Council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse, or disclosure and to ensure that data is not accessed, except by those who have lawful authority in connection with the proper performance of their duties.

6.2 The Council recognises that the personal data it holds is valuable and must be managed properly as accidental loss, unlawful destruction or damage may cause distress to individuals concerned.

6.3 Examples of our security processes include:

- Encryption - meaning that information is hidden so that it cannot be read without special knowledge such as a password.

- Pseudonymisation - meaning that information will be recorded with alternative naming conventions to ensure personal information is not accessible by all.
- Controlling access to systems and networks based on functions within the Town Council which allows personal information from getting access to it.
- Regular testing of technology and upgrading security measures, including keeping up to date on the latest security updates for software and information technology devices the Town Council manages.
- Training of staff on handling of personal information and reporting any data breaches or data concerns.

6.4 Where the Town Council engages third parties to process personal data on its behalf, such parties do so on the basis of written instructions and are obliged to implement appropriate technical and organisational measures to ensure the security of data in accordance with the Town Council's policies, the outcome of any Data Processing Impact Assessment and the standards required by the Legislation.

7. DATA PROTECTION IMPACT ASSESSMENTS

7.1 The processing of some data that the Town Council carries out may result in risks to privacy. Where processing would result in a high risk to an individual's rights and freedoms the Town Council will carry out a Data Protection Impact Assessment to determine the necessity and proportionality of processing.

7.2 This will include considering the purposes for which the activity is carried out, an assessment of necessity, proportionality and compliance measures, the risk for individuals and the measures that can be put in place to mitigate those risks.

7.3 The Data Protection Officer will be consulted in relation to all Data Protection Impact Assessments.

8. DATA BREACHES

8.1 If the Council discovers that there has been a breach of personal data that poses a risk to the rights and freedoms of individuals we will report it to the Information Commissioner's Office within 72 hours of discovery. The Council will record all data breaches regardless of their effect.

8.2 If the breach is likely to result in a high risk to the rights and freedoms of individuals we will tell affected individuals that there has been a breach and provide them with information about its likely consequences and the mitigation measures we have taken.

8.3 The Town Council has policies and procedures for handling suspected data breaches to ensure compliance with the Legislation.

8.4 Any suspected data breach should be reported immediately to townclerk@stotfoldtowncouncil.gov.uk.

9. STAFF TRAINING AND GUIDANCE

9.1 All Town Council staff have a responsibility to ensuring data is collected, stored, and processed appropriately in line with the Legislation and relevant policy.

- 9.2 Induction training for all new members of staff will include compulsory training on information management and data protection. Regular data protection updates or refresher training will be provided to all staff and managers. All staff are required to complete a mandatory e-learning module on UK GDPR.
- 9.3 Failure to observe data protection requirements can amount to a disciplinary offence by a member of staff and can be dealt with under the Council's disciplinary procedure.
- 9.4 Significant negligent or deliberate breaches of Town Council policies such as accessing employee or customer data without authorisation or a legitimate reason to do so may constitute gross misconduct and could lead to dismissal without notice.

10. INTERNATIONAL DATA TRANSFERS

There are strict rules regarding the transfer of personal data to other countries. The Town Council will not transfer personal data outside of the UK without having appropriate contractual, security and privacy arrangements in place.

11. DATA SHARING

- 11.1 The Town Council may need to share an individual's personal data with third parties. When this is done it will be carried out in compliance with the Legislation including the 6 data protection principles.
- 11.2 The Town Council will only share personal data if it follows those principles and is justified on the basis that the benefits (after taking into account any relevant safeguards) outweigh the risks of any possible negative effect on the data subject concerned. Where sharing is justified, the Town Council will take all reasonable steps to minimise any negative impact on the data subject. The amount of information shared, and the extent of sharing will be limited to that which is necessary to carry out a particular function.
- 11.3 The threshold for sharing special category data is higher than for other sorts of personal information. Therefore, the Council will only share this type of information where there is an overriding need to do so and/or where there is a specific provision to do so within the Legislation.

12. INFORMATION COMMISSIONER'S OFFICE (ICO)

- 12.1 The ICO is responsible for upholding information rights in the public interest. The ICO can take action to change the behaviour of organisations and individuals that collect use and keep personal information. The ICO may use criminal prosecution, non-criminal enforcement and audit depending upon the circumstances.
- 12.2 The ICO maintains a public register of data controllers. Stotfold Town Council is registered as a data controller with the ICO.
- 12.3 Independent advice regarding data protection and freedom of information can be obtained from the ICO at www.ico.org.uk.

13. CRIMINAL OFFENCES

- 13.1 Breaches of the Legislation through loss or mishandling of personal data can result in large fines and significant reputational damage.

13.2 Officers and Councillors can also face disciplinary and/or enforcement action for misusing, unlawfully or recklessly accessing personal data which they have access to as part of their employment or appointment with the Town Council.

13.3 The Town Council recognises that its residents value their privacy and is committed to achieving high levels of compliance with all relevant data protection legislation.

14. POLICIES AND PROCEDURES

The Town Council's relevant Policies and Procedures governing data protection and freedom of information include:

- This Policy;
- Business Continuity Plan 2024;
- CCTV Code of Practice 2024;
- Councillor IT Device Usage Policy 2024;
- Data Breach Policy 2018;
- Document Retention Policy 2018;
- Freedom of Information Procedure;
- Privacy Notice 2025;
- Privacy Consent Form;
- Publication Scheme 2024;
- Disclosure Log 2024;
- Risk Management Strategy 2024;
- Subject Access Request Procedure 2025;
- Standing Orders 2025;
- Privacy Statement 2018 which can be accessed from the Town Council's website. This provides details regarding why the Town Council collects and uses personal information, how the Council will use personal information and who we may need to share personal information with.

15. COMPLAINTS

15.1 In the event of a complaint regarding the way personal data has been processed by the Town Council, individuals are able to refer their complaint to the Town Council Data Controller at enquiries@stotfoldtowncouncil.gov.uk / Tel: 01462 730 064 or to the ICO at casework@ico.org.uk / Tel: 0303 123 1113.

Revision History:

Date Adopted	March 2025	Replaces the previous policy - Information and Data Protection Policy – 2018
Date reviewed		



STOTFOLD TOWN COUNCIL

PRIVACY NOTICE

1. INTRODUCTION

- 1.1 The purpose of this Privacy Notice is to define the roles and responsibilities of the Town Council relating to management of individuals' data for the purposes of delivery of services in an effective way and undertaking a range of activities to support the individual as a resident of the parish.

2. PERSONAL DATA DEFINITION

- 2.1 "Personal data" is any information about a living individual which allows the individual to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly by using the data itself or by combining it with other information which helps to identify a living individual.
- 2.2 The processing of personal data is governed by the Data Protection Act 2018, which is the UK's implementation of the General Data Protection Regulation (the "GDPR"). Other local governance regulations that apply to data are the Local Government Act 1972 (Section 100f) and the Human Rights Act 1998.

- 2.2 The Town Council will process some, or all, of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a Council, or where the individual provides these to the Town Council, it may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where the individual pays for activities such as use of a Council facility, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data the Town Council processes may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning sexual life or orientation.

The use of personal data will be related to the following Town Council tasks and responsibilities:

- To deliver public services - including to understand the individual's needs, to provide the services that they request, to understand what the Town Council can do for the individual and inform them of other relevant services;
- To confirm the individual's identity to facilitate provision of some services;
- To contact the individual by post, email, telephone or using social media (e.g. Facebook, Instagram, WhatsApp);
- To help the Town Council to build up a picture of how it is performing;

- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable the town Council to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the Council;
- To maintain the Town Council's accounts and records;
- To seek the individual's views, opinions, or comments;
- To notify the individual of any changes to the Town Council's facilities, services, events and staff, councillors, and other stakeholders;
- To send the individual communications which they have requested and that may be of interest to them. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including community grants and payments for goods and services supplied to or by the Town Council;
- To allow the statistical analysis of data so the Town Council can plan the provision of services.

The Town Council's processing of data may also include the use of CCTV systems for the prevention and prosecution of crime.

3. DATA CONTROLLER

3.1 This Privacy Notice is provided to the individual by Stotfold Town Council, which is the data controller for their data.

3.2 Other data controllers the Council works with:

- Central Bedfordshire Council
- Community groups
- Charities
- Other not-for-profit entities
- Contractors

3.3 The Town Council may need to share an individual's personal data held with other data controllers set out in 3.2 above so that they can carry out their responsibilities to the Town Council. If the Town Council and the other data controllers listed above are processing the individual's data jointly for the same purposes, then the Town Council and the other data controllers may be "joint data controllers" which means collective responsibility to the individual for their data. Where each of the parties listed above are processing the individual's data for their own independent purposes, then each of the data controllers will be independently responsible to the individual. If the individual has any questions, wishes to exercise any of their rights (see Section 7 below) or wish to raise a complaint, the individual should do so directly to the relevant data controller.

4. USE OF SENSITIVE PERSONAL DATA

4.1 The Town Council may process sensitive personal data including, as appropriate:

- Information about an individual's physical or mental health or condition in order to take decisions on their fitness for work;
 - An individual's racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - In order to comply with legal requirements and obligations to third parties.
- 4.2 These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. The Town Council needs to have further justification for collecting, storing, and using this type of personal data.
- 4.3 The Town Council may process special categories of personal data in the following circumstances:
- In limited circumstances, with the individual's explicit written consent;
 - Where the Town Council needs to carry out our legal obligations;
 - Where the information is needed in the public interest;
 - Less commonly, the Town Council may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect an individual's interests (or someone else's interests) and the individual is not capable of giving their consent, or where the individual has already made the information public.
- 4.4 In limited circumstances, the Town Council may approach individuals for their written consent to allow it to process certain sensitive personal data. In this instance, the Town Council will provide the individual with full details of the personal data that it needs and the reason it is needed, so that the individual can carefully consider whether they wish to consent.
- 4.5 The Town Council will comply with data protection law, which means personal data it holds about individuals must be:
- Used lawfully, fairly and in a transparent way;
 - Collected only for valid purposes that it has clearly explained to the individual and not used in any way that is compatible with those purposes;
 - Relevant to the purposes it has informed the individual of and limited only to those purposes;
 - Accurate and kept up to date;
 - Kept only as long as necessary for the purposes it has informed the individual of;
 - Kept and destroyed securely, including ensuring that appropriate technical and security measures are in place to protect the individual's personal data from loss, misuse, unauthorised access, and disclosure.
- 4.6 The Town Council is a public authority and has certain powers and obligations. Most of the personal data held on individuals is processed for compliance with a legal obligation which includes the discharge of the Town Council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the Town Council's services. The Town Council will always consider an individual's interests and rights.
- 4.7 The Town Council may process personal data if it is necessary for the performance of a contract with the individual, or to take steps to enter into a contract. An example of this would be processing the individual's data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

4.8 Sometimes the use of an individual's personal data will require specific consent. The Town Council will contact the individual directly to inform them of that requirement and request their consent to that use.

5. THIRD PARTY USE OF PERSONAL DATA

5.1 This section provides information about the third parties with whom the Town Council may share an individual's personal data.

5.2 These third parties have an obligation to put in place appropriate security measures and it will be responsible to the individual directly for the manner in which they process and protect the individual's personal data. It is likely that the Town Council will need to share some or all of an individual's data with some or all of the following (but only where necessary):

- The data controllers listed above under Section 3 of this Privacy Notice;
- The Town Council's agents, suppliers, and contractors. For example, the Town Council may ask a commercial provider to publish or distribute newsletters on its behalf, or to maintain its database software;
- On occasion, other local authorities, or not-for-profit bodies with which the Town Council are carrying out joint ventures, e.g. in relation to facilities or events for the community.

6. DATA RETENTION PERIOD

6.1 The Town Council will keep some records permanently if it is legally required to do so.

6.2 It may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 7 years to support HMRC audits or provide tax information. The Town Council may have legal obligations to retain some data in connection with its statutory obligations as a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). The Town Council will retain some personal data for this purpose as long as it believes necessary to be able to pursue a claim. In general, the Town Council will endeavour to keep data only for as long as it needs the information.

6.3 The Town Council will delete the individual's information when it is no longer needed.

7. INDIVIDUAL'S RIGHTS

7.1 When exercising any of the rights listed below, in order to process the individual's request, the Town Council may need to verify the individual's identity for their security. In such cases the Town Council will need the individual to respond with proof of their identity before any exercise of these rights.

7.2 Individuals have the following rights with respect to their personal data:

7.2.1 The right to access personal data the Town Council holds on an individual:

- At any point, the individual can contact the Town Council to request the personal data held on them, as well as why that personal data is held, who has access to the personal data and where the Town Council obtained the personal data. Once the Town Council has received the individual's request, it will respond within one calendar month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded, excessive, or unreasonable may be subject to an administrative fee.

7.2.2 The right to correct and update the personal data the Town Council holds on an individual:

- If the data held on the individual is out of date, incomplete or incorrect, the individual can inform the Town Council, and the data will be updated.

7.3.3 The right to have personal data erased:

- If an individual feels the Town Council should no longer be using their personal data or that it is unlawfully using their personal data, they can request the data be erased from the records held.
- When the Town Council receives the request to erase the data it will confirm when the personal data has been deleted or the reason it cannot be deleted (for example because the Town Council needs it to comply with a legal obligation).

7.3.4 The right to object to processing of their personal data or to restrict it to certain purposes only:

- Individuals have the right to request that the Town Council ceases to process their personal data or ask the Town Council to restrict processing. Upon receiving the request, the Town Council will contact the individual directly and confirm how it is able to comply or if it has a legal obligation to continue to process the individual's data.

7.3.5 The right to data portability:

- Individuals have the right to request that the Town Council transfers some of their data to another controller. The Town Council will comply with the individual's request, where it is feasible to do so, within one month of receiving said request.

7.3.6 The right to withdraw consent to the processing at any time for processing of data to which consent was obtained:

- The individual can withdraw their consent easily by telephone, email, or by post (see Contact Details below).

7.3.7 The right to lodge a complaint with the Information Commissioner's Office:

- Individuals can contact the Information Commissioner's Office on:

Telephone: 0303 123 1113

Email: Visit <https://ico.org.uk/global/contact-us/email/>

Correspondence: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

8. TRANSFER OF DATA ABROAD

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union.

If the Town Council wishes to use an individual’s personal data for a new purpose, not covered by this Privacy Notice, then the Town Council will provide the individual with a new Notice explaining this new proposed use, prior to commencing the processing, setting out the relevant purposes, and processing conditions. Where and whenever necessary, the Town Council will seek the individual’s prior consent to the new processing.

9. CHANGES TO THIS NOTICE

9.1 The Town Council keeps this Privacy Notice under regular review and will place any updates on its website at www.stotfoldtowncouncil.gov.uk.

9.2 This Notice was last updated in [February 2025].

10. CONTACT DETAILS

10.1 Individuals are requested to contact the Town Council if they have any questions about this Privacy Notice or the personal data the Town Council holds about them, or to exercise any or all of the relevant rights, queries, or complaints:

Correspondence: The Data Controller, Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts, SG5 4HG
Email: enquiries@stotfoldtowncouncil.gov.uk
Telephone: 01462 730 064

11. FREEDOM OF INFORMATION REQUESTS

11.1 All requests received under the Freedom of Information Act must be referred to the Town Clerk who will arrange for the request to be satisfied in accordance with the legislation.

Revision History:

Date Adopted	May 2018	
Date reviewed	March 2025	Updated with current legislation.



STOTFOLD TOWN COUNCIL
PUBLICATION SCHEME 2025

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations, and contacts)		
Who's who on the Council and its Committees	Website Hard Copy	FOC See schedule
Contact details for Town Clerk and Council	Website Hard Copy	FOC See schedule
Location of main Council office and accessibility details	Website Hard Copy	FOC See schedule
Staffing structure	Website Hard Copy	FOC See schedule
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit)		
Annual return form and report by auditor	Website Hard Copy	FOC See schedule
Finalised budget	Website Hard Copy	FOC See schedule
Precept	Website Hard Copy	FOC See schedule
Borrowing Approval letter	Website Hard Copy	FOC See schedule

Information to be published	How the information can be obtained	Cost
Financial Standing Orders and Regulations	Website Hard Copy	FOC See schedule
Grants given and received	Website Hard Copy	FOC See schedule
List of current contracts awarded and value of contract	Website Hard Copy	FOC See schedule
Members' allowances and expenses	Website Hard Copy	FOC See schedule
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	FOC See schedule
Local charters drawn up in accordance with DCLG guidelines	Website Hard Copy	FOC See schedule
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy	FOC See schedule
Agendas of meetings (as above)	Website Hard Copy	FOC See schedule
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	FOC See schedule
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	FOC See schedule
Responses to consultation papers	Website Hard Copy	FOC See schedule
Responses to planning applications	Website Hard Copy	FOC See schedule

Class 5 – Our Policies and Procedures (Current written Protocols, Policies and Procedures for delivering our services and responsibilities)		
Policies and Procedures for the conduct of Council business: Procedural Standing Orders Committee and Sub-Committee Terms of Reference Delegated authority in respect of Officers Code of Conduct Policy Statements	Website Hard Copy	FOC See schedule
Policies and Procedures for the provision of services and about the employment of staff: Internal instructions to staff and Policies relating to the delivery of services Equality and Diversity Policy Health and Safety Policy Recruitment Policies (including current vacancies) Policies and Procedures for handling requests for information Complaints Procedures (including those covering requests for information and operating the Publication Scheme)	Website Hard Copy	FOC See schedule
Information Security Policy	Website Hard Copy	FOC See schedule
Records Management Policies (records retention, destruction, and archiving)	Website Hard Copy	FOC See schedule
Data Protection Policies	Website Hard Copy	FOC See schedule
Schedule of Charges (for the publication of information)	Website Hard Copy	FOC See schedule
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register	Website Hard Copy	FOC See schedule
Disclosure Log (indicating the information that has been provided in response to requests)	Website Hard Copy	FOC See schedule

Register of Members' Interests	Website Hard Copy	FOC See schedule
Register of Gifts and Hospitality	Website Hard Copy	FOC See schedule
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Website Hard Copy	FOC See schedule
Burial grounds and closed churchyards	Website Hard Copy	FOC See schedule
Community Centres and village halls	Website Hard Copy	FOC See schedule
Parks, playing fields and recreational facilities	Website Hard Copy	FOC See schedule
Seating, litter bins, memorials, and lighting	Website Hard Copy	FOC See schedule
Bus shelters	Website Hard Copy	FOC See schedule
Public conveniences	Website Hard Copy	FOC See schedule
Services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard Copy	FOC See schedule

Contact details:

Stotfold Town Council

Greenacre Centre

Valerian Way

Stotfold

SG5 4HG

Tel: 01462 730064

Emails: enquiries@stotfoldtowncouncil.gov.uk

SCHEDULE OF CHARGES

Stotfold Town Council

Publication Scheme 2025

Date Adopted: March 2025

Date for Review: March 2027

Costs relating to Freedom of Information searches are governed by the Freedom of Information Act 2000 (“FOIA”), the Data Protection Act 1998 (“DPA”) and The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004 (“FOIDPAR”).

Estimates of Costs:

The FOIDPAR sets out that the Town Council can consider costs it can reasonably expect to incur carrying out activities related to replying with the request, which are:

- Determining whether it holds the information;
- Locating the information, or a document containing it;
- Retrieving the information, or a document containing it; and
- Extracting the information from a document containing it.

The Town Council will be required to produce a sensible, realistic estimate of costs supported by evidence and in accordance with the FOIDPAR. The estimate should be based on preliminary searches to determine whether the Town Council holds the information on a balance of probabilities, how accessible the information is and considering the circumstances of each case.

The Estimates of Cost should include a record of the method of retrieval and search and the scope of information the Town Council expects to utilise in extracting the information for the response.

It is not a statutory requirement to explain to the applicant how the Town Council has calculated the estimate, but the Information Commissioner’s Office recommends this as good practice because:

- It enables the applicant to assess how reasonable the estimate is. This may prevent them making a complaint to the ICO, which will avoid further time and cost.
- Providing a suitable breakdown will help you meet your obligations under Section 16 of the FOIDPAR to provide advice and assistance.

In the event the Estimate of Costs exceeds the Appropriate Limit of £450, Section 12 (1)(1) of the FOIA specifies that a public authority is not obligated to comply with a request for information, but it should notify the applicant on its position – i.e. whether it would exceed the appropriate limit to determine if the Town Council holds the information or whether the cost of gathering the information would exceed the limit (listed in Section 12(2)). In line with Section 16 FOIA requirements, if the Town Council refuses a request under Section 12, it will be required to provide the applicant with advice to help it make a new, refined request which doesn’t exceed the appropriate limit.

The FOIA Section (12)(4) establishes the rules for aggregating the costs of multiple requests made by one person, or a group of people acting together.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying charge @ 35p per sheet (black & white)	Actual cost: 0.5 pence per page.
	Photocopying charge @ 50p per sheet (colour)	Actual cost: 3.9 pence per page.
	External information retrieval costs	Where applicable, where reasonable, and should be done within the time limit of the response deadline.
	Staff/Contractor's Time	Limited by the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004 at £25 per hour only. Contractor time – this is dependent on the complexity of the request and will be advised to the requestor in advance
	Postage	Cost of Royal Mail standard 2 nd class varies dependent on weight.
Applicable Limit	£450	In accordance with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004, SI 2004 No 3244.



STOTFOLD TOWN COUNCIL

SUBJECT ACCESS REQUEST PROCEDURE

1. INTRODUCTION

- 1.1 This procedure is to be followed when an individual contacts Stotfold Town Council to request access to their personal information held by the Council. Requests must be completed within one calendar month, so it should be actioned as soon as it is received.

2. RECEIVING A SUBJECT ACCESS REQUEST

- 2.1 A Subject Access Request must be made in writing (letter, email, or social media) by the data subject, or a nominated representative.
- 2.2 The request should be made by the data subject, with proof of identity and address to be included in their request. The following documents can be used as proof of identification and address:
- Current UK / EEA Passport
 - UK Photocard Driving Licence (Full or Provisional)
 - Firearms Licence / Shotgun Certificate
 - EEA National Identify Card
 - Full UK Paper Driving Licence
 - Disabled Driver's Pass
 - Financial statement issued by bank, building society or credit card company
 - Utility bill for supply of gas, electric, water or telephone landline
- 2.3 In the case of a request received from a nominated representative, the data subject must provide a written permission document detailing the requestor's name, address, date of birth and contact details, together with a form of identification.
- 2.4 On receipt of a subject access request (SAR) it must be forwarded immediately to the Town Clerk, who is the designated Data Controller for Stotfold Town Council.
- 2.5 The Data Controller will determine if the SAR meets current Data Protection legislation and whether any clarification is required on the search terms for the SAR.
- 2.6 An acknowledgement of the receipt of the SAR should be sent by email or letter to the requestor noting the date of receipt and the due date for the response.
- 2.7 The SAR will be logged by the Data Controller, noting date of receipt, the name of the sender and the date of response.

3 PROCESSING THE REQUEST

- 3.1 The Data Controller will consider the type of information requested and use the data processing map to determine where the records are stored and perform a reasonable search for the requested information.
- 3.2 Personal data is data which relates to a living individual who can be identified from the data (name, address, email address, database information) and can include expressions of opinion about the individual). If the Town Council does not hold any personal data, the requestor will be informed.
- 3.3 Once all the retrieved documentation has been collated, the Data Controller will screen the documentation to determine whether any of the documents are exempt from disclosure.
- 3.4 Exemptions to disclosure are set out in the Data Protection Act 2018, these are identified on the Information Commissioner's website as follows:
 - Crime and taxation: general
 - Crime and taxation: risk assessment
 - Legal professional privilege
 - Functions designed to protect the public
 - Regulatory functions relating to legal services, the health service, and children's services
 - Other regulatory functions
 - Judicial appointments, independence, and proceedings
 - Journalism, academia, art, and literature
 - Research and statistics
 - Archiving in the public interest
 - Health, education, and social work data
 - Child abuse data
 - Management information
 - Negotiations with the requester
 - Confidential references
 - Exam scripts and exam marks
 - Other exemptions
- 3.5 In some cases, emails and documents may contain the personal information of other individuals who have not given their consent to share their personal information with others. If this is the case, the other individual's personal data must be redacted before the SAR is sent out.
- 3.6 The Data Controller will seek legal advice before applying exemptions.

4 PREPARING A RESPONSE

- 4.1 A response should be sent via email or mail within one calendar month of the receipt of the request.
- 4.2 The deadline to the respond to the SAR can be extended by a further two months if the request is complex or a number of requests have been made by the data subject. The extension should be notified in writing to the data subject at the earliest opportunity with an explanation around the circumstances for the extension.
- 4.3 Preparation of the SAR response should include as a minimum the following information:

- a. The purposes of the processing;
- b. The categories of personal data concerned;
- c. The recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data;
- d. Where possible, the envisage period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
- e. The existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- f. The right to lodge a complaint with the Information Commissioners Office (“ICO”);
- g. If the data has not been collected from the data subject: the source of such data;
- h. The existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

4.4 All SARs should be logged to include the date of receipt, identity of the data subject, summary of the request, indication as to whether the Council can comply, date information is sent to the data subject.

4.5 Templates for the response are set out as follows:

Replying to a subject access request providing the requested personal data

“[name], [address], [date]

Dear [name of data subject]

Data Protection subject access request

Thank you for your letter of [date] making a data subject access request for [subject]. We are pleased to enclose the personal data you requested.

[Include 4.2 a) to 9h) above]

Copyright in the personal data you have been given belongs to the Council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published, or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely”

Release of part of the personal data when the remainder is covered by an exemption

“[name], [address], [date]

Dear [name of data subject]

Data Protection subject access request

Thank you for your letter of [date] making a data subject access request for [subject]. To answer your request, we asked the following areas to search their records for personal data relating to you.

- [list the areas]

I am pleased to enclose [some/most] of the personal data you requested. [if any personal data has been removed] We have removed any obvious duplicate personal data that we noticed as we processed your request, as well as any personal data that is not about you. You will notice that [if there are gaps in the document] parts of the document(s) have been blacked out [OR if

there are fewer documents enclosed] I have not enclosed all of the personal data you requested. This is because [explain why it is exempt].
[include 6(a) to (h) above]

Copyright in the personal data you have been given belongs to the Council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published, or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely”

Replying to a subject access request explaining why you cannot provide any of the requested personal data

“[name], [address], [date]

Dear [name of data subject]

Data Protection subject access request

Thank you for your letter of [date] making a data subject access request for [subject].

I regret that we cannot provide the personal data you requested. This is because [explanation where appropriate].

[examples include where one of the exemptions under the data protection legislation applies. For example, the personal data might include personal data which is ‘legally privileged’ because it is contained within legal advice provided to the Council or relevant to ongoing or preparation for litigation. Other exemptions include where the personal data identifies another living individual or relates to negotiations with the data subject. Your Data Protection Officer will be able to advise if a relevant exemption applies and if the Council is going to rely on the exemption to withhold or redact the data disclosed to the individual, then in this section of the letter the Council should set out the reason why some of the data has been excluded].

Yours sincerely”

5 FEES FOR RESPONSES

- 5.1 Subject Access Requests (SARs) should be provided free of charge; however, the Town Council is able to charge a ‘reasonable fee’ when a request is manifestly unfounded or excessive, particularly if it is repetitive.

6 REFUSING A REQUEST

- 6.1 The Town Council will only refuse to provide the information if an exemption or restriction applies (see item 3.3 above), or if the request is manifestly unfounded or excessive.

7 CHANGES TO THIS PROCEDURE

- 7.1 The Town Council will keep this Subject Access Procedure under regular review and will place any updates on its website at www.stotfoldtowncouncil.gov.uk.
- 7.2 This Procedure was last updated in [February 2025].

8. CONTACT DETAILS

8.1 Individuals are requested to contact the Town Council if they have any questions about this Privacy Notice or the personal data the Town Council holds about them, or to exercise any or all of the relevant rights, queries, or complaints:

Correspondence: The Data Controller, Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts, SG5 4HG

Email: enquiries@stotfoldtowncouncil.gov.uk

Telephone: 01462 730 064

9. COMPLAINTS

9.1 In the event of a complaint regarding the way personal data has been processed by the Town Council, individuals are able to refer their complaint to the Town Council Data Controller at enquiries@stotfoldtowncouncil.gov.uk / Tel: 01462 730 064 or to the ICO at casework@ico.org.uk / Tel: 0303 123 1113.

10. ALIGNMENT WITH OTHER POLICIES OF THE TOWN COUNCIL

This Subject Access Request Procedure should be read in conjunction with the following policies of the Council:

- Privacy Notice
- Privacy Policy
- Information and Data Protection Policy

Revision History

Adopted	May 2018
Reviewed and updated	Amendments to content March 2025
Reviewed and updated	



**MINUTES OF THE MEETING OF PUBLIC REALM COMMITTEE MEETING HELD
COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5
4HG ON WEDNESDAY 5 FEBRUARY 2025 AT 19:00**

Present:

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

Also Present:

E Payne, Town Clerk

1. APOLOGIES FOR ABSENCE

All Members were present

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Cllr Headington declared an interest in item 6.7 as an allotment holder at Norton Road allotment holder. He has been granted a dispensation.

3. PUBLIC SECTION

Members of the public to speak are entitled to be at this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1, extended by the Local Government Act 1972, Section 100 unless precluded by the Council by resolution during the whole or part of the proceedings. on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.

DECISION: It was RESOLVED to suspend standing orders for Public Participation.

A member of the public wished to address the meeting regarding item 6.4. They spoke about their request to use the Riverside MUGA for their football scheme.

DECISION: It was RESOLVED to reinstate standing orders.

4. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the meeting held on 11 December 2024.

DECISION: It was RESOLVED to accept the minutes of the meeting held on 11 December 2024 as a true record of the meeting.

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

Members received the Clerk's report. There was a verbal update on the following items.

a) Installation of new streetlights

Members were advised that a S50 licence application needs to be made for new streetlights at a cost of £600 per light. The application form has been returned from the contractor and will be submitted to CBC. Members queried why it was necessary to



complete a S50 application form when one of the lights is going to be installed on town council owned land. The streetlight on Norton Road may need this licence. The streetlight in Cornflower Close is on land which has not yet been adopted so permission may need to be sought from the developer. Members queried why this application hasn't been submitted previously. The Town Clerk can't comment on what the previous contractor did when it related to the installation of streetlights and connections to an electrical supply. The Clerk will investigate and report to a future meeting.

ACTION: Town Clerk to investigate licence for installation of new streetlights and report to a future meeting.

b) Noticeboards

These have been ordered with a 6–8-week delivery schedule. Permission has been granted by the landowner for the installation of the notice board at the entrance to Hallworth Drive.

c) Tree Survey

This was undertaken on 21 January 2025. Unfortunately, it has become known that several areas were missed from the specification e.g. Valerian Way, Greenacre Park, Millenium Green. The additional cost for this is £3,200 and the Clerk will bring a report to the next meeting for Members information.

ACTION: A report on additional areas to be surveyed for trees to be considered at the next meeting

6. REPORTS

DECISION: It was RESOLVED to move agenda item 6.4 to this point of the meeting.

6.1 Request to Use Riverside MUGA

Members considered a request by a company to use Riverside MUGA for a football scheme. Members were advised that the scheme offered three weeks free to play before joining fees started. The scheme was proposed to run on Mondays from 5-6. Members were advised that the netball sessions didn't start until 5pm. Members advised the member of the public that it was a free to use facility, and that use was on a first come, first served basis. If they were willing to accept these terms then they were able to use the MUGA.

DECISION: It was RESOLVED to approve the use of Riverside MUGA for football scheme on Mondays from 5-6 at no charge.

ACTION: Update Riverside noticeboard with information on this football scheme.

6.2 Greenacre Centre Planters and Bins

Members received a report on proposed planters and bins. Members noted the new requirements to install bins which can be used to separate recyclable and non-recyclable waste. They also considered three designs for planters.



DECISION: It was RESOLVED:

- a) To order Option A Bin Style B from The Bin Shop website at a cost of £621.18 per bin
- b) To order Option B two planters from Amberol at a cost of £400 plus logo costs
- c) To delegate the replacement of any bins in future to the Town Clerk with the approved design provided it is within budget and then reported under delegated powers.

ACTION: Town Clerk to order bins and planters as set out in the report.

6.3. Drinking Fountain at Greenacre Centre

Members received a report on a proposed drinking fountain at Greenacre Centre. Members noted that some of the drinking fountains were rented whilst others required more capital outlay to purchase. Members considered whether the installation of a water fountain was a prudent use of precept. A rental option would give Members the opportunity to evaluate whether the facility was being used.

DECISION: It was RESOLVED to install a wall mounted water fountain, rented from Supplier D Aquacool at a cost of £9.99 per week with installation and delivery costs extra.

ACTION: Town Clerk to arrange for installation of water fountain.

6.4. No Mow May

Members received a report to consider additional areas to be incorporated into No Mow May. The proposed areas were considered along with a suggestion from the Grounds Maintenance Contractor that these areas were sown with wildflowers. It was considered that one of the suggested areas, the mound at Riverside, was not suitable due to the lack of soil at the site due to the water pipes under the soil.

DECISION: It was RESOLVED to:

- a) Add the mounds at Arlesey Road to the No Mow regime but not the mound at Riverside
- b) Not to sow these areas with wildflower seeds

ACTION:

- a) Town Clerk to instruct Grounds Maintenance Contractor.
- b) Promote the scheme via Social Media and article in Stotfold News.

6.5. New Netball Posts and Nets at Riverside

Members received a report with a request from the Netball user group to purchase new netball posts and nets. Members were advised that the previous netball nets had been vandalised during the summer. The storage of the nets was also discussed, following the suggestion that the posts were dismantled and laid down flat, to chain them to the railings. Members felt that this wasn't feasible for all users.

DECISION: It was RESOLVED to purchase new netball posts and nets from Nexus Sports at a cost of £558.



ACTION: Town Clerk to purchase new netball posts.

6.6. Stotfold Junior Football Club

Members received a verbal report with a request to reconsider the increase in the charge for the rent to play football on Town Council owned land. Members considered the amount of investment that the town council had committed to through the Pitchpower grant, which was designed to improve the football playing surfaces. The inspection reports had been received, and the condition of the pitches had improved. Members were advised that there are nearly 1000 young people enjoying playing football through the club and acknowledged the work that the club does.

DECISION: It was **RESOLVED** to keep the charge for the junior football team at £7,500 per annum effective from 1 April 2025.

ACTION: Town Clerk to advise Stotfold Junior Football Club of the committee's decision.

6.7. Norton Road Allotments Easement

Members received a request from the landowner of the adjacent site to Norton Road allotments to enter into an easement with the Town Council to install a water and data conduit across the allotments. Members considered that this easement may adversely affect plot holders.

DECISION: It was **RESOLVED** to refuse the request.

ACTION: Town Clerk to notify the landowner of the Committee's decision.

Cllr Headington declared an interest in this item as an allotment holder at Norton Road and took no part in the vote.

6.8. Tiny Forests

Members received a report following an approach by CBC about planting a Tiny Forest. Members considered that this was more aimed at more urban areas. It was noted that the offer also included more mature trees to replace trees which had died. Members felt that this was the wrong time of year to plant trees and that provided that the trees were not provided until later the year, they would like to take up this offer.

DECISION: It was **RESOLVED** to:

- a) Decline the offer of a Tiny Forest
- b) Accept the offer of mature trees on the proviso that they were supplied later in the year.

ACTION: Town Clerk to decline the offer of a tiny forest and arrange for mature trees if they are available later in the year.

6.9. Letters to Heaven

Members received a report with a proposal to install a 'Letters to Heaven' post-box. Member discussed whether this was relevant to the cemetery and were advised that there is the facility to ask for prayers to be said in the local church. However, it was noted that this was not acceptable to all residents.



DECISION: It was **RESOLVED** to not accept the recommendation to install a Letters to Heaven post box.

7 HIGHWAYS REPORT

Members received a verbal report from Cllr Smith regarding highways matters. Members felt that residents should be reminded to report highways issues via Fix My Street. The location of the vehicle activated signs was discussed and it was agreed to relocate them to new locations on Arlesey Road and Vaughan Road.

ACTION: a) **Town Clerk to promote Fix My Street to residents.**
b) **Town Clerk to organise relocation of vehicle activated signs.**

8. WORK PROGRAMME

Members received the work programme for this committee.

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

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

There were no items.

10. DATE OF NEXT MEETING

Wednesday 12th March 2025.

The meeting closed at 20:28

SIGNED BY CHAIR:

MINUTES APPROVED (date):



MINUTES OF THE MEETING OF EXTRA GOVERNANCE & RESOURCES COMMITTEE MEETING HELD IN COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 12TH FEBRUARY 2025 AT 19:00

Present:

Cllr S Buck (Chairperson), Cllr J Smith (Vice Chairperson), Cllr M Cooper, Cllr S Hayes, Cllr J Headington and Cllr B Saunders.

Also Present:

E Payne - Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Dhaliwal, Matthews and Talbot.

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

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Cllrs Headington and Smith declared an interest in item 6.3 as they are members of Stotfold Bowls Club. They have been granted a dispensation and did not take part in the vote.

3. PUBLIC SECTION

There were no members of the public present.

4. MINUTES OF PREVIOUS MEETING

Members received the Minutes of the Governance & Resources Committee meeting held **22nd January 2025**.

DECISION: It was **RESOLVED** that the minutes of the previous meeting held on **22nd January 2025** are accepted as a true record of the meeting.

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

There were no matters to report.

6. REPORTS TO COMMITTEE

6.1. Review of Standing Orders

Members reviewed Standing Orders in light of a recommendation from the Internal Auditor. They were asked to confirm whether they wanted to continue with the items highlighted in yellow and remove the items crossed through.

DECISION: It was **RESOLVED** to recommend to Full Council that Standing Orders are adopted.



ACTION: Town Clerk to add this item to the Full Council agenda.

6.2. Cheque Processing Fee

Members received a report proposing a cheque processing fee. Members were asked to consider levying this fee on business operations only and not community organisations.

DECISION: It was **RESOLVED** to adopt a cheque processing fee of £1.50 with effect from 1 April 2025.

ACTION: Town Clerk to write to all businesses advising them of the charge.

6.3. Community Grant Applications

Members received a report outlining community grant applications. Members were advised that some of the grant applications were for running costs and this was contrary to the Town Council's Grant Policy. There was a discussion about whether purchasing new pads for defibrillators was a running cost and Members felt that the benefits of providing these assets in the community should be acknowledged with funding.

DECISION: It was **RESOLVED** to award the following grants:

- a) M J Ryalls Building Supplies Ltd - £1,500 for the purchase and installation of a defibrillator
- b) Pix Gymnastics Club - £750 to purchase gym equipment
- c) St Mary's C of E Academy - £1,500 to purchase new IT equipment
- d) Stotfold Bowls Club - £600 towards the cost of CCTV
- e) Stotfold Runners Club - £200 towards costs to gain affiliation with England Athletics
- f) The Barn - £162 towards the purchase of new defibrillator pads

DECISION: It was **RESOLVED** to decline the grant application from Respite at Home Volunteers as the grant was for running costs which is contrary to the Town Council's grant policy.

DECISION: It was **RESOLVED** to set aside £150 per publicly accessible defibrillator in the town which organisations could apply to for funding to replace pads.

ACTION:

- a) Town Clerk to advise organisations of the grant decisions
- b) Town Clerk to set aside sufficient funding for publicly accessible defibrillators and advise all relevant organisations that the funding is available.

Cllrs Headington and Smith declared an interest in the grant application from Stotfold Bowls Club and took no part in the vote.

6.4. Calendar of Meetings 2025-26

Members received a proposed calendar of meetings for 2025-26.

DECISION: It was **RESOLVED** to recommend to Full Council that the calendar of meetings is adopted.



ACTION: Town Clerk to add the calendar of meetings to the Full Council agenda in May 2025.

6.5. Q3 Income and Expenditure Report

Members received a report outlining expenditure for Q3 for this committee with reasons for variances.

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

6.6 Insurance Renewal

Members were asked to note that the Town Council's insurance policy is due for renewal. There are several areas where the Town Clerk needs to take advice regarding additional valuations other than the buildings, which are currently being re-valued. These include the flood lights and irrigation system for the Football Club.

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

6.7. Pension Discretions Policy

Members received a reviewed Pensions Discretions Policy, as the previous policy had not been reviewed since 2014. Members were advised that this needed to be considered by the Bedfordshire Pension Fund, and this would be undertaken before it is adopted by Full Council.

DECISION: It was **RESOLVED** to recommend to Full Council that the Pension Discretion Policy is adopted after its approval by Bedfordshire Pensions.

ACTION: Town Clerk to send Pension Discretion Policy to Bedfordshire Pensions.

6.8. Birthday Leave

Members received a proposal to award an additional day's leave for all permanent members of staff to acknowledge their birthdays. Members queried whether this was included in the Good Councillor Guide and if other parish/town councils had this policy. They were advised that this was a bespoke policy for the Town Council which the HR provider had advised on.

DECISION: It was **RESOLVED** to adopt the Birthday Leave Policy.

6.9. Procurement Policy

Members received a proposed Procurement Policy which includes the procedures for adopting a preferred suppliers list.

DECISION: It was **RESOLVED** to recommend to Full Council that Procurement Policy is adopted.

ACTION: Town Clerk to add the Procurement Policy to the Full Council agenda.



6.10. Lone Working Policy

Members received a proposed Lone Working Policy to support the operation of the Lone Working Devices which the Public Realm Committee had resolved to implement.

DECISION: It was **RESOLVED** to recommend to Full Council that the Lone Working Policy is adopted.

ACTION: Town Clerk to add the Lone Working Policy to the Full Council agenda.

6.11. Bank Reconciliations

Members were advised that Cllr Cooper had approved the bank reconciliations for December 2024.

6.12. WORK PROGRAMME

Members received this Committee's Work Programme.

DECISION: It was **RESOLVED** to note the Work Programme.

7. MEMBER’S ITEMS FOR INFORMATION PURPOSES ONLY

There were no items.

8. DATE OF NEXT MEETING

Wednesday 2nd April 2025.

The meeting closed at 19:38

SIGNED BY CHAIR:

MINUTES APPROVED (date):



STOTFOLD TOWN COUNCIL

STANDING ORDERS

MARCH 2025

INDEX

CONTENTS

1. RULES OF DEBATE AT MEETINGS	2
2. DISORDERLY CONDUCT AT MEETINGS	3
3. MEETINGS GENERALLY	3
4. COMMITTEES AND SUB-COMMITTEES	6
5. ADVISORY COMMITTEES/WORKING GROUPS	6
6. ORDINARY COUNCIL MEETINGS	7
7. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES	8
8. ANNUAL TOWN MEETING	8
9. PREVIOUS RESOLUTIONS	9
10. VOTING ON APPOINTMENTS	9
11. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.....	9
12. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE	10
13. QUESTIONS.....	11
14. MANAGEMENT OF INFORMATION	11
15. DRAFT MINUTES	11
16. CODE OF CONDUCT AND DISPENSATIONS	12
17. CODE OF CONDUCT COMPLAINTS	13
18. PROPER OFFICER.....	13
19. RESPONSIBLE FINANCIAL OFFICER	14
20. ACCOUNTS AND ACCOUNTING STATEMENTS	15
21. FINANCIAL CONTROLS AND PROCUREMENT	15
22. CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS	16
23. HANDLING STAFF MATTERS.....	16
24. RESPONSIBILITIES TO PROVIDE INFORMATION	17
25. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	17
26. RELATIONS WITH THE PRESS/MEDIA	18
27. EXECUTION AND SEALING OF LEGAL DEEDS	18
28. COMMUNICATING WITH UNITARY COUNCILLORS.....	18
29. RESTRICTIONS ON COUNCILLOR ACTIVITIES	18
30. REPRESENTATIVES ON OUTSIDE BODIES.....	19
31. STANDING ORDERS GENERALLY	19

1. RULES OF DEBATE AT MEETINGS

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h. A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j. Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k. One or more amendments may be discussed together if the Chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion, except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.

- p. During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they is concerned by.
- q. A point of order shall be decided by the chair of the meeting and their decision shall be final.
- q. A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s. Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t. Excluding motions moved understanding order 1(q), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting. Members shall address the Chair.

2. DISORDERLY CONDUCT AT MEETINGS

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregards the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings (Council)
Committee meetings (Committee)

(Council and Committee)

- a. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

(Council and Committee)

- b. **The minimum three clear days' notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

(Council and Committee)

- c. **The minimum three clear days public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**

(Council & Committee)

- d. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of the meeting shall be by a resolution which shall give reasons for the public's exclusion.**

- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f. The period designated for public participation at a meeting in order with standing order 3(e) shall not exceed 15 minutes.

- g. Subject to standing order 3(g), a member of the public may speak only once, and shall not speak for more than 3 minutes.

- h. In accordance with standing order 3(e), a question shall not require a response at the meeting or start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

- i. A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.

- j. A person who speaks at a meeting shall direct their comments to the Chair of the meeting.

- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.

(Council & Committee)

- l. **Subject to standing order 3(q), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

(Council & Committee)

- m. **A person present at a meeting may not provide an oral report or commentary about a meeting as it takes place without permission.**

(Council & Committee)

- n. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

(Council)

- o. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**

- (Council)
- p. **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- (Council & Committee)
- q. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- (Council & Committee)
- r. **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**
- See standing orders 6(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*
- s. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- t. The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of a meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u. Information and updates may be given on previous minutes by way of an agenda item 'matters arising for information purposes only'. No decision may be taken on these updates. Similarly, information on general matters relating to the committee or Council may be given under 'items for information purposes only'. No decision may be taken on these items.
- (Council, Committee & s-Committee)
- v. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participation and vote on that matter.**
- w. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(vii) for the quorum of a committee or sub-committee meeting.

- x. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. Any outstanding business on the agenda shall be adjourned to another meeting.
- y. Meetings shall not exceed a period of 2 hours, unless agreed by resolution and a finish time determined. Any business not completed after this time shall be deferred to another meeting.

z. All mobile phones and other similar devices must be switched to silent or turned off.

4. COMMITTEES AND SUB-COMMITTEES

a. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d. The Council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee.
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be one half of its members, with the exception of the planning committee where four members shall constitute a quorum;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or sub-committee

e. The Chair and vice-Chair of Council ex-officio shall be members of every committee.

f. The Chair and vice-Chair of the committee shall be members of every sub-committee appointed by it, unless they signify that they do not wish to serve.

g. A non-member of a committee may attend any meeting of a committee or sub-committee and at the discretion of the Chair may speak but not vote.

5. ADVISORY COMMITTEES/WORKING GROUPS

a. The Council may appoint advisory committees comprised of a number of councillors and non-councillors, whose names shall be recorded.

- b. Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.
- c. The Proper Officer shall inform the members of each advisory committee of the terms of reference of the committee, and of the Council's standing orders, which they are required to follow.
- d. An advisory committee shall make recommendations and give notice thereof to the Council.

6. ORDINARY COUNCIL MEETINGS

- a. **In an election year the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c. **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.** The Stotfold Town Council annual meeting will commence at 7.00pm.
- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f. **The Chair of the Council, unless they has resigned or becomes qualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g. **The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h. **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j. Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **in an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. receipt of the minutes of the last meeting of a committee;
 - iv. consideration of the recommendations made by a committee;

- v. review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. review of the terms of reference for committees;
- vii. appointment of members to existing committees;
- viii. appointment of any new committees in accordance with standing order 4;
- ix. review and adoption of appropriate standing orders and financial regulations;
- x. review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
- xi. review of representation on or work with external bodies and arrangements for reporting back;
- xii. in an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. review of inventory of land and other assets including buildings and office equipment;
- xiv. confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. review of the Council's and/or staff subscriptions to other bodies;
- xvi. review of the Council's complaints procedure;
- xvii. review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 14, 24 and 25);
- xviii. review of the Council's policy for dealing with the press/media;
- xix. review of the Council's employment policies and procedures;
- xx. review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
- xxi. determining the time and place of ordinary meetings of the Council and committees up to and including the next annual meeting of the Council.

7. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a. **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c. The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee (or sub-committee) at any time.
- d. If the Chair of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by two members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

8. ANNUAL TOWN MEETING

- a. A parish meeting may be convened by the Chair of the Town Council, any two parish councillors for the parish or any 6 local government electors of the parish.
- b. Not less than 7 clear days public notice is to be given of the meeting, the notice specifying the time, place, and business to be transacted. If however, the business proposed relates to establishment or dissolution of a parish council or the grouping of the parish under a common parish council, 14 clear days' notice is required. In all cases, the notice must be signed by the person convening the meeting.
- c. Proceedings shall not begin before 6pm.
- d. The Chair of the Council shall preside if they are present.
- e. If the Chair is absent, the Vice-Chair shall preside.

- f. If the Chair and Vice-Chair are absent, the meeting shall appoint a Chair before it proceeds to any other business.
- g. The Clerk shall record the proceedings of Town Meetings.
- h. If the Clerk is absent, the person presiding at the meeting may record the proceedings or may appoint another to do so.
- i. As soon as the Chair has been filled and provision made for recording the proceedings the minutes of the previous meeting shall be read, considered and if correct signed by the person presiding at the meeting.
- j. To receive a crime report from a representative of Bedfordshire Constabulary for the period since the last Town Meeting.
- k. To receive the accounts of the parochial charities together with comments of the Trustees.
- l. To receive a statement of the Council's accounts for the year ended the previous 31st March, and to receive the Council's observations on its finances for the current year.
- m. To receive the Chair's report on the Council's activities over the previous year.
- n. To receive an address from invited speakers.
- o. To receive an address from a Unitary Authority ward member on matters pertaining to Stotfold.
- p. To consider motions from members of the public.

9. PREVIOUS RESOLUTIONS

- a. A resolution shall not be reversed within six 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, or by a motion moved in pursuance of the recommendation of a committee or sub-committee.
- b. When a motion moved pursuant to standing order 9(a) has been disposed of, no similar motion may be moved for a further six months.

10. VOTING ON APPOINTMENTS

- a. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons have received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.
- b. All co-options will be in conjunction with the Council's adopted Co-Option Policy.

11. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a. A motion shall relate to the responsibilities for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 11(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance with standing order 11(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 4 clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. The decision of the Proper Officer as to whether to include the motion on the agenda shall be final.
- g. Motions received shall be recorded and numbered in the order that they are received.
- h. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.
- i. If the subject matter of a motion comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chair, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

12. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft meetings of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a vote;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to approve the absences of councillors;
 - vii. to change the order of business on an agenda;
 - viii. to proceed to the next order of business on the agenda;
 - ix. to require a written report;
 - x. to appoint a committee or sub-committee and their members;
 - xi. to appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies;
 - xii. to note the minutes of a meeting of a committee or sub-committee;
 - xiii. to consider a report made by a committee or a sub-committee
 - xiv. to consider a report made by an employee, professional advisor, expert or consultant;
 - xv. to extend the time limits for speaking;
 - xvi. to silence or exclude from the meeting a councillor or a member of the public for disorderly conduct;
 - xvii. to not hear further from a councillor or a member of the public;
 - xviii. to exclude the press or public for all or part of a meeting;
 - xix. to temporarily suspend the meeting;
 - xx. to authorise payment of monies up to £5,000 where the expenditure was considered urgent and executive action was taken by the Clerk;
 - xxi. to authorise legal deeds to be signed by two councillors and witnessed by the Proper Officer;

- xxii. to give the consent of the Council if such consent is required by standing orders;
- xxiii. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xxiv. to adjourn the meeting; or
- xxv. to close the meeting.

13. QUESTIONS

- a. A councillor may seek an answer to a question concerning any business of the Council provided 4 clear days' notice of the question has been given to the Proper Officer.
- b. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c. Every question shall be put and answered without discussion.
- d. A person to whom a question has been put may decline to answer.

14. MANAGEMENT OF INFORMATION

See also standing order 24.

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. **Councillors, staff, the Council's contractors, and agents shall not disclose confidential information or personal data without legal justification.**

15. DRAFT MINUTES

Full Council meetings (council)
Committee meetings (committee)

- a. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 12(a)(i).
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to

which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e. **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f. Subject to the publication of draft minutes in accordance with standing order 15(d) and standing order 24(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes, or recordings of the meeting for which approved minutes exist shall be destroyed.

16. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(y).

- a. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b. All councillors shall undertake training in the code of conduct and appropriate councillor induction training on their role within 6 months of the delivery of their acceptance of office where possible.
- c. Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- d. Unless they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest and if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- e. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- f. A decision as to whether to grant a dispensation shall be made by a meeting of the Council or committee for which the dispensation is required and that decision is final.
- g. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- h. Subject to standing orders 16(e) and (g), a dispensation request shall be considered by the Proper Officer before the meeting, or if this is not possible, at the start of the meeting for which the dispensation is required.

- i. **A dispensation may be granted in accordance with standing order 16(f) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

17. CODE OF CONDUCT COMPLAINTS

- a. Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 14, report this to the Council.
- b. Where the notification in standing order 17(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of the Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 17(e).
- c. Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- d. The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- e. **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council consider shall what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

18. PROPER OFFICER

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:
 - i. **at least three clear days before a meeting of the Council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full Council and standing order 3(c) for the meeting of clear days for a meeting of a committee.

- ii. subject to standing order 11, include on the agenda all motions in the order received unless a councillor has given written notice at least 4 days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. manage the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed; (*see also standing order 27*)
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. should an application require consideration and a response to the local planning authority before the next ordinary meeting of the planning committee, refer a planning application received by the Council to the Chair of the planning committee (or vice-Chair of the planning committee in their absence) for consideration and executive action to be taken in conjunction with the Clerk to return comments, or if felt necessary due to the size and nature of such an application, to schedule an additional meeting of the planning committee;
- xvi. manage access to information about the Council via the publication scheme;
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect;
- xviii. action or undertake activity or responsibilities instructed by resolution or contained in standing orders;
- xix. in the event of urgent action being required between regular meetings, the Clerk or Proper Officer to take decisions and that wherever possible these decisions to be taken in consultation with the Chair of the Council and/or the Chair of the relevant committee, provided that all matters dealt with or decided, and all action taken under this order shall be reported to the next ordinary meeting of the Council, committee or sub-committee concerned. Urgent action to be defined as:
 - a) action that will not admit of delay;
 - b) on health and safety grounds, where not to take action would put the staff or members of the public at risk and leave the Council open to prosecution for negligence;
 - c) to protect the property owned by the Council. To authorise immediate repairs in order to secure Council property, or where to delay a repair would cause greater damage and therefore greater expense to occur;
 - d) to take action to stop or prevent the Council from acting illegally, or taking such action as to prevent bringing the Council into disrepute.

19. RESPONSIBLE FINANCIAL OFFICER

- a. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

20. ACCOUNTS AND ACCOUNTING STATEMENTS

- a. "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30th June, 30th September and 31st December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31st March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31st March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30th June.

21. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee or sub-committee.
- d. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts**

Regulations 2015 which includes a requirement to advertise the contract of the Contracts Finder website regardless of what other means is uses to advertise the opportunity.

- e. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services, or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer or to a specified email address.
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- f. Neither the Council, nor a committee or sub-committee with delegated responsibility is bound to accept the lowest value tender, quote or estimate.
- g. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

22. CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS

- a. Canvassing councillors or members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b. A councillor or member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but nevertheless, any such person may give written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c. If a candidate for any appointment under the Council is to their knowledge related to any member of, or the holder of, any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Proper Officer. A candidate who fails to do so shall be disqualified for such appointment, and, if appointed may be dismissed without notice. The Proper Officer shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed, standing orders 22(b) and 16 (re interests) shall apply. The Proper Officer shall make known the purport of this standing order to every candidate.
- d. Standing orders 22(a), 22(b) and 22(c) above shall apply to tenders as if the person making the tender were a candidate for an appointment.

23. HANDLING STAFF MATTERS

- a. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Governance & Resources Committee or, if they are not available, the

vice-Chair of the Governance & Resources Committee of absence occasioned by illness or other reason and that person shall report such absence to the Governance & Resources Committee.

- b. The Chair of the Governance & Resources Committee or in their absence, the vice-Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Governance & Resources Committee.
- c. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the Chair of the Governance & Resources Committee or in their absence, the vice-Chair of the Governance & Resources Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Governance & Resources Committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the Chair or vice-Chair of the Governance & Resources Committee, this shall be communicated to another member of the Governance & Resources Committee, which shall be reported back and progressed by resolution of the Governance & Resources Committee.
- e. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
- f. In accordance with standing order 14(a), persons with line management responsibilities shall have access to staff records referred to in standing order 23(b).

24. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 25.

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **If gross annual income or expenditure (whichever is the higher) exceeds £200,000, the Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

25. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

See also standing order 14.

- a. The Council may appoint a Data Protection Officer.
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

- f. **The Council shall maintain a written record of its processing activities.**

26. RELATIONS WITH THE PRESS/MEDIA

- a. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b. In accordance with the Council's policy in respect to dealing with the press or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

27. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 18(b)(xii) and (xvii).

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. **Subject to standing order 27(a), any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

28. COMMUNICATING WITH UNITARY COUNCILLORS

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to ward councillor(s) of the Unitary Council representing the area of the Council.
- b. Ward members for Stotfold shall be requested to report to the Council on any matters discussed at the Unitary Council that are relevant to Stotfold. They should be prepared to answer any questions of fact concerning such business put to them by councillors at the end of their report, although such answers may be deferred to the next meeting if such information is not immediately available. These questions will be minuted.
- c. Guidelines to be followed:
- i. the ward members may wish to collaborate over who reports and on what with a view to eradicating duplication and unnecessary attendance.
 - ii. reports should be brief, informative and objective. Unless there are a large number of items where a significant amount of detail on an important issue is to be reported, reports should be no longer than 10 minutes, and in normal circumstances, less.
 - iii. matters only of relevance to Stotfold should be included in the report which may encompass peripheral matters, general Unitary authority matters. Party political comments will not be allowed.
 - iv. questions of fact should be answered immediately where possible. Where this is not possible, as in the need to gather information, the answer should be made at the next Council meeting.
 - v. town councillors should only ask questions of fact concerning Unitary authority business. Party political comments will not be allowed.
 - vi. the Chair of the meeting is expected to intervene where items ii., iii., and v. are contravened.

29. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

30. REPRESENTATIVES ON OUTSIDE BODIES

- a. All town Council representatives on outside bodies shall report back to the Council subsequent to a meeting of such body. The Proper Officer to be informed by the representative not later than the Thursday prior to a meeting of such a report so that it can be included on the agenda for the Council meeting.

31. STANDING ORDERS GENERALLY

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add or to vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory or legal requirements, shall be proposed and seconded and a recommendation made by the Governance & Resources Committee on amendments and shall be put to the next Council meeting.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.



STOTFOLD TOWN COUNCIL

PROCUREMENT POLICY 2025

1. Introduction

- a) Procurement is a complex function guided by numerous policies and statutes. A comprehensive Procurement Policy is critical to ensuring that all stakeholders involved in procurement follow the proper procedures and rules, and that there is a clear and consistent understanding of the regulations and organisational approach in relation to procurement.
- b) The purpose of this guide is to provide an overview of the procurement of goods and services. It is intended to complement but not replace the Town Council's Standing Orders and Financial Regulations.
- c) The Town Council is accountable to the public for the way that it spends public funds, and this Procurement Policy supports the delivery of the Town Council's strategic objectives in the efficient, effective, and economic delivery of services, ensuring that suppliers and contractors provide best value products, services, and performance. The pursuit of sustainability and continual improvement is a key goal of the Procurement Policy.
- d) The Town Council is committed to providing quality services. It will use fair and open competition and will use external as well as internal providers wherever practicable as a means of securing efficient and effective services.
- e) This Policy will be monitored and reviewed by the Council's Governance & Resources periodically, or in response to changes in legislation.

2. Purpose

Stotfold Town Council's (The "Council") Procurement Policy has the following purposes:

- a) To obtain best value in the way the Council spends money, so that it may in turn offer better and more cost-effective services to the public.
- b) Best value does not always mean the cheapest. Quality products or services which cost more may sustain themselves in the longer term and therefore may be the better option where best value is concerned.
- c) To support the ability of the Council's officers to procure and manage goods, services, and suppliers effectively, including informing all Council staff of the appropriate procedures and responsibilities.
- d) To enable the Council to comply with legal obligations that govern the spending of public money such as the Public Contracts Regulations 2015.
- e) Wherever possible, practicable and financially viable, support the local economy by prioritising local procurement of goods and services within a five- mile radius of Stotfold.

3. Scope

Every individual involved in procurement and contract management processes within the Council falls within the scope of this policy. The Town Clerk and Senior Leadership Team will be responsible for ensuring that their staff comply with this Policy. The Responsible Financial Officer will co-ordinate all procurement practices helping to ensure compliance with this Policy as well as being responsible for providing all associated advice.

The Policy governs the method by which the Council spends money on goods and services which the Council needs to deliver its services. It does not apply to internal purchases or service provision, and only applies to external purchases from outside the Council.

4. Related Policies

Every contract made by or on behalf of the Council shall comply with:

- This Policy.
- The Council's Financial Regulations.
- All relevant statutory provisions including in particular the Local Government Act 1988 Part II, Local Government Act 1999, Local Government Act 2000, the Public Contracts Regulations 2015, and the Local Government (Contracts) Act 1997, Procurement Act 2023.

5. Procurement Principles

When procuring goods and services, the Council, where possible will aim to meet the following principles:

- a) The Council shall only enter into a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract by carrying out appropriate due diligence.
- b) The Council recognises the benefits to the economy of using local businesses and will seek out local contractors and suppliers wherever possible, practicable and financially viable.
- c) All contractors and suppliers working on Council sites will be required to comply with the Council's Health & Safety policy and any rules specific to the site of operation, for example Cemetery Regulations. Provision of suitable risk assessments and safe working method statements will be a condition of all such contracts.
- d) The Council requires all contractors working on Council sites and projects to maintain adequate insurance, including but not limited to Public Liability insurance for £10 million.
- e) All procurement will be in accordance with the Council's Equality Policy and in line with our legal obligations under the Equalities Act 2010 which makes it unlawful to discriminate on the grounds of colour, race, nationality, ethnic or national origins, sex or marital status, disability and on the grounds of age.
- f) The Council recognises the importance of sustainability and will consider the environmental, social, and economic impacts of its purchasing decisions. The Council will encourage the purchase of locally sourced products and, where

possible, ensure that products and materials originate from sustainable sources and accredited sustainable companies. In order to:

- Minimise waste and maximise efficiency
- Minimise travel
- Minimise energy consumption
- Promote greater use of new sustainable technologies
- Keep material consumption to a minimum.

6. Register of Approved Contractors

The Council needs to have access to pre-approved contractors to supply routine services or who can be called on to provide emergency services, including but not limited to:

Electricians, grave diggers, glaziers, grounds maintenance contractors, general builders, ground workers, locksmiths, memorial masons, plant hirers, play equipment repairers, plumbing and heating engineers, tree surgeons, vehicle, and machinery service engineers.

Contractors wishing to be included on the Council's register of approved contractors will be required to complete a registration form (see attached). The register of approved contractors will be reviewed periodically.

7. Thresholds and procedures for procurement

The table below sets out the actions to be followed when the Council intends to enter into a contract for minor, medium, and major spend commitments for the supply of goods or materials or for the execution of works or specialist services. Reference is to be made to the Council's Financial Regulations for the full procedure and list of exceptions.

Expenditure Value	Action
Minor Expenditure Commitments For expenditure of £500 or less in value	Town Clerk or the duly authorised Senior Leadership Team within the Scheme of Delegation.
Medium Spend Commitments Expenditure exceeding £500 but less than £3,000	Quotations from at least three contractors first shall be invited.
Major Spending Commitments For expenditure exceeding £3,000	A minimum of three fixed price quotes.
Additional Requirements Public supply contract, public service contract or public works contract as defined by the Public Contracts Regulations 2015 (The Regulations), which is valued at £30,000 or more	The Council shall comply with the relevant requirements of the Regulations. The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.
Public supply contract, public service contract or public works contract which exceed thresholds, the Regulations set by the Public Contracts Directive	The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award.

2014/24EU which may change from time to time. (Footnote 2 Thresholds currently applicable are: a) For public supply and public service contracts 209,000 Euros (£164,176) b) For public works contracts 5,225,000 Euros (£4,104,394)	
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8. Tendering

Tendering is a more formal and exhaustive method of obtaining quotations. A tender submitted by a supplier is a legal offer, and when accepted by the Town Council, a formal contract exists.

Tendering must be used for all purchases where there is a possibility that the overall contract value may exceed £25,000. The invitation to tender must be advertised, including on the Government 'Contracts Finder' web portal.

The Council may choose in some instances to tender for service contracts below this value (e.g. cleaning contracts). A more in-depth procurement process may be necessary for smaller contracts due to the importance of the quality of service to be provided. However, where the Council has an established relationship with a professional service provider and is happy with the standard of service and price, it will not be necessary to tender. Also, it can be advantageous not to tie the Council to a contract with one provider, such that, in the event of poor performance, it is straightforward to take business elsewhere.

Invitations to Tender

An invitation to tender includes the following information:

- Tender Name/Number
- Name/email/phone number of lead officer
- Covering letter
- Conditions of Tender
- Conditions of Contract
- Standardised Financial Costing Summary
- Specification
- Timetable/dates
- Stamped or Freepost envelope for return of tender specifying date and time for return.

It is the responsibility of the lead Officer to produce a tender document.

Any invitation to tender must be addressed to the Town Clerk within a sealed envelope. The tender is to remain sealed until the prescribed date for opening tenders for that contract. In the future Council may wish to consider a secure methodology for the electronic submission of tenders. Alternatively, it can be sent electronically to an email specifically set up for the purpose of receiving tenders and opened by the Town Clerk in the presence of a councillor.

Financial Cost Summary

The Financial Cost Summary is the pricing schedule which tenderers must complete. Its purpose is to ensure that all tenderers submit prices on a common basis and in a common format, making evaluation more straightforward – e.g. fixed price or time basis, one-off or multiples, annual cost, or full contract cost.

Tendering Period

During the period between invitation to tender and receipt of tenders, it is vital that all tenderers are treated equally e.g. an extension request, or any queries of substance raised by one tenderer must be applied to all tenderers simultaneously.

Tender Opening

A Register of Tenders Received is kept by the Town Clerk. This process will be administered and evaluated by the Town Clerk. Tenders are opened simultaneously by a Councillor in the presence of the Town Clerk, who will record the prices in the Tender Register. The result of tenders will be reported to Committee once an evaluation has been undertaken.

Tender Evaluation

Once tenders have been opened, they are evaluated to ensure best value for money and that the tender matches the specification and any other selection criteria. In many contracts, whilst all tenderers may be capable of meeting the requirement, some may be better in terms of cost, quality, availability of resources, quality of staff, proposed timescales, and environmental factors. Tenders that do not meet the specification should be rejected.

Post Tender Evaluation

Once the tenders or quotes have been evaluated, it may be possible to improve the overall value for money of bids through negotiation. Post-tender negotiation may involve more than one supplier. Potential areas of improvement may involve areas other than cost e.g. improved delivery times. When choosing which tender to award a contract to, it is important to consider the cost over the lifetime of the asset, any additional costs, and any re-sale value. If during such negotiations the requirement is vastly changed, the Council should consider re-tendering

9. Contracts

Ideally contracts should not be placed that run beyond the end of the current administration, although to obtain 'best value' a longer term may be necessary. A contract letter and official order should be sent to the successful tenderer. Letters should also be sent to the unsuccessful tenderers.

The expenditure must be within agreed budgets and the order signed according to the Scheme of Delegation. Any unsuccessful tenderer may request a debrief in respect of their tender, although the Town Council reserves the right not to declare all information relating to the award of the relevant contract.

Contract Management

Once a contract has been agreed, it is the responsibility of the Manager to ensure that, as far as practicable, the goods or services are delivered as per the specification. Procurement advice should be sought if required and the RFO should always be advised in case of unsatisfactory performance.

Variation and Extension

From time to time, variations and extensions to contracts are required. These require different types and levels of approval, depending on their nature.

- Time extensions with no extra cost - small time extensions can normally be authorised by the Town Clerk and reported to the relevant committee.
- Extra work/Extensions to contracts - if this does not exceed 5% of the contract value, a revised order can be placed (subject to normal authority levels). Anything above 5% (of the contract value) will need Committee approval and may require a further tender.

Regular Service Contracts

Regular Service Contracts provide goods and services at fixed prices on a regular basis and over a fixed period of time e.g.:

- Computer equipment/ongoing support
- Contract Cleaning
- Alarm and Fire Systems

Where a Regular Service Contract is in place, other suppliers must not be used for the purchase of these goods or services unless authorised, in order to avoid a potential breach of contract.

10. Employing Consultants

Officers need to determine that in-house resources are not sufficient and that the extra expense involved in hiring a firm of consultants is clearly justified before employing a consultant. A detailed project brief should be prepared before selecting a consultant. If necessary, it can be refined later to take account of the consultants' ideas and input. The brief becomes the consultants' Terms of Reference. A project brief can avoid any misunderstanding between consultants and council.

Identification of Need:

- Identify the objectives of the project and what the outcome is intended to achieve or change.
- Consider the availability of potential in-house resources before seeking to engage external consultants.
- Assess and document the benefits of employing consultants
- Identify costs of Council's contribution, i.e. staff time.
- Agree a budget.
- Obtain approval from the relevant Committee

Preparation of Project Brief

The project brief should include:

- Background to the project
- Project objectives
- Expected outcomes
- Project timetable
- Council's own contribution

- Reporting requirements
- Relevant source documents available for inspection

Employment of Consultants

A draft agreement should contain the following elements:

- Description of project
- Project schedule with key milestones
- Fees, including definition of reimbursable expenses
- How payments will be made
- Reporting arrangements
- Arbitration/termination arrangements
- Names of Council staff involved

Terms of reference agreed between the Council and consultants should be attached to the agreement. This should include clear end point and procedures for 'signing off' when the project is complete. Once the contract is signed, consultants should be given official notification to proceed in writing.

The project should be closely monitored against specification, key milestones, and costs. Regular progress reports should be made to Committee. A project evaluation should be made at the end of the contract.

11. Authorisation of Expenditure

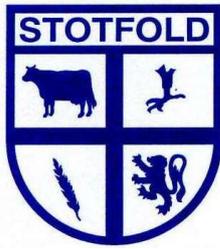
Orders for goods or services by Stotfold Town Council must be made in accordance with approved budgets and the approved spending limits set up in the Scheme of Delegation.

Purchases that are likely to exceed the maximum officer spending limit, require Committee authorisation. The Town Clerk is authorised to undertake urgent matters, including emergency repairs and maintenance of buildings, grounds, and equipment, to be reported to the appropriate Committee or Full Council as soon as possible thereafter.

The first signature of certification of an invoice prior to payment verifies that the officer is satisfied that the goods or services have been received by the Council and represent proper value for money.

Final certification of all invoices for payment will be as follows:

- Town Clerk.
- Two other bank signatories who will also authorise the payments online.



STOTFOLD TOWN COUNCIL
PREFERRED SUPPLIERS REGISTER

Application form for contractors wishing to be included on the Council's register of approved contractors:

Business Name	
Business Address	
Contact Name	
Contact telephone number and Email address	
Type of business	
Member of professional bodies/ accreditations/qualifications if applicable	
I understand that the Council requires me to hold Public Liability Insurance of £10m or greater	Yes <input type="checkbox"/> No <input type="checkbox"/>
I am aware that I am required to comply with the Council's Health and Safety Policy	Yes <input type="checkbox"/> No <input type="checkbox"/>
I am aware that I will be required to provide suitable risk assessments and/or method statements	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please return this form to enquiries@stotfoldtowncouncil.gov.uk

Stotfold Town Council
Greenacre Centre, Valerian Way, Stotfold SG5 4HG 01462 730064



STOTFOLD TOWN COUNCIL

LONE WORKING POLICY 2025

1. Introduction

This Lone Working Policy outlines the measures and procedures to ensure the safety and well-being of employees who work alone. Stotfold Town Council is committed to providing a safe working environment and ensuring that risks associated with lone working are effectively managed.

2. Scope

This policy applies to all employees, contractors, and volunteers who may be required to work alone at any time during their employment or engagement with the organisation.

3. Definition of Lone Working

Lone working refers to situations where an employee works by themselves without close or direct supervision. This can occur:

- Outside of regular working hours.
- In remote or isolated locations.
- In situations where the employee is the only one present at the worksite.

4. Responsibilities

4.1 Management

- Ensuring that all staff are aware of the policy.
- Conduct risk assessments to identify potential hazards associated with lone working.
- Implement control measures and a Risk Management Plan to minimise identified risks.
- Ensure that employees are provided with appropriate training and resources.
- Monitor and review the effectiveness of the lone working policy and procedures.

4.2 Employees

- Follow the procedures and guidelines set out in this policy.
- Report any hazards or incidents related to lone working to their manager.
- Take reasonable care of their own safety and the safety of others affected by their actions.

5. Risk Assessment

Assessing the Risk:

Managers must consider the following when deciding if an activity can be conducted while alone:

5.1 Individual vulnerabilities

- Are any individuals especially at risk when working alone?
- Is the person medically fit to work alone? Some medical conditions make sufferers unsuitable for lone working. Managers who have concerns about an individual's fitness for lone working should refer them to the Town Clerk for consideration, a Safety Critical Health Assessment could be requested.

- Are inexperienced workers especially at risk while working alone?
- Individuals with impaired vision, hearing or mobility.
- Individuals whose first language is not English e.g. arrangements are in place to ensure information is communicated effectively, especially emergency arrangements.

5.2 Work patterns

Specific work patterns may begin during normal working hours and continue out of hours.

- shift work
- Event requirements
- flexible work pattern
- working at home

5.3 Location or work area

The work may be conducted in places managed by STC, another employer or an external location. If the worker is peripatetic, more than one work location or area may be visited on the same day.

- office, workshop
- storeroom, plant room, changing room, room, meeting spaces,
- riverbank, park land, public convenience, vehicle

5.4 Work activity

If the task is to be carried out by someone working alone the risk assessment must consider the hazards of being alone in addition to the hazards involved with the work itself. (See table 2)

5.5 Access arrangements

Arrangements to prevent unauthorised access to areas where staff work alone. Access to building or work area controlled by:

- Keyholder
- Key or combination lock
- Entry card or tag

6. Managing the Risk

6.1 Managers must ensure that:

- The lone worker understands the risks and precautions involved in their work i.e. has enough experience to work without direct supervision.
- The lone worker has information to deal with emergencies. (See table 1) N.B. the lone worker may not be familiar with the building in which they are working.

6.2 Managers should consider one or more of the following controls depending on the level of risk:

- a start/finish time has been agreed for out of hours lone working;
- the lone worker informs their supervisor that work has started / finished;
- periodic checks by the supervisor or person designated by the supervisor are made at agreed intervals e.g. hourly. Checks can be in person, by telephone (mobile or landline) or two-way radio. Alternatively, the lone worker can contact the supervisor or person designated by the supervisor at agreed intervals. N.B. ensure the means of communication works in the work location e.g. mobile phone reception is not universal;
- a procedure is in place to deal with failure to contact lone worker at agreed intervals;

- a record is kept of the information that has been provided to individuals who work alone. The Lone Working Risk Assessment Template is attached at Table 2.

6.1 Planning and Preparation

- Ensure lone working is avoided where possible. If not, ensure it is properly planned.
- Develop a lone working plan, including contact arrangements and emergency procedures following the Risk Assessment and Risk Management plan.
- Provide employees with mobile phones, panic alarms, or other communication devices in line with the Risk Assessment and Risk Management plan.

6.2 Training

- Training on the risks associated with lone working and the control measures in place will be provided to all staff.
- Ensure employees are competent to carry out their work alone safely.

6.3 Supervision

- Implement periodic check-ins in line with the Risk Assessment and Risk Management plan.
- Utilise monitoring systems as identified in The Risk Assessment and Risk Management plan.

6.4 Personal Safety

- Staff must not assume that having a mobile phone and a backup plan is sufficient. The first priority is to plan for a reduction of risk.
- Staff should take all reasonable precautions to ensure their own safety.
- Before working alone, assessment of the risks involved should be made in conjunction with the line manager.
- Staff must inform their line manager or other identified person when they will be working alone, giving details of their location, and following an agreed plan.
- If a member of staff does not report as expected, an agreed plan should be put into operation, initially to check on then situation and then to respond as appropriate.
- Where staff work alone for extended periods and/or a regular basis, managers must make provision for regular contact, to monitor and to counter the effect of working in isolation.

6.5 Emergency Procedures

- Table 1 details procedures for dealing with emergencies.
- All employees know how to summon help in an emergency.
- Provide first aid training and equipment where necessary.

7. Reporting and Monitoring

- An incident is defined as “an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage”. In order to maintain an appropriate record of incidents involving lone workers it is essential that all incidents be reported to the Clerk or Line Manager who will prioritise each incident and identify any immediate action. All staff are provided with the Clerk’s / Line Managers contact details. Staff should ensure that all incidents where they feel threaten or “unsafe” are reported. This includes incidents of verbal abuse.
- Investigate incidents promptly and take corrective action where necessary.
- Review risk assessments and control measures regularly to ensure they remain effective.

8. Review of Policy

This policy will be reviewed regularly or following any significant incidents or changes in legislation, to ensure it remains relevant and effective.

- 9. Compliance** This policy ensures the safety of employees working alone by outlining responsibilities, risk assessments, control measures, and procedures for emergencies. Regular reviews and compliance checks are essential for maintaining its effectiveness. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

Stotfold Town Council is dedicated to maintaining a safe and healthy environment for all, and adherence to this policy is mandatory for all staff and contractors working under the Council's direction.

Revision History:

Date Adopted	February 2025
Date for Review	February 2027



Table 1: Lone Worker Emergency Procedures

Table 1: Lone Worker Emergency Procedures Arrangements for normal working hours may be different or need to be supplemented when working out of hours.		
	Normal working hours	Additional procedures for out of hours
How to Contact the emergency services	<p>In the first instance the lone worker should call the emergency services on 999</p> <p>Ensure the lone worker has the local number for contact the enquires desk at STC 01462 730064</p> <p>In some circumstances it will not be practical or possible to use conventional methods of communication and a lone worker alarm may be appropriate. Features include: an automatic alert to a pre-arranged responder: operation is discreet: activation if worker stops moving: worker periodic response.</p>	Ensure that any alarm or telephone number used for out of hours contact is monitored
How to raise the alarm on discovering a fire	As displayed on the facility fire action notice	
Evacuation procedures	As displayed on the facility fire action notice	
Accident / incident	All accident and near miss incident should be recorded and STC Public Realm manager in formed the same day.	All accident and near miss incident should be recorded and STC Public Realm manager in formed the following day.
First aid arrangements	<p>Location of the nearest First Aid Box</p> <p>If there are firs aider who work in the vicinity.</p>	<p>Ensure the nearest first aid box is accessible and not behind a locked door.</p> <p>Are first aiders available or is additional resources needed.</p>



Table 2: Lone Worker Activity Guidance

Table 1: Lone Worker Emergency Procedures	
The following list is designed for Managers when preparing departmental arrangements	
No	Reasons why work cannot be conducted alone: <ol style="list-style-type: none"> 1. Risk control measures for the activity cannot be implemented if an individual working alone e.g. footing a ladder 2. When emergency procedures rely on the presence of others e.g. operating emergency stop buttons. 3. Some hazard specific must not be carried out alone (legal requirement) 4. Worker is under 18 years of age (young person)
POSSIBLE	5. Emergency procedures (see Table 1) and additional control measures.
YES	6. Emergency procedures (see Table1)

Activity		Additional control measures
Operating dangerous equipment e.g. brush cutters	2	
Work with equipment powered by mains electricity or other high energy source except 110 volt	2	
At or near exposed live conductors	2	
Work with <ul style="list-style-type: none"> • Large volumes of hazardous liquids. Flammables, corrosives, toxic. • Asphyxiants • Explosives 	2	
Use of blowlamps, gas cutting or welding	2	
Confined spaces e.g. lofts, storages tanks, enclosed drains	3	
Young person (under 18)	4	
Lifting and moving heavy objects	1	
Working on a ladder	1	
Working in or less than 3m from open water	1	
Working above or near water	5	Controls identified after detailed risk assessment



Table 2: Lone Worker Activity Guidance

Play area inspection	5	Periodic checks arranged Start / Finish time agreed
Play inspection	5	Periodic checks arranged Start / Finish time agreed
Cleaning of convenience	5	Periodic checks arranged Start / Finish time agreed
Risk of violence <ul style="list-style-type: none">• public confrontation• public Events• leaving or traveling between locations	5	Periodic checks arranged Start / Finish time agreed
Working at height	5	Periodic checks arranged Start / Finish time agreed
Isolated and remote location	5	Periodic checks arranged. Check in procedures agreed Start / Finish time agreed
Office based work	6	
General maintenance of isolated equipment	6	

Time : 10:32

Current A/c 20354862

Payments made between 01/01/2025 and 31/01/2025

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
ALLSTAR Business Solutions Ltd						
02/01/2025	DD1	E2019742275/ALLSTAR	53.17	0.00	53.17	VAT
15/01/2025	DD2	E2019817375/ALLSTAR	9.58	0.00	9.58	VAT
29/01/2025	DD	DIESEL FOR BOTH	132.35	0.00	132.35	VAT
			195.10	0.00	195.10	
BANK SERVICE JAN 25 CHARGE						
31/01/2025	JAN BANK C	BANK SERVICE JAN 25	23.10	0.00	23.10	OTS
BANK JAN FAST PYMT FEE						
14/01/2025	JAN FAST P	BANK JAN FAST PYMT FEE	4.50	0.00	4.50	OTS
BARCLAY CREDIT CARD PAYMENT						
20/01/2025	BARCLAY	BARCLAY CREDIT CARD	321.39	0.00	321.39	OTS
British Gas Lite						
17/01/2025	DD6	9792368/British Gas Lite	36.03	0.00	36.03	VAT
C & D Farms						
31/01/2025	BACS1	RENT FOR SKIP JAN 25	120.00	0.00	120.00	VAT
Cawleys						
31/01/2025	DD3	MEMORIAL HALL BIN HIRE	293.21	0.00	293.21	VAT
Central Beds Council						
01/01/2025	DD1	SIMPSON CENTRE	634.00	0.00	634.00	VAT
09/01/2025	DD2	P/T SIMPSON CENTRE	346.00	0.00	346.00	VAT
09/01/2025	DD3	CEMETERY BUSINESS RATE	314.00	0.00	314.00	VAT
20/01/2025	DD5	BROOK ST CAR PARK	106.00	0.00	106.00	VAT
20/01/2025	DD8	MEMORIAL HALL BUSINESS	449.00	0.00	449.00	VAT
31/01/2025	DD9	GREENACRE CENTRE	1,331.00	0.00	1,331.00	VAT
			3,180.00	0.00	3,180.00	
Clarid Service Ltd t/a Minster						
15/01/2025	BACS56	30678/24.470/Clarid Service	2,912.54	0.00	2,912.54	VAT
31/01/2025	BACS11	30818/Clarid Service Ltd t/a M	2,912.54	0.00	2,912.54	VAT
			5,825.08	0.00	5,825.08	
Copycare						
15/01/2025	BACS35	44800/24.410/Copycare	500.36	0.00	500.36	VAT
31/01/2025	BACS2	PHOTOCOPY CHARGE OCT -	277.52	0.00	277.52	VAT
			777.88	0.00	777.88	
Council HR and Governance Supp						
15/01/2025	BACS50	TRAINING SESSION	240.00	0.00	240.00	VAT
Countrywide Ground Maintenance						
15/01/2025	BACS39	604627/Countrywide Ground	7,059.49	0.00	7,059.49	VAT
CPRE						
31/01/2025	BACS31	ANNUAL FEE/25.041/CPRE	36.00	0.00	36.00	VAT
Crown Gas & Power Ltd - GAC Ga						
17/01/2025	DD5	GAC GAS BILL	1,029.74	0.00	1,029.74	VAT
Crown Gas & Power Ltdc- Memori						
17/01/2025	DD8	3385615/MEMORIAL	509.92	0.00	509.92	VAT

Continued on Page 2

Payments made between 01/01/2025 and 31/01/2025

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Culligan/ old WaterCoolersDire						
31/01/2025	BACS3	DRINKING WATER	57.30	0.00	57.30	VAT
Driver & Vehicle Licensing Age						
06/01/2025	DD6	VEHICLE TAX WV/Driver &	29.31	0.00	29.31	VAT
EE Limited						
13/01/2025	DD10	V02303712080/EE Limited	330.00	0.00	330.00	VAT
EMMA PAYNE						
31/01/2025	BACS4	PERSONAL LICENCE	45.35	0.00	45.35	VAT
F.H.Brundle Serving The Trade						
31/01/2025	BACS	LATCH CLAMP[6.36	0.00	6.36	VAT
31/01/2025	BACS5	STRINGER RAIL LATCH	18.60	0.00	18.60	VAT
			24.96	0.00	24.96	
Griggs Electricial Ltd						
31/01/2025	BACS6	ELECTRICIAL WORK @ A	174.00	0.00	174.00	VAT
Hertfordshire County Council						
31/01/2025	BACS7	DESCALER & DISHCLOTH	398.17	0.00	398.17	VAT
31/01/2025	BACS8	TOILET ROLL & HAND	144.47	0.00	144.47	VAT
			542.64	0.00	542.64	
HMRC PAYE NI JAN 25						
20/01/2025	JAN 25 HMR	HMRC PAYE NI JAN 25	6,110.35	0.00	6,110.35	OTS
HTC(Herts Tool Co) Fasternings						
15/01/2025	BACS37	145248/24.416/HTC(Herts	542.40	0.00	542.40	VAT
Institute of Cemetery & Cremat						
31/01/2025	BACS9	TAINING COURSE 11/02/25	108.00	0.00	108.00	VAT
Integrated Business Telecom Lt						
29/01/2025	DD25	4851567/Integrated	85.60	0.00	85.60	VAT
JAN 25 BED PENSION						
20/01/2025	JAN 25 BED	JAN 25 BED PENSION	2,404.91	0.00	2,404.91	OTS
JAN 25 STAFF PAYROLL						
20/01/2025	JAN 25 PAY	JAN 25 STAFF PAYROLL	21,780.20	0.00	21,780.20	OTS
Nat Soc of Allotment & Leisure						
31/01/2025	BACS23	MMEMBERSHIP	84.00	0.00	84.00	VAT
NFU Mutual Insurance						
06/01/2025	DD28	JAN 25/NFU Mutual Insurance	444.10	0.00	444.10	VAT
Ocean Creative Cooperation Ltd						
15/01/2025	BACS52	STOTFOLD MAP	21.60	0.00	21.60	VAT
31/01/2025	BACS16	XMAS POSTERS	87.00	0.00	87.00	VAT
			108.60	0.00	108.60	
Pitney Bowes						
31/01/2025	DD12	4100108314/Pitney Bowes	86.59	0.00	86.59	VAT
Public Works Loan Board						
20/01/2025	DD16	LOAN REPAYEMNT	7,833.58	0.00	7,833.58	VAT
Real Christmas Trees Ltd						

Time : 10:32

Current A/c 20354862

Payments made between 01/01/2025 and 31/01/2025

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
15/01/2025	BACS53	1000023592/24.251/Real	1,992.00	0.00	1,992.00	VAT
Ryalls Building Supplies Ltd						
31/01/2025	BACS10	97227/Ryalls Building	44.81	0.00	44.81	VAT
Sage UK						
16/01/2025	DD36`	INV20110369/Sage UK	103.89	0.00	103.89	VAT
Shefford Landscaping & Groundw						
31/01/2025	BACS20	CAT SCAN THE GREEN	120.00	0.00	120.00	VAT
SMG Business Solutions Ltd						
10/01/2025	DD15	SMG-91804/25.046/SMG	1,644.55	0.00	1,644.55	VAT
21/01/2025	DD20	ATTEND SITE ON 13/01/2025	216.00	0.00	216.00	VAT
			1,860.55	0.00	1,860.55	
SSE - STREET LIGHT +BROOK STRE						
31/01/2025	DD21	8700241619/SSE - STREET	841.10	0.00	841.10	VAT
Stephen Riley						
31/01/2025	BACS27	WINDOW CLEAN	40.00	0.00	40.00	VAT
Steve Hayes						
15/01/2025	BACS01	DEC REIMBUR/Steve Hayes	29.80	0.00	29.80	VAT
Steven Buck						
31/01/2025	BACS15	MAYOR EXPENSES/Steven	328.28	0.00	328.28	VAT
Stotfold Motor Centre						
31/01/2025	BACS19	FLAT BATTERY YK22HPC	72.00	0.00	72.00	VAT
Stotfold News Magazine						
31/01/2025	BACS21	LEAFLET INSERTION	240.00	0.00	240.00	VAT
Sundown Ltd						
31/01/2025	BACS22	DEPOSIT FOR THE LED	531.00	0.00	531.00	VAT
The Performing Rights Society						
31/01/2025	BACS17	MEMO HALL LICENCE + A	2,345.87	0.00	2,345.87	VAT
Trade Uk/Screwfix						
01/01/2025	DD30	JAN 25/Trade Uk/Screwfix	89.39	0.00	89.39	VAT
Utilita - The Simpson centre						
17/01/2025	DD1	Purchase Ledger Payment	0.51	0.00	0.51	VAT
21/01/2025	DD4	2024-12/1/Utilita - The	2,553.42	0.00	2,553.42	VAT
			2,553.93	0.00	2,553.93	
Utilita Energy Ltd - A Rd						
21/01/2025	DD1	A RD ELECTICITY	217.83	0.00	217.83	VAT
Utilita Energy Ltd - Memorial						
21/01/2025	DD2	MEMORIAL HALL	143.98	0.00	143.98	VAT
Utilita Energy Ltd - MUGA						
21/01/2025	DD3	MUGA ELECTRICITY BILL	107.26	0.00	107.26	VAT
Utilita Energy Ltd - REC Brook						
19/01/2025	DD7	BROOK STR	200.58	0.00	200.58	VAT
Wellers Law Group						
31/01/2025	BACS25	PROFESSIONAL CHARGES	9,002.20	0.00	9,002.20	VAT

Time : 10:32

Current A/c 20354862

Payments made between 01/01/2025 and 31/01/2025

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Wilstead Haulage Ltd						
15/01/2025	BACS02	021485/24.473/Wilstead	360.00	0.00	360.00	VAT
31/01/2025	BACS26	021791/25.038/Wilstead	720.00	0.00	720.00	VAT
			1,080.00	0.00	1,080.00	
Windsock Company Ltd						
31/01/2025	BACS28	FLAGPOLE MAIN	726.00	0.00	726.00	VAT
Worldpay Ltd						
21/01/2025	DD35	342178483/Worldpay Ltd	48.96	0.00	48.96	VAT
YORKSHIRE GAS AND POWER						
11/01/2025	DD9	909281/YORKSHIRE GAS	1,988.83	0.00	1,988.83	VAT
Zurich Town & Parish Council T						
31/01/2025	BACS30	INSPECTION CONTRACT	60.77	0.00	60.77	VAT
			85,212.36	0.00	85,212.36	

26/02/2025

10:36 Current A/c 20354862

Date	Payment Received between 01/01/2025 and 31/01/2025	Receipt No	Receipt Total £
29/01/2025	BURIAL PLOT FEE		352
23/01/2025	CEMETERY PLOT	WP/16190	100
22/01/2025	COUNCIL CHAMBER BOOKING	WOMEN	20
20/01/2025	STOTFOLD SINGERS MEMO HALL	WP/16187	29
02/01/2025	BURIAL PLOT GOR 330	GOR330	200
20/01/2025	GOR1556 BURIAL PLOT	BACS	100
29/01/2025	HMRC VAT RETURN	HMRC VAT	16918.38
16/01/2025	MEMO HALL 14/03 BOOKING	WP/16185	110.5
22/01/2025	MEMO HALL 15/03 BOOKING MOON	MEMO HALL	21.25
28/01/2025	MEMO HALL BOOKING	MEMO HALL	27.75
30/01/2025	NR36 DEPOSIT ASARE S	NR36	35
02/01/2025	Sales Recpts Page 3154		57.36
01/01/2025	Sales Recpts Page 3155		76.48
02/01/2025	Sales Recpts Page 3156		183.6
03/01/2025	Sales Recpts Page 3158		198.88
03/01/2025	Sales Recpts Page 3159		300.64
06/01/2025	Sales Recpts Page 3160		306
20/01/2025	Sales Recpts Page 3161		450
31/01/2025	Sales Recpts Page 3162		91.8
01/01/2025	Sales Recpts Page 3163		122.4
31/01/2025	Sales Recpts Page 3164		30.6
31/01/2025	Sales Recpts Page 3165		332.8
06/01/2025	Sales Recpts Page 3166		266.22
07/01/2025	Sales Recpts Page 3167		166.66
08/01/2025	Sales Recpts Page 3168		38.24
17/01/2025	Sales Recpts Page 3169		78.43
30/01/2025	Sales Recpts Page 3170		221.85
27/01/2025	Sales Recpts Page 3171		953.63
28/01/2025	Sales Recpts Page 3172		1200
22/01/2025	Sales Recpts Page 3173		350
02/01/2025	MEMO HALL 04/01 booking	SUMUP1618	245.77
02/01/2025	MEMO HALL 04/01 booking	SUMUP/1618	50.14
14/01/2025	SIAN TESTING NEW CARD	WP/16203	1
09/01/2025	STOTFOLD SINGERS MEMO HALL	STOTFOLD	43.5
17/01/2025	SumUp Business A/C	BANK	215.63
			23895.51

Detailed Income & Expenditure by Budget Heading 26/02/2025

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Public Realm								
<u>21 MUGA</u>								
203 Electricity	0	1,600	2,250	650		650	71.1%	
206 Maintenance and Repairs	0	21	5,000	4,979		4,979	0.4%	
MUGA :- Indirect Expenditure	0	1,621	7,250	5,629	0	5,629	22.4%	0
Net Expenditure	0	(1,621)	(7,250)	(5,629)				
<u>22 Street Light</u>								
203 Electricity	0	7,571	30,000	22,429		22,429	25.2%	
206 Maintenance and Repairs	0	6,803	20,000	13,197		13,197	34.0%	
Street Light :- Indirect Expenditure	0	14,374	50,000	35,626	0	35,626	28.7%	0
Net Expenditure	0	(14,374)	(50,000)	(35,626)				
<u>23 Allotments</u>								
2002 Income - CR Service Charge	855	855	600	(255)			142.4%	
2003 Income - Allotments Norton Rd	0	2,445	2,000	(445)			122.2%	
2009 Income- Allotments Common Rd	(3,005)	0	0	0			0.0%	
Allotments :- Income	(2,151)	3,299	2,600	(699)			126.9%	0
202 Water Rates	0	463	1,000	537		537	46.3%	
206 Maintenance and Repairs	0	481	1,000	519		519	48.1%	
226 Pest Control - Allotments	0	520	750	230		230	69.3%	
236 RBS Support Allotment	0	359	600	241		241	59.8%	
Allotments :- Indirect Expenditure	0	1,823	3,350	1,527	0	1,527	54.4%	0
Net Income over Expenditure	(2,151)	1,476	(750)	(2,226)				
<u>25 Hitchin Road Rec</u>								
202 Water Rates	0	121	500	379		379	24.3%	
203 Electricity	191	1,782	1,450	(332)		(332)	122.9%	
231 Bowls Club Grant	0	379	3,650	3,271		3,271	10.4%	
Hitchin Road Rec :- Indirect Expenditure	191	2,282	5,600	3,318	0	3,318	40.7%	0
Net Expenditure	(191)	(2,282)	(5,600)	(3,318)				
<u>26 Brook Street Car Park/Toilets</u>								
201 Rates	0	1,060	1,500	440		440	70.7%	
202 Water Rates	0	133	500	367		367	26.6%	

Detailed Income & Expenditure by Budget Heading 26/02/2025

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Electricity	0	294	600	306		306	49.0%	
206 Maintenance and Repairs	366	1,964	2,000	37		37	98.2%	
Brook Street Car Park/Toilets :- Indirect Expenditure	366	3,451	4,600	1,149	0	1,149	75.0%	0
Net Expenditure	(366)	(3,451)	(4,600)	(1,149)				
27 Open Spaces								
2005 Income - Open Space Other	50	8,328	7,000	(1,328)			119.0%	
2012 Income - Football Pitch Grant	0	11,784	0	(11,784)			0.0%	
Open Spaces :- Income	50	20,112	7,000	(13,112)			287.3%	0
205 Legal Fees / ROSPA	0	600	3,500	2,900		2,900	17.1%	
206 Maintenance and Repairs	99	22,887	30,000	7,113		7,113	76.3%	
207 Grass Cutting Contract	0	5,727	5,000	(727)		(727)	114.5%	
209 Lease Costs	0	0	300	300		300	0.0%	
211 River Ivel Drainage	0	10	20	10		10	50.0%	
212 Skip Hire	400	6,950	7,000	50		50	99.3%	
213 Subscriptions/Licences	0	36	250	214		214	14.4%	
223 Teasel /Centenery Wood	0	0	1,500	1,500		1,500	0.0%	
225 Water Meter - The Green	0	52	70	18		18	74.5%	
237 Floral Planting	0	1,627	3,000	1,373		1,373	54.2%	
238 Pitchpower Expense	0	23,754	0	(23,754)		(23,754)	0.0%	
Open Spaces :- Indirect Expenditure	499	61,644	50,640	(11,004)	0	(11,004)	121.7%	0
Net Income over Expenditure	(449)	(41,532)	(43,640)	(2,108)				
32 Verges								
2006 Income - Agency Grants	0	0	4,015	4,015			0.0%	
Verges :- Income	0	0	4,015	4,015			0.0%	0
207 Grass Cutting Contract	0	0	5,000	5,000		5,000	0.0%	
Verges :- Indirect Expenditure	0	0	5,000	5,000	0	5,000	0.0%	0
Net Income over Expenditure	0	0	(985)	(985)				
33 Arlesey Rd Playing Field								
201 Rates	0	0	1,000	1,000		1,000	0.0%	
232 Utilities	39	3,077	3,500	423		423	87.9%	
235 Pitch Maintenance	0	6,799	8,000	1,201		1,201	85.0%	
Arlesey Rd Playing Field :- Indirect Expenditure	39	9,876	12,500	2,624	0	2,624	79.0%	0
Net Expenditure	(39)	(9,876)	(12,500)	(2,624)				

Detailed Income & Expenditure by Budget Heading 26/02/2025

Month No: 11

Committee Report

	Actual Current Mth	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	0	1,500	1,500	0		0	100.0%	
Green Wheel :- Indirect Expenditure	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(1,500)</u>	<u>(1,500)</u>	<u>0</u>				
Public Realm :- Income	(2,101)	23,411	13,615	(9,796)			172.0%	
Expenditure	1,095	96,570	140,440	43,870	0	43,870	68.8%	
Movement to/(from) Gen Reserve	<u>(3,196)</u>	<u>(73,159)</u>	<u>(126,825)</u>	<u>(53,666)</u>				

Cemetery

<u>41 Cemetery</u>								
4001 Income - Burials	1,445	13,540	15,000	1,460			90.3%	
4002 Income - Memorials & Plaques	321	8,481	4,000	(4,481)			212.0%	
4003 Income - Chapel lease	167	1,833	2,000	167			91.7%	
4005 Income - Plot Purchase	100	7,174	10,000	2,826			71.7%	
Cemetery :- Income	<u>2,033</u>	<u>31,028</u>	<u>31,000</u>	<u>(28)</u>			<u>100.1%</u>	<u>0</u>
401 Rates	0	3,144	5,800	2,656		2,656	54.2%	
402 Water Rates	0	98	300	202		202	32.8%	
404 Maintenance/Repairs & Ex Cuts	0	4,219	4,500	281		281	93.8%	
405 Grounds Maintenance Contract	0	2,780	5,000	2,220		2,220	55.6%	
408 Pest Control	0	0	650	650		650	0.0%	
409 Tree Surgery	2,380	2,780	10,000	7,220		7,220	27.8%	
411 RBS Annual Support Cem Package	0	580	600	20		20	96.7%	
Cemetery :- Indirect Expenditure	<u>2,380</u>	<u>13,601</u>	<u>26,850</u>	<u>13,249</u>	<u>0</u>	<u>13,249</u>	<u>50.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(347)</u>	<u>17,427</u>	<u>4,150</u>	<u>(13,277)</u>				
Cemetery :- Income	2,033	31,028	31,000	(28)			100.1%	
Expenditure	2,380	13,601	26,850	13,249	0	13,249	50.7%	
Movement to/(from) Gen Reserve	<u>(347)</u>	<u>17,427</u>	<u>4,150</u>	<u>(13,277)</u>				

Buildings Management

<u>51 Simpson Centre</u>								
5003 Income - The Simpson Centre	0	3,495	4,570	1,075			76.5%	
5004 Income - Library Utilities	2,210	2,210	2,000	(210)			110.5%	
5005 Income - Library Lease	1,315	1,940	2,565	625			75.6%	
Simpson Centre :- Income	<u>3,525</u>	<u>7,645</u>	<u>9,135</u>	<u>1,490</u>			<u>83.7%</u>	<u>0</u>

Detailed Income & Expenditure by Budget Heading 26/02/2025

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
505 Rates - Simpson	0	9,798	9,100	(698)		(698)	107.7%	
507 Water Charges - Simpson	0	616	400	(216)		(216)	154.1%	
510 Electricity - Simpson	0	3,947	4,500	553		553	87.7%	
Simpson Centre :- Indirect Expenditure	0	14,361	14,000	(361)	0	(361)	102.6%	0
Net Income over Expenditure	3,525	(6,716)	(4,865)	1,851				
52 Memorial Hall								
5001 Income - Mem Hall	0	24,039	16,000	(8,039)			150.2%	
Memorial Hall :- Income	0	24,039	16,000	(8,039)			150.2%	0
504 Rate	0	4,491	5,100	609		609	88.1%	
506 Water Charges	0	386	1,600	1,214		1,214	24.2%	
508 Gas	0	2,313	4,000	1,687		1,687	57.8%	
509 Electricity	0	1,540	2,300	760		760	66.9%	
Memorial Hall :- Indirect Expenditure	0	8,730	13,000	4,270	0	4,270	67.2%	0
Net Income over Expenditure	0	15,309	3,000	(12,309)				
53 Building - General								
512 Maintenance	1,013	15,361	12,000	(3,361)		(3,361)	128.0%	
518 Bin Hire	0	2,250	5,250	3,000		3,000	42.9%	
538 Service Contracts	166	17,380	16,000	(1,380)		(1,380)	108.6%	
Building - General :- Indirect Expenditure	1,179	34,992	33,250	(1,742)	0	(1,742)	105.2%	0
Net Expenditure	(1,179)	(34,992)	(33,250)	1,742				
55 Greenacre Centre								
5008 Income -GAC	0	913	15,000	14,087			6.1%	
5009 Income - Solar Panels FIT	0	0	400	400			0.0%	
Greenacre Centre :- Income	0	913	15,400	14,487			5.9%	0
504 Rate	0	15,968	15,400	(568)		(568)	103.7%	
506 Water Charges	135	530	4,000	3,470		3,470	13.2%	
508 Gas	0	6,646	7,500	854		854	88.6%	
509 Electricity	1,757	15,282	18,500	3,218		3,218	82.6%	
537 Cleaning Contract	0	13,071	13,500	429		429	96.8%	
Greenacre Centre :- Indirect Expenditure	1,891	51,497	58,900	7,403	0	7,403	87.4%	0
Net Income over Expenditure	(1,891)	(50,583)	(43,500)	7,083				
Buildings Management :- Income	3,525	32,597	40,535	7,938			80.4%	
Expenditure	3,070	109,580	119,150	9,570	0	9,570	92.0%	
Movement to/(from) Gen Reserve	455	(76,983)	(78,615)	(1,632)				

Governance & Resources

10:25

Detailed Income & Expenditure by Budget Heading 26/02/2025

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
61 Governance & Resources								
6003 Income - Miscellaneous	500	4,809	50	(4,759)			9617.8%	
6004 Income - Interest Received	0	59,377	25,000	(34,377)			237.5%	
6008 Income - Mayor Event	0	52	300	248			17.3%	
6009 Stotfest 50	0	6,118	0	(6,118)			0.0%	
Governance & Resources :- Income	500	70,356	25,350	(45,006)			277.5%	0
601 Staff Salaries	0	269,839	344,691	74,852		74,852	78.3%	
602 Employers NI	0	23,452	24,428	976		976	96.0%	
603 Ers Pension Contrib	0	31,691	51,063	19,372		19,372	62.1%	
604 Staff Training	35	5,742	5,000	(742)		(742)	114.8%	
605 Clerk's Expenses	0	351	500	149		149	70.2%	
607 Photocopier Costs	0	2,442	750	(1,692)		(1,692)	325.7%	
608 Telephone/Fax/ISDN	128	4,407	4,000	(407)		(407)	110.2%	
609 Postage	0	489	600	111		111	81.6%	
610 Stationery	279	3,663	2,750	(913)		(913)	133.2%	
611 Insurances	0	10,792	12,000	1,208		1,208	89.9%	
612 Audit Fees	0	2,640	3,000	360		360	88.0%	
613 Legal Fees	14	8,499	5,000	(3,499)		(3,499)	170.0%	
614 Advertising	175	4,904	6,000	1,096		1,096	81.7%	
615 IT Services	270	25,205	15,000	(10,205)		(10,205)	168.0%	
618 Subscription/Licence	0	17,101	10,000	(7,101)		(7,101)	171.0%	
619 PWLB Loan Repayments	0	16,199	20,000	3,801		3,801	81.0%	
620 Civic Allowance	0	1,607	1,500	(107)		(107)	107.1%	
621 Bank Charges	0	472	600	128		128	78.6%	
627 Travel Expenses	0	297	250	(47)		(47)	119.0%	
630 Grants	0	8,500	15,000	6,500		6,500	56.7%	
631 Councillor Training/Mileage	35	1,199	1,000	(199)		(199)	119.9%	
632 Professional Support	0	2,130	2,000	(130)		(130)	106.5%	
633 Vehicle Repayments (s106)	0	0	2,410	2,410		2,410	0.0%	
634 Vehicle Insurance	0	4,361	5,000	639		639	87.2%	
635 Vehicle Fuel	0	2,030	5,000	2,970		2,970	40.6%	
636 Vehicle Maintenance	0	2,147	5,000	2,853		2,853	42.9%	
637 Christmas Event	0	10,787	15,000	4,213		4,213	71.9%	
638 Stotfold	0	43,252	50,000	6,748		6,748	86.5%	
639 Com Engagment	0	9,392	15,000	5,608		5,608	62.6%	
641 Arlesey Rd Repayment (s106)	0	0	4,000	4,000		4,000	0.0%	
Governance & Resources :- Indirect Expenditure	936	513,593	626,542	112,949	0	112,949	82.0%	0
Net Income over Expenditure	(436)	(443,237)	(601,192)	(157,955)				

Detailed Income & Expenditure by Budget Heading 26/02/2025

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>62 Precept</u>								
6005 Precept	0	913,482	913,482	0			100.0%	
Precept :- Income	<u>0</u>	<u>913,482</u>	<u>913,482</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>913,482</u>	<u>913,482</u>	<u>0</u>				
<u>63 Community Engagement</u>								
643 General Events	0	443	0	(443)		(443)	0.0%	
Community Engagement :- Indirect Expenditure	<u>0</u>	<u>443</u>	<u>0</u>	<u>(443)</u>	<u>0</u>	<u>(443)</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>(443)</u>	<u>0</u>	<u>443</u>				
Governance & Resources :- Income	<u>500</u>	<u>983,838</u>	<u>938,832</u>	<u>(45,006)</u>			<u>104.8%</u>	
Expenditure	<u>936</u>	<u>514,036</u>	<u>626,542</u>	<u>112,506</u>	<u>0</u>	<u>112,506</u>	<u>82.0%</u>	
Movement to/(from) Gen Reserve	<u>(436)</u>	<u>469,802</u>	<u>312,290</u>	<u>(157,512)</u>				
<u>Town Strategy</u>								
<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</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(4,000)</u>	<u>(4,000)</u>				
Town Strategy :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>			<u>0.0%</u>	
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>	
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(4,000)</u>	<u>(4,000)</u>				
<u>Managed Funds</u>								
<u>85 Earmarked Reserves</u>								
8001 Xmas Lights donations	0	250	0	(250)			0.0%	
8002 Income EMR - Cemetery	0	2,000	0	(2,000)			0.0%	2,000
Earmarked Reserves :- Income	<u>0</u>	<u>2,250</u>	<u>0</u>	<u>(2,250)</u>				<u>2,000</u>
806 EMR -Buildings Fund	0	2,690	0	(2,690)		(2,690)	0.0%	2,690
809 EMR - PCemetery Projects/Paths	0	5,930	0	(5,930)		(5,930)	0.0%	5,930
815 EMR-Rec Ground Rolling Improve	0	2,987	0	(2,987)		(2,987)	0.0%	2,987
820 EMR-Estab Office Equipment	0	5,126	0	(5,126)		(5,126)	0.0%	4,253
824 Christmas Lights	0	60	0	(60)		(60)	0.0%	60
826 EMR Youth Work	0	4,950	0	(4,950)		(4,950)	0.0%	4,950
833 EMR- S106 Greenacre Park	0	5,967	0	(5,967)		(5,967)	0.0%	5,967

Detailed Income & Expenditure by Budget Heading 26/02/2025

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
839 EMR - Ground Main Contract	11,766	62,029	0	(62,029)		(62,029)	0.0%	49,462
Earmarked Reserves :- Indirect Expenditure	11,766	89,740	0	(89,740)	0	(89,740)		76,300
Net Income over Expenditure	(11,766)	(87,490)	0	87,490				
9000 plus Transfer from EMR	11,766	88,867	0	(88,867)				
9001 less Transfer to EMR	0	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	0	(623)	0	623				
Managed Funds :- Income	0	2,250	0	(2,250)			0.0%	
Expenditure	11,766	89,740	0	(89,740)	0	(89,740)	0.0%	
Net Income over Expenditure	(11,766)	(87,490)	0	87,490				
plus Transfer from EMR	11,766	88,867	0	(88,867)				
less Transfer to EMR	0	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	0	(623)	0	623				
Grand Totals:- Income	3,957	1,073,124	1,023,982	(49,142)			104.8%	
Expenditure	19,247	823,526	916,982	93,456	0	93,456	89.8%	
Net Income over Expenditure	(15,289)	249,598	107,000	(142,598)				
plus Transfer from EMR	11,766	88,867	0	(88,867)				
less Transfer to EMR	0	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	(3,524)	336,465	107,000	(229,465)				

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	17,310.00	147,738.00
9009 EMR - Cemetery Projects	235,553.21	-3,929.95	231,623.26
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	-5,967.45	782,369.05
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	-62,029.10	162,970.90
	2,467,814.31	13,561.75	2,481,376.06

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL
DATE: 5 MARCH 2025
OFFICER RESPONSIBLE: COLIN ROGERS, PROJECTS OFFICER
SUBJECT: CEMETERY TOILET BLOCK – PUBLIC CONSULTATION

1. SUMMARY

- 1.1 Following the Full Council meeting on the 4th December 2024 Officers sought guidance from a Quantity Surveyor regarding the toilet block project. They have provided cost estimates for three options for remedial works to the cemetery toilet block together with their comments on a compostable toilet as a replacement for the current facility.
- 1.2 The options for consideration are:
- a) Take down existing building and rebuild using reclaimed materials;
 - b) Demolish existing building and rebuild using new materials matching as closely as possible the existing;
 - c) Retain existing building, undertake repairs and refit internally as options 1 and 2;
 - d) Waterless and composting toilet block (“WooWoo”);
 - e) Demolish the block and do not replace it.
- 1.3 These options will form the basis of the public consultation in relation to the future of the facility. This advice was given free of charge.

2. RECOMMENDATION

- 2.1 Members are asked to advise the Town Clerk if they agree with the options outlined below to form the consultation with residents.

3. BACKGROUND

The following advice has been received:

“Option 1 – Take Down Existing Building and Rebuild Using Reclaimed Materials

We see this as the most expensive option, the work being undertaken in line with the “Schedule of Works” provided by STC on 22nd January 2025 involving the careful taking down of the building by hand and identification of all bricks and stone to allow a faithful rebuild. This option also carries the greatest risk and longest programme, there inevitably being a need to attempt to re-source any equivalent materials from reclamation yards. This option will also require the use of contractors experienced with working on heritage buildings, therefore narrowing the pool of available suitably experienced contractors.

Order of Cost Estimate - £250,000 - £350,000. Programme – difficult to determine due to heightened risk but estimate 9 – 15 months from start of work on site.

Option 2 – Demolish Existing Building and Rebuild Using New Materials Matching as Closely as Possible the Existing

This option is probably the optimum solution in that a lot of the risk is removed compared to Option 1 and a new modern building is the result in the same style as the existing. So greater certainty of cost and programme with this option. A wider pool of contractors would be available for this option there being no express need for the same level of heritage skills as required for Option 2 although a high degree of skill would still be required given the need to replicate features.

Order of Cost Estimate - £150,000 - £195,000. Programme – 6 - 9 months from start of work on site.

Option 3 – Retain Existing Building, Undertake Repairs and Refit Internally as Options 1 and 2

Following the site visit with [REDACTED], their advice is that the structural repairs (but not buttresses) required to “stabilise” the building are not complicated or extensive. Based on this advice we see this as the potentially most economical solution although it has to be said there is still some risk (compared to Option 2) since there is always a degree of uncertainty when undertaking repairs to an existing building e.g. strengthening of existing foundations. The professional fees are also likely to be more expensive with this option given the need to undertake further surveys and inspections. Furthermore, a similar amount of money would need to be spent on this Option just to extend the life of the existing facility and maintenance costs are clearly going to be higher with this option.

Order of Cost Estimate - £125,000 - £170,000. Programme – 9 - 12 months from start of work on site.

Option 4 – Waterless and Composting Toilet Block (“WooWoo”)

We haven’t assessed the cost of this option since we understand that you already have a quote for the supply and installation of this facility which we suspect offers a sizeable saving on the other options.

In providing this information, we would draw your attention to the fact that we have not gone out to the market for any of the pricing included in this email. Instead, these are what we refer to as Order of Cost Estimates defined by the RICS as “the determination of the possible cost of a building early in the design stage in relation to the employer’s fundamental requirementsprior to the preparation of a full set of working drawings or bills of quantities and forms the initial build up to the cost planning process”.

Please also note that these are our assessment of the build costs only and do not include for VAT or for any of the professional costs (design fees) or other costs associated with delivering this project.”

Officers estimate the costs of the WooWoo are:

Cost Estimate of the Unit: £11,995 + VAT

Installation: £3,000 - £4,000

Demolition of the current facility: £3,000 - £5,000

Option 5 – Demolition of Toilet Block and No Replacement

Officers have been advised the following in relation to demolition costs:

“A rough estimate for the demolition of the existing building down to ground level (no grubbing up of existing foundations) and levelling of the site to create a base for the WooWoo (using bricks from the existing building as hardcore) would be £3,000 to £5,000 which would include for the disposal of all surplus material arising from the demolition. This would be the same cost if you went for Option 2 which is to demolish the existing building and rebuild in the same style but with similar looking but new materials.

At the other end of the scale (which is Option 1) which is for the careful taking down of the existing building, cleaning all materials, marking, storing etc. to allow for later re-build we think could be anywhere between £10,000 to £15,000 depending very much on how much effort is needed to salvage as much of the existing materials as possible. This allows for a scaffold to get to the higher parts of the existing building.

All prices exclude any VAT payable.

4. FINANCIAL

4.1 The cemetery toilets and chapel were transferred to the control of the Buildings Management Committee in May 2024.

4.2 There are the following Earmarked Reserves:

9006 Building Fund £147,783.

This may have to be used for the Greenacre Centre works. There is a GAC sinking fund with a balance of £142,735.

9009 Cemetery Projects £231,623

Earmarked reserve for potential extension to the cemetery

4.2 Alternatively, Members may consider they wish to take a Public Works Loan for the works and the consultation would form part of the evidence base to support the application, which is a requirement of any loan application. Any loan repayment would need to be factored into the budget for the duration of the loan.

4.3 Depending on the decision of the meeting, there will be additional costs in relation to Architects, Quantity Surveyors and principal designers.

4.4 There is also the VAT implication, and advice will be sought.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Full consultation with residents will lessen the risk of the town council that they were not transparent in the process
Legals	Local Authorities Cemetery Order 1977 refers to chapels, not toilets. Could also be Equalities Act.
Resources/Stakeholders	Residents, visitors to the cemetery
Contracts/Financials	Funding to be identified
Crime & Disorder	Risk of vandalism needs to be considered
Equalities	Any replacement toilets need to be accessible.
Biodiversity	Consideration to biodiversity in project

SIMPSON CENTRE – CONSULTATION

Introduction

The Town Council is seeking public input on the future of the Simpson Centre.

Originally a medical practice, the building was acquired by the Town Council to safeguard the library, which was at risk of closure when the site changed ownership. With the library now relocating to the Greenacre Site and the adjacent café ceasing to trade, the building will soon become vacant.

A recent condition survey has identified the need for significant investment to bring the building up to modern standards. However, it is one of several community assets requiring substantial improvements. The potential sale of the Simpson Centre could provide funding to enhance other key facilities, such as the Memorial Hall. We welcome your views on the best way forward.

OPTIONS

Option 1: Sell as a Parcel of Land

Pros:

- Immediate financial return with a lump-sum payment.
- Minimal financial risk to the Town Council after sale completion.
- Quick and straightforward transaction process.
- Proceeds could be reinvested into other community facilities, such as the adjacent Memorial Hall.

Cons:

- No control over how the land is developed.
- Risk of the site being used for purposes that do not align with community interests.
- Residents may feel the Town Council is not prioritising community infrastructure.
- Potential missed opportunity for long-term financial gain or community benefit.

Option 2: Sell with Outline Planning Permission

Pros:

- Increases the property's value, potentially securing 15-30% more than an unplanned sale.
- Provides some control over future development by determining the site's intended use.
- More attractive to developers, potentially leading to a quicker sale.
- Funds from the sale could be invested in improving existing community facilities like the Memorial Hall

Cons:

- Additional time and costs required to secure planning permission.
- No guarantee that developers will implement the approved plans exactly as envisioned.
- Slower sale, due to a smaller pool of developers from outlining restrictions.

Option 3: Sell with Caveat for Affordable Housing Development

Pros:

- Possibly addresses the need for more affordable housing in the area.
- Could generate funds that could be reinvested into local facilities.

Cons:

- Likely lower sale price (10-20% below market value).
- Smaller pool of potential buyers, potentially delaying the sale.
- No control over how the affordable housing is managed after sale.
- Residents may argue that affordable housing does not address immediate concerns about community facility investment.

Option 4: Repurpose the Site for Community Use

Pros:

- Direct benefit to the local community.
- Aligns with social responsibility and community engagement goals.
- Enhances the council's reputation and strengthens public trust.
- Could address local needs if repurposed for a community centre but in close proximity to an existing community facility.

Cons:

- Significant upfront investment required for refurbishment or redevelopment.
- The building has reached the end of its life, meaning high costs for repair.
- Ongoing operational and maintenance costs which may potentially increase the Town Council's council tax on residents
- No immediate financial return, making it a long-term financial commitment.
- Funds could instead be used to improve other well-used community spaces like the Memorial Hall.

STOTFOLD TOWN COUNCIL - WORK PROGRAMME 2024 - 25

Meeting Date	Agenda Item	Description	Responsible Officer
09/04/25	Risk Register	To approve the Risk Register	Town Clerk
	Community Governance Review	To receive a proposal from CBC to undertake a Community Governance Review	Town Clerk

Table of contents

10/3/25 7:00 PM - 8:30 PM

378/25 - APOLOGIES FOR ABSENCE 1 4

379/25 - DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS 4

380/25 - PUBLIC SECTION 1 4

381/25 - MEMBERS ON OTHER AUTHORITIES 1 4

382/25 - BEDFORDSHIRE POLICE 1 4

383/25 - COUNCIL MINUTES 1 4

Attachments

2025-01-29 - Town Council Meeting - Minutes 5

2024-12-04 - Town Council Meeting - Minutes Updated February 2025 9

384/25 - MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE 4

Attachments

2025 - 02 - Civic Attendances 14

385/25 - CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION 4

386/25 - COMMITTEE MINUTES 4

386.1/25 - Community Engagement Committee - 15 January 2025 4

Attachments

2025-01-15 - Community Engagement Committee Meeting - Minutes - Draft	15
386.2/25 - Governance & Resources - 22 January 2025	4
<hr/>	
Attachments	
2025-01-22 - Governance _ Resources Committee Meeting - Minutes - Approved	21
Sexual Harrassment Policy - Draft January 2025	25
Sexual Harassment Risk Assessment	28
Information and Data Protection Policy - 2025 - DRAFT	32
Privacy Notice 2025	39
Publication Scheme 2025	45
Subject Access Request Procedure 2025	51
386.3/25 - Public Realm Committee – 5 February 2025	20
<hr/>	
Attachments	
2025-02-05 - Public Realm Committee Meeting - Minutes - Draft	56
386.4/25 - Governance & Resources Committee – 12 February 2025	20
<hr/>	
Attachments	
2025-02-12 - Extra Governance _ Resources Committee - Minutes - Draft	61
STANDING ORDERS MARCH 2025	65
Procurement Policy 2025	85
Lone Working Policy 2025	93
387/25 - FINANCE & RISK MANAGEMENT	20
<hr/>	
Attachments	
Jan 25 Expenditure Report	100
Jan 25 Income Report	104
Detailed Income _ Expenditure Jan 25	105
Earmarked Reserves Jan 25	112

388/25 - REPORTS	20
<hr/>	
388.1/25 - Cemetery Toilet Consultation	20
<hr/>	
Attachments	
Cemetery Toilet Block Consultation Report	113
388.2/25 - Simpson Centre	20
<hr/>	
Attachments	
Simpson Centre Consultation	116
388.3/25 - Deed of Surrender - Stotfold Library	20
<hr/>	
388.4/25 - Work Programme	20
<hr/>	
Attachments	
FC WP March 2025	118
389/25 - MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY	20
<hr/>	
390/25 - DATE OF NEXT MEETING	20
<hr/>	
391/25 - CONFIDENTIAL ITEMS	20
<hr/>	
391.1/25 - Greenacre Cafe	20
<hr/>	
391.2/25 - HR Investigation	119
<hr/>	