

STOTFOLD TOWN COUNCIL

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



11 November 2024

Members of Stotfold Town Council:

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

You are hereby summoned to attend the **Town Council Meeting** to be held in the **Greenacre Centre, Valerian Way, Stotfold SG5 4HG** on **Wednesday 9 April 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 be recorded for minute taking purposes, and will be deleted after Minutes are approved.

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



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

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

AGENDA

392/25

APOLOGIES FOR ABSENCE

To receive apologies for absence from Town Council members.

For Decision

393/25

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.

For Decision

394/25

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.

395/25

MEMBERS ON OTHER AUTHORITIES

To receive and note the reports of CBC Ward Councillors.

For Information

396/25

COUNCIL MINUTES

To approve the Minutes of the Council meeting held **10 March 2025** as a true record of the meeting.

For Decision

397/25

MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

Civic Attendance report attached for information.

For Information

398/25

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

For Information

399/25

COMMITTEE MINUTES

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

399.1/25

Public Realm Committee - 12 March 2025

There were no recommendations.

For Information

399.2/25

Community Engagement - 19 March 2025

There were no recommendations.

For Information

399.3/25

Buildings Management - 26 March 2025

There were no recommendations.

For Information

399.4/25

Governance & Resources - 2 April 2025

There were the following recommendations:

6.1 Policy Review. The following amended policies are adopted

- a. Amended Grants Policy
- b. Credit Control and Bad Debt Policy
- c. Equality and Diversity Policy

6.2 Policy Adoption. The following new policies are adopted:

- a. Vexatious Policy
- b. Internal Control Statement

6.3 Financial Regulations. The updated Financial Regulations are adopted.

For Decision

400/25 FINANCE & RISK MANAGEMENT

- a. To resolve to approve expenditure for February 2025.
- b. To note the income received during February 2025.
- c. To review and note the year-to-date income and expenditure report and Earmarked Reserves as at 31/03/2025. NB These are not ratified end-of-year figures.
- d. To review and adopt the Risk Management Strategy 2025
- e. To review and adopt the Risk Register 2024-25

For Decision

401/25 STANDING ORDERS

Members are asked to adopt the updated Standing Orders following an update from NALC.

For Decision

402/25 REPORTS FROM MEMBERS ON OUTSIDE BODIES

For Information

402.1/25 St. Mary's C of E Academy

To receive the updated Ofsted inspection report for the school issued February 2025.

403/25 MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY

For Information

404/25 WORK PROGRAMME

To receive the Work Programme for the Town Council.

For Information

405/25 DATE OF NEXT MEETING

Annual Town Council Meeting - Wednesday 7 May 2025.

For Information



MINUTES OF THE MEETING OF TOWN COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTOFOLD, SG5 4HG ON MONDAY 10 MARCH 2025 AT 19:00

Present: Cllr Steve Buck (Mayor), Cllr Steve Hayes (Deputy Mayor), Cllr Mary Cooper, Cllr Satinderjit Dhaliwal, Cllr Jos Headington, Cllr Jane Hyde, Cllr Lisa Miller, Cllr Brian Saunders, Cllr Bryony Woods (arrived 19:59).

Also Present: 1 member of the public

In attendance: E. Payne - Town Clerk

378/25 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Anderson, Bendell, Talbot, Venneear, and Woods. Councillor Matthews was noted as absent. Councillor Woods arrived at 19:59.

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

380/25 PUBLIC SECTION

Standing Orders were suspended whilst the Public Section was opened.

381/25 MEMBERS ON OTHER AUTHORITIES

Councillor Woodfine presented a report on CBC priorities, including an update on the budget, CBC planning meeting regarding land at Arlesey Road, Etonbury/Pix Brook schools bus meeting, highways matters regarding yellow lines on Tansey Avenue and Norton Road, ward councillor grants, and CBC open consultations. Councillor Woodfine was thanked for her briefing.

382/25 BEDFORDSHIRE POLICE

PCSO Tasha Healey was not available to attend the meeting.

Standing Orders were reinstated

383/25 COUNCIL MINUTES

The minutes of the meeting held on 29 January 2025 were approved as a true record. Additionally, the minutes of the Council meeting held on 4 December 2024 were re-adopted following a correction. The correction involved the Public Realm Committee's minutes from the meeting on 13 November 2024, which had incorrectly stated the adoption of the Exhumation Policy and the Beekeeping Policy. These Policies had already been adopted by the Full Council on 6 November 2024.

DECISION It was **RESOLVED** to adopt the minutes of the meeting held on 29 January 2025 as a true record of the meeting.



DECISION It was **RESOLVED** to re-adopt the minutes of the Council meeting of 4 December 2024 with the relevant updates.

384/25 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

The Mayor's civic attendance report was received.

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

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

The Clerk confirmed that they had written to CBC regarding the parking issues and concerns raised by Councillors.

386/25 COMMITTEE MINUTES

386.1/25 Community Engagement Committee - 15 January 2025

Members received the minutes of the Community Engagement Committee meeting held on 15 January 2025. There were no recommendations.

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

386.2/25 Governance & Resources - 22 January 2025

Members received the minutes of the Governance & Resources Committee meeting held on 22 January 2025. The following recommendations were adopted:

- Sexual Harassment Policy and Risk Assessment
- Information and Data Protection Policy
- Privacy Notice
- Publication Scheme
- Subject Access Request Procedure

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

DECISION: It was **RESOLVED** to adopt the Sexual Harassment Policy and Risk Assessment.

DECISION: It was **RESOLVED** to adopt the following Freedom of Information policies: Information and Data Protection Policy, Privacy Notice, Publication Scheme, and Subject Access Request.

386.3/25 Public Realm Committee – 5 February 2025

Members received the minutes of the Public Realm Committee meeting held on 5 February 2025. There were no recommendations.

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



386.4/25 Governance & Resources Committee – 12 February 2025

Members received the minutes of the Extra Governance & Resources Committee meeting held on 12 February 2025. Members sought clarification regarding the Procurement Policy. This included some rewording of the application form to be added to the preferred suppliers list and that preference would be given to Stotfold based contractors.

- DECISION:** It was **RESOLVED** to note the minutes.
- DECISION:** It was **RESOLVED** to adopt the Standing Orders.
- DECISION:** It was **RESOLVED** to adopt the Procurement Policy.
- DECISION:** It was **RESOLVED** to adopt the Lone Working Policy.

- ACTION:** Town Clerk to update the Procurement Policy with suggested amendments.
- ACTION:** Town Clerk to update website with adopted policies.

387/25 FINANCE & RISK MANAGEMENT

The expenditure for January 2025 was resolved to be approved. The income received during January 2025 was noted, along with the year-to-date income and expenditure report. The Earmarked Reserves as of 31 January 2025 were also noted. There were no significant questions or objections raised regarding these financial matters.

- DECISION:** It was **RESOLVED** to approve the expenditure for January 2025.
- DECISION:** It was **RESOLVED** to note the income received during January 2025.
- DECISION:** It was **RESOLVED** to note the year-to-date income and expenditure report.
- DECISION:** It was **RESOLVED** to note the Earmarked Reserves as of 31 January 2025.

388/25 REPORTS

388.1/25 Cemetery Toilet Consultation

Members received a report with options for the cemetery toilet project. Various options were debated, including demolition and rebuilding with new materials or retaining the existing building with repairs. The consensus leaned towards demolishing and rebuilding using new materials as closely as possible to the original. A consultation period of four weeks was agreed upon to gather public opinion.

- DECISION:** It was **RESOLVED** to consult with residents on the options contained within the report for a 4-week period with the results of the consultation to be considered at the Full Council meeting in May 2025.

- ACTION:** Town Clerk to organise Cemetery toilet consultation

388.2/25 Simpson Centre

Members received a report on a potential consultation document for the Simpson Centre. The discussion focused on seeking planning permission to increase the site's value and potential uses, such as accommodation for those over 55. The consultation will include options and be launched at the annual town meeting.



DECISION: It was **RESOLVED** to consult with residents on the options contained within the report.

ACTION: Town Clerk to organise Simpson Centre consultation for launch at the Annual Town Meeting on 30 April 2025.

388.3/25 Deed of Surrender - Stotfold Library

Members were asked to approve the signing of the Deed of Surrender for Stotfold Library. The Deed included amendments to release CBC from any liability for repairing and decorating covenants even if these breaches occurred prior to the surrender. Additionally, CBC inserted a clause requiring STC to refund any rents paid past the surrender date.

DECISION: It was **RESOLVED** that the Mayor and Vice Mayor will sign the Deed of Surrender terminating the lease between STC and CBC for Stotfold Library.

ACTION: Town Clerk to send Deed of Surrender to solicitors

388.4/25 Work Programme

Members received the work programme for Full Council. No additional items or questions were raised.

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

389/25 MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY

There were no 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, were excluded from the meeting because of the confidential nature of the following business to be transacted.

391.1/25 Greenacre Cafe

Members received a proposal from a potential tenant for the Greenacre Café. There was only one proposal received from a total of 8 expressions of interest. The submission received had been well prepared but with nothing else to compare it against it was hard to decide.

DECISION: It was **RESOLVED** to defer the decision for a further 3-6 months.

ACTION: Town Clerk to write to the potential tenant and thank them for their submission.

Cllr Miller declared an interest in this item as the potential tenant is a family member.



391.2/25 HR Investigation

Members received a confidential report on an HR investigation undertaken on behalf of the Town Council. The findings of the investigation were that the actions had been lawful.

DECISION: It was RESOLVED to note the report.

SIGNED BY CHAIR:

MINUTES APPROVED (date):

DRAFT



STOTFOLD TOWN COUNCIL

Mayor's Civic Attendances March 2025

- | | | |
|-----------------------------|---|--|
| 2 nd March 2025 | – | Dunstable Town Council Civic Service |
| 8 th March 2025 | – | Irthlingborough Town Council Charity Murder
Mystery Eve |
| 16 th March 2025 | – | Leighton-Linslade Town Council Civic Service |
| 28 th March 2025 | – | Flitwick Town Council Quiz |

Deputy-Mayor's Civic Attendances March 2025

- | | | |
|-----------------------------|---|--|
| 16 th March 2025 | – | Biggleswade Town Council Civic Service |
|-----------------------------|---|--|



MINUTES OF THE MEETING OF PUBLIC REALM COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 12 MARCH 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 J Smith and Cllr B Woods.

Also Present:

E Payne, Town Clerk
1 Member of the public in person
1 Member of the public virtually

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Talbot and Saunders.

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

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION

There was one member of the public who wished to speak in relation to item 6.3, Tree Surveys.

4. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 5 February 2025 were received.

DECISION: It was **RESOLVED** to adopt the Minutes of the meeting held on 5 February 2025 as a true record of the meeting.

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

Members received the Clerk's Report. There was an additional verbal update on the installation of the compostable toilet.

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

6. REPORTS

DECISION: It was **RESOLVED** to move item 6.3 Tree Surveys from the Agenda to this point in the meeting.

6.1 Tree Surveys

The member of the public was invited to address the meeting on this item. They explained that there is a hedge adjacent to their property on The Green which they



would like to remove and replant with laurel, at their expense, to increase the privacy for their home.

Members noted that the hedge is a beech hedge, which is a native British species, unlike laurel which is non-native. Members felt that with proper maintenance the beech hedge would thicken up, and keep its leaves in the wintertime, which would offer the resident the privacy they are seeking. The Member of the Public was happy with this approach.

Members noted the quotations for the trees works. They felt that it was important that any tree works were undertaken before the Easter holidays and note that the trees to be worked on would have minimal significance for bird nesting.

Members then consider the quotation from the arboriculturist to undertake the remaining tree surveys. Members were advised that going forward, the trees will be zoned into high, medium, and low risk with high and medium risk trees being surveyed every 3 years and low risk trees every 5 years.

DECISION: It was **RESOLVED** to:

- a) **Accept Quote A from Caddy Tree Services for the tree works at a cost of £1,500 plus VAT.**
- b) **Accept the quote from RGS Arboricultural Consultants at a cost of £3,500 plus VAT.**

ACTION: **Town Clerk to commission tree works with the proviso that the works are completed before Easter.**

ACTION: **Town Clerk to meet with grounds maintenance contractor to discuss hedge at The Green.**

6.2. Town Entrance Signage

Members received a report with proposed designs for the town entrance signage. Members noted the sites for the signs which had been agreed at a previous meeting and the variety of designs that Officers had provided in the report. Members noted that there was only a balance of £6,748 from the 50th Anniversary budget and asked the Town Clerk to identify any Public Realm budgets with underspend so a virement could be made and reported to the next meeting.

DECISION: It was **RESOLVED** to accept Quote A from Sign of the Times at a cost of £11,375.

ACTION: **Town Clerk to commission new entrance signage once a new location at Wrayfields is agreed.**

ACTION: **Town Clerk to identify underspent Public Realm Budget for the remaining cost and report to the next meeting.**

6.3 Brook Play Area - Replacement Gate

Members received a report with quotations for the replacement gate at Pix Brook Play Area.

DECISION: It was **RESOLVED** to accept Quote A from CPM Playgrounds at a cost of £3,450 to be met from EMR Pix Brook Play Area



ACTION: Town Clerk to commission gate replacement.

6.4. Cemetery Task and Finish Group

Members received the notes from the Task and Finish Group which had been set up to review all the cemetery documentation.

DECISION: It was **RESOLVED** to adopt all the relevant cemetery paperwork as outlined in the report.

ACTION: Town Clerk to arrange for all paperwork to be updated on website.

7. HIGHWAYS REPORT

Members received a verbal update from Cllr Smith on highways matters. Members considered the previous decision to relocate the vehicle activated signs (VAS) and whilst the Town Clerk is waiting for quotes, they were asked to obtain a quote for a further sign to be installed at one of the previously agreed locations to be considered at the next meeting.

ACTION: Town Clerk to obtain quotes from additional Vehicle Activated Sign for next meeting.

8. DELEGATED DECISIONS

Members received a report with the delegated decisions made by the Town Clerk under the Scheme of Delegation.

DECISION: It was **RESOLVED** to note the delegated decisions.

9. WORK PROGRAMME

Members received the Work Programme for this committee.

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

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

There were no other items.

11. DATE OF NEXT MEETING

Wednesday 16th April 2025.

The meeting closed at 19:56

SIGNED BY CHAIR:

MINUTES APPROVED (date):



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

Present:

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

In attendance:

Cllr M Cooper – Non-committee Member

Also Present:

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

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Sat Dhaliwal.

DECISION: It was **RESOLVED** to accept the apologies from Cllr Dhaliwal.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

1. Members to declare interests in respect of any item on the Agenda.
2. Proper Officer to consider written requests from members for dispensations.

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

3. PUBLIC SECTION (MAX. 15 MINUTES)

Members of the public may speak on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.

4. MINUTES OF THE PREVIOUS MEETING

Members were asked to resolve that the Minutes of the Community Engagement Committee meeting held on **15 January 2025** are a correct record.

DECISION: It was **RESOLVED** to adopt the Minutes of the Community Engagement Committee Meeting of 15 January 2025 as a true record of the meeting.

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

Members were advised on an approach to host a repair café in Stotfold, which will be brought to the next committee meeting for consideration as well as an update from Citizen's Advice Bureau on their Stotfold clinics.



DECISION: It was RESOLVED to note the reports.

6. REPORTS TO COMMITTEE

6.1. Website

Members were asked to consider the quotes for Suppliers A and B in a comparison matrix form with details for additional modules to facilitate payments and ticketing for events.

DECISION: It was RESOLVED to appoint Supplier A for a new website build, hosting and data transfer to the new website at a cost of £1,548.

DECISION: It was RESOLVED that the Community Engagement Chairman and Town Clerk have delegated powers to consider all Copywriter Quotes.

6.2. The Mill Steam Fair and Country Show

Members considered quotes for renting or buying an event display trailer for the Mill Steam Fair & Country Show in May 2025.

DECISION: It was RESOLVED to hire the T56 trailer for the Mill Steam Fair & Country Show in May 2025.

6.3. Fees for Charity Stalls

Members discussed whether fees should be charged for charity stalls.

DECISION: It was RESOLVED that charity stalls for Stotfold-based charities will not be chargeable.

DECISION: It was RESOLVED that charity stalls for non-Stotfold-based charities will be decided on a case-by-case basis by the Chair and Deputy Chair of this Committee.

6.4. Stotfest Silent Disco Proposal

To consider a proposal for a Silent Disco at Stotfest. Members gave consideration to the need to host this in an enclosed space for safety reasons, it would extend the leisure opportunity for residents after the formal entertainment ends.

DECISION: It was RESOLVED to proceed with the Silent Disco Proposal for Option B at a cost of £1,895 from the Community Engagement Budget.

DECISION: It was RESOLVED to provide the Silent Disco at a ticketed cost of £20 per person.

DECISION: It was RESOLVED to host the Silent Disco in a sectioned off area after the main Stotfest entertainment agenda is complete.

6.5. Youth Football

To consider a request for funding for a proposal of "get off the street and use your feet".

Cllr Headington declared an interest in this item as a community football youth coach.



Members felt this was a significant part of the budget to spend on one sport that supports a small demographic of the Community in a time where football clubs are actively recruiting for players. The Town Council is looking to support a scheme that is inclusive and caters to members of the community with disabilities.

DECISION: It was RESOLVED that the Town Council will not support the Youth Football proposal.

DECISION: It was RESOLVED to investigate more inclusive sport options (to include disabled sport) and to bring this to a future Community Engagement Committee meeting later in the year.

6.6. Interim Resident's Survey Results 2025

Members were updated on various slides showing the interim resident's survey results for 2025. The results were more positive and reflected the start of the culture change the Town Council has been working towards through more engagement with the residents. There were 629 responses in this year's survey.

Members feel that, given this year's responses, it highlighted a need to consider doing a second version of this survey for under 18's in the next financial year as well as additional engagement to get better insight into safety concerns raised in the survey.

DECISION: It was RESOLVED to note the Resident's Survey results for 24/25.

DECISION: It was RESOLVED that the Community Engagement Officer undertake a separate survey for under-18's in Stotfold in the next financial year to be circulated via the schools.

DECISION: It was RESOLVED that the Community Engagement Officer carry out another survey/poll to get more in-depth information on the resident's concerns about safety.

DECISION: It was RESOLVED to change the 25-26 Resident's Survey to indicate every person in a household is entitled to fill in their own survey.

7. WORK PROGRAMME

Members were asked to review this Committee's Work Programme.

Members requested investigations to put pop-up food stalls at Brook Street Car Park.

DECISION: It was RESOLVED to note this Committee's Work Programme.

8. DELEGATED DECISIONS

Members were asked to review the Town Clerk's delegated decisions relating to this Committee.

DECISION: It was RESOLVED to note the delegated decisions of the Town Clerk.



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

10. DATE OF NEXT MEETING

To be confirmed, subject to calendar of meetings being adopted at the Full Council Meeting of 7 May 2025.

Meeting closed at 19:57.

SIGNED BY CHAIRMAN:

MINUTES APPROVED (date):

DRAFT



**MINUTES OF THE MEETING OF BUILDING MANAGEMENT COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER, GREEANCRE CENTRE, VALERIAN WAY,
STOTFOLD SG5 4HG ON WEDNESDAY 26 MARCH 2025 AT 19:00**

Present:

Cllr S Hayes (Chair), Cllr D Matthews (Vice Chair), Cllr M Cooper, Cllr J Hyde, Cllr B Saunders, Cllr N Venneear.

Also Present:

Cllr S Buck (ex officio)
E Payne, Town Clerk
S Riley, Public Realm Manager
1 Member of the Public

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Bendell and Talbot. Cllr Dhaliwal was absent.

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

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Cllr Saunders declared an interest in item 6.6 as a member of Stotfold Football Club.

3. PUBLIC SECTION (MAX. 15 MINUTES)

There was a member of the public who was invited to address the meeting on item 6.6.

4. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the meeting held on **8 January 2025**. Members were advised that Cllr Saunders had been omitted from the minutes circulated with the agenda pack and that the minutes to be signed had been updated to include his attendance.

DECISION: It was **RESOLVED** to accept the minutes of the meeting held on **8 January 2025** 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. In addition, the Town Clerk advised the meeting that they had been advised by the cleaning contractor that, with effect from 1 April 2025, the cleaning contract will be increased by 9.8%.

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

ACTION: Town Clerk to report to the next meeting on the increase in the Cleaning Contract.



6. REPORTS TO COMMITTEE

6.1. Memorial Hall Feasibility Study

Members received a report on the feasibility study for the Memorial Hall. Members felt that the options provided by the initial study whilst informative were not comprehensive enough to make an informed decision on any future works. They considered that further studies should be commissioned to include a separate hall to the side of the building, which could use as a distinct entity or opened up to make a larger facility; and the third option being a new build. Once these have been completed then the costings work can be commissioned from Contractor A.

DECISION: It was **RESOLVED** to defer any decision until further feasibility studies have been commissioned.

DECISION: It was **RESOLVED** that when feasibility studies received, Ellenbrook Consulting will undertake cost estimates at £1,995 per case estimate.

ACTION: Town Clerk to commission two further feasibility studies.

ACTION: Town Clerk to commission cost estimates.

6.2. Audio Visual Equipment - Greenacre Centre

Members received quotations for audio visual equipment to be installed in the newly split Maple Room and the reception area.

DECISION: It was **RESOLVED** to accept Quotation 4 from Rossco Ltd at a cost of £7,623.20 excluding VAT to install AV equipment in the Maple Room and reception area.

ACTION: AV installation to be commissioned.

6.3. Car Park Relining

Members received quotations for remarking disabled bays at the Greenacre Centre car park, Brook Street car park and installing a new disabled bay at the Mossman Centre. Cllr Saunders informed the meeting that the Mossman Committee would be willing to contribute £132.98 towards the cost of the disabled bay. Members were advised that there would need to be some additional marking in the Greenacre Car Park to accommodate the two dedicated library car parking spaces

DECISION: It was **RESOLVED** to accept Quote A from Line-Mark.com at a cost of £995.00 for relining works as outlined in the report with a contribution of £132.98 from the Mossman Centre Committee towards the costs.

ACTION: Car park relining works to be commissioned.

ACTION: Contribution of £132.98 from the Mossman Centre Committee to be invoiced.

6.4. Renaming Room at The Greenacre Centre

Members received a report on renaming the council chamber at the Greenacre Centre. The purpose is to encourage its future hire by groups like fitness or businesses.



DECISION: It was **RESOLVED** to rename the Council Chamber the 'Community Hall' with effect from 1 April 2025.

ACTION: Community Hall signage to be arranged.

6.5. Mossman Centre LED Lights

Following a request from the Mossman Centre Committee to consider the provision of LED lights in the building, Members considered quotations for this work to be undertaken. Cllr Saunders advised the meeting that the Mossman Centre Committee would contribute £1,500 towards the cost of the work.

DECISION: It was **RESOLVED** to accept Quote C from Fleming Electrical Services at a cost of £4,280 with a contribution from the Mossman Centre Committee of £1,500 towards the cost.

ACTION: Contractor to be instructed.

ACTION: Contribution of £1500 from the Mossman Centre Committee to be invoiced.

6.6. Stotfold Football Club - Legal Fees

Members were updated following a recent meeting held between the football club, CBC's appointed surveyor and the Town Council. At this point, Mr Matthai, representing the Football Club was invited to address the meeting.

DECISION: It was **RESOLVED** that the Town Council will contribute £3,000 from the legal fee budget towards the costs of updating the Football Club sub and head lease.

ACTION: The Town Clerk to instruct the Council's solicitors.

6.7. Fire Safety Risk Assessment - Simpson Centre

Members received the latest fire risk assessment for the Simpson Centre.

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

6.8. Building Revaluations

Members received a report outlining the recent building revaluations ahead of the insurance renewal.

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

6.9. Library Task and Finish Group

Members received the notes from this group's meetings held on 22 January, 31 January and 19 March 2025.

DECISION: It was **RESOLVED** to note the decisions of the meetings.

7. DELEGATED DECISIONS

Members received a report on the delegated decisions undertaken by the Town Clerk.



DECISION: It was RESOLVED to note the report.

8. WORK PROGRAMME

Members received this committee's Work Programme.

DECISION: It was RESOLVED to note the Work Programme.

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

There were no items.

10. DATE OF NEXT MEETING

The date of the next meeting to be advised once the calendar of meetings is ratified by Full Council on 7 May 2025.

SIGNED BY CHAIR:

MINUTES APPROVED (date):

DRAFT



**MINUTES OF THE MEETING OF GOVERNANCE & RESOURCES COMMITTEE
MEETING HELD AT THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD
SG5 4HG ON WEDNESDAY 2 APRIL 2025 AT 19:00**

Present:

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

Also Present:

E Payne, Town Clerk
1 Member of the Public

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Talbot.

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 questions asked.

4. MINUTES OF PREVIOUS MEETING

The minutes of the Governance & Resources Committee meeting held on 12th February 2025 were presented for approval.

DECISION: The minutes of the Governance & Resources Committee meeting held on 12th February 2025 were approved unanimously.

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

The Clerk reported that there was no correspondence received and no matters arising from previous council minutes that needed to be addressed.

6. REPORTS TO COMMITTEE

6.1. Policy Review

The committee reviewed amended policies including the Grants Policy, Credit Control and Bad Debt Policy, and Equality and Diversity Policy. Members discussed these policies briefly and a proposal was made to recommend their adoption by the Full Council. The proposal was seconded and approved unanimously.

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

a) Amended Grants Policy



- b) Credit Control and Bad Debt Policy
- c) Equality and Diversity Policy.

6.2. Policies for Adoption

The committee considered new policies, namely the Vexatious Policy and Internal Control Statement. Councillor Smith pointed out a typo under section 4.2, which was noted for correction. A proposal was made to recommend these policies for adoption by the Full Council, seconded, and approved unanimously.

DECISION: It was RESOLVED to recommend to Full Council that the following policies are adopted:

- a) Vexatious Policy
- b) Internal Control Statement

6.3. Financial Regulations

The updated Financial Regulations were reviewed by the committee. Members noted the updates to the regulations which related to the Procurement Act.

DECISION: It was RESOLVED to recommend to Full Council that Financial Regulations are adopted.

6.4. Staff Handbook

The new staff handbook from Worknest was presented to the committee. Additionally, a neonatal leave policy had been circulated separately mentioned, which will be incorporated into the handbook.

DECISION: It was RESOLVED to note the new staff handbook.

6.5. Performance Management

Members considered a report updating them on the staff's performance management. Members noted that all staff had achieved a satisfactory performance review.

DECISION: It was RESOLVED to note the performance management has been undertaken

6.5 Staff Performance - Sickness Absence and Holiday Leave

A report on staff performance, specifically focusing on sickness absence and holiday leave, was received. The committee noted the information provided, including the impact of long-term sickness absence on overall statistics.

DECISION: It was RESOLVED to note the sickness absence and holiday level report.

6.6. Bank Reconciliations

The committee acknowledged that the bank reconciliations for January and February had been signed off by Cllr Cooper.



DECISION: It was RESOLVED to note the bank reconciliations for January and February have been signed.

7. MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY

There were no items raised.

8. WORK PROGRAMME

The work programme for the committee was noted. Members were invited to add any items to the programme, with Cllr Headington expressing interest in being involved in the driving policy.

DECISION: It was RESOLVED to note work programme.

ACTION: Town Clerk to liaise with Cllr Headington regarding the driving policy.

9. DELEGATED DECISIONS

The Town Clerk's delegated decisions were noted.

Decision: It was RESOLVED to note the delegated decisions report.

10. DATE OF NEXT MEETING

The date of the next meeting was to be confirmed once the calendar of meetings was ratified.

11. 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, were excluded from the meeting due to the confidential nature of the business to be transacted.

11.1. Staff Recruitment

A confidential report on staff recruitment was received. Members asked the Town Clerk to investigate other alternatives for the Facilities Officer role which were discussed at the meeting.

DECISION: Alternative facilities management options to be considered at the next meeting.

ACTION: Town Clerk to investigate further facilities management options.

The meeting closed at 19:33

SIGNED BY CHAIR:

MINUTES APPROVED (date):

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

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>
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	

28/02/2025
12:26

Stotfold Town Council
Current A/c 2035486:
Payment Received by

Date	Cash Received from	Receipt No	Receipt Total
03/02/2025	MEMORIAL HALL BOOKING FEE	MEMO HALL	80
13/02/2025	A F D MEMO HALL BOOKING	MEMO HALL	14
25/02/2025	BURIAL PLOT	WP/16210	250
14/02/2025	BURIAL PLOT	V PARKIN	700
25/02/2025	BURIAL PLOT	WP/16211	100
11/02/2025	CBC GRASS MAIN GRANT	GRASS	4,371.22
27/02/2025	BURIAL PLOT	BURIAL PLOT	100
04/02/2025	CREDIT CARD REFUND	PAY BACK	9.95
27/02/2025	BURIAL PLOT	BURIAL PLO	100
10/02/2025	INTERMENT FEE	WP/16204	100
25/02/2025	MEMORIAL HALL BOOKING FEE	MEMO HALL	20.81
25/02/2025	BURIAL PLOT FEE	BURIAL PLT	450
14/02/2025	MEMO HALL BOOKING 7/3	MEMO HALL	15
28/02/2025	7/3/25 MEMORIAL HALL BOOKING FEE	MEMO HALL	45
27/02/2025	PHYSIO HEALTH GAC BOOKING	PHYSIO	170
28/02/2025	PHYSIO HEALTH GAC BOOKING	PHYSIO	29.95
14/02/2025	RIVER IVEL MEMO HALL BOOKING	RIVER IVEL	42.5
03/02/2025	Sales Recpts Page 3174		3,300.00
03/02/2025	Sales Recpts Page 3175		173.2
03/02/2025	Sales Recpts Page 3176		78.43
03/02/2025	Sales Recpts Page 3177		149.16
03/02/2025	Sales Recpts Page 3178		122.4
04/02/2025	Sales Recpts Page 3179		344.25
07/02/2025	Sales Recpts Page 3180		166.66
03/02/2025	Sales Recpts Page 3181		1,200.00
11/02/2025	Sales Recpts Page 3182		1,350.00
11/02/2025	Sales Recpts Page 3183		122.4
14/02/2025	Sales Recpts Page 3184		974.5
17/02/2025	Sales Recpts Page 3185		50
28/02/2025	Sales Recpts Page 3186		290.72
28/02/2025	Sales Recpts Page 3187		61.2
03/02/2025	Sales Recpts Page 3188		162
03/02/2025	Sales Recpts Page 3189		3,300.00
07/02/2025	Sales Recpts Page 3190		163.72
24/02/2025	Sales Recpts Page 3191		100
25/02/2025	Sales Recpts Page 3192		450
28/02/2025	Sales Recpts Page 3193		250
17/02/2025	SMITH R MEMO HALL BOOKING	MEMO HALL	55.5
10/02/2025	29/03 MEMORIAL HALL BOOKI	MEMO HALL	12.75
14/02/2025	SQUIRRELS HITCHIN RD HIRE	WP/16207	50
24/02/2025	TRANSFER BURIAL PLOT -	WP/16209	100
03/02/2025	TRANSFER OF DEED T REAGAN	WP/16199	100
10/02/2025	BURIAL FEE	BURIAL FEE	600
	TOTAL		20,325.32

Detailed Income & Expenditure by Budget Heading 01/03/2025

Month No: 12

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	1,719	2,250	531		531	76.4%	
206 Maintenance and Repairs	0	21	5,000	4,979		4,979	0.4%	
MUGA :- Indirect Expenditure	0	1,739	7,250	5,511	0	5,511	24.0%	0
Net Expenditure	0	(1,739)	(7,250)	(5,511)				
<u>22 Street Light</u>								
203 Electricity	0	8,338	30,000	21,662		21,662	27.8%	
206 Maintenance and Repairs	0	6,803	20,000	13,197		13,197	34.0%	
Street Light :- Indirect Expenditure	0	15,141	50,000	34,859	0	34,859	30.3%	0
Net Expenditure	0	(15,141)	(50,000)	(34,859)				
<u>23 Allotments</u>								
2002 Income - CR Service Charge	0	855	600	(255)			142.4%	
2003 Income - Allotments Norton Rd	0	2,445	2,000	(445)			122.2%	
Allotments :- Income	0	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	0	1,476	(750)	(2,226)				
<u>25 Hitchin Road Rec</u>								
202 Water Rates	0	121	500	379		379	24.3%	
203 Electricity	0	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	0	2,282	5,600	3,318	0	3,318	40.7%	0
Net Expenditure	0	(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%	
203 Electricity	0	324	600	276		276	53.9%	

Detailed Income & Expenditure by Budget Heading 01/03/2025

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
206 Maintenance and Repairs	0	1,964	2,000	37		37	98.2%	
Brook Street Car Park/Toilets :- Indirect Expenditure	0	3,480	4,600	1,120	0	1,120	75.7%	0
Net Expenditure	0	(3,480)	(4,600)	(1,120)				
27 Open Spaces								
2005 Income - Open Space Other	0	8,428	7,000	(1,428)			120.4%	
2012 Income - Football Pitch Grant	0	11,784	0	(11,784)			0.0%	
Open Spaces :- Income	0	20,212	7,000	(13,212)			288.7%	0
205 Legal Fees / ROSPA	0	600	3,500	2,900		2,900	17.1%	
206 Maintenance and Repairs	0	23,386	30,000	6,614		6,614	78.0%	
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	0	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	0	62,143	50,640	(11,503)	0	(11,503)	122.7%	0
Net Income over Expenditure	0	(41,931)	(43,640)	(1,709)				
32 Verges								
2006 Income - Agency Grants	0	4,371	4,015	(356)			108.9%	
Verges :- Income	0	4,371	4,015	(356)			108.9%	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	4,371	(985)	(5,356)				
33 Arlesey Rd Playing Field								
201 Rates	0	0	1,000	1,000		1,000	0.0%	
232 Utilities	0	3,289	3,500	211		211	94.0%	
235 Pitch Maintenance	0	6,799	8,000	1,201		1,201	85.0%	
Arlesey Rd Playing Field :- Indirect Expenditure	0	10,088	12,500	2,412	0	2,412	80.7%	0
Net Expenditure	0	(10,088)	(12,500)	(2,412)				

Detailed Income & Expenditure by Budget Heading 01/03/2025

Month No: 12

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	0	27,882	13,615	(14,267)			204.8%	
Expenditure	0	98,196	140,440	42,244	0	42,244	69.9%	
Movement to/(from) Gen Reserve	<u>0</u>	<u>(70,314)</u>	<u>(126,825)</u>	<u>(56,511)</u>				

Cemetery

<u>41 Cemetery</u>								
4001 Income - Burials	0	14,040	15,000	960			93.6%	
4002 Income - Memorials & Plaques	0	8,731	4,000	(4,731)			218.3%	
4003 Income - Chapel lease	0	1,833	2,000	167			91.7%	
4005 Income - Plot Purchase	0	9,724	10,000	276			97.2%	
Cemetery :- Income	<u>0</u>	<u>34,328</u>	<u>31,000</u>	<u>(3,328)</u>			<u>110.7%</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	0	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>0</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>0</u>	<u>20,727</u>	<u>4,150</u>	<u>(16,577)</u>				
Cemetery :- Income	0	34,328	31,000	(3,328)			110.7%	
Expenditure	0	13,601	26,850	13,249	0	13,249	50.7%	
Movement to/(from) Gen Reserve	<u>0</u>	<u>20,727</u>	<u>4,150</u>	<u>(16,577)</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	0	2,210	2,000	(210)			110.5%	
5005 Income - Library Lease	0	1,940	2,565	625			75.6%	
Simpson Centre :- Income	<u>0</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 01/03/2025

Month No: 12

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	0	(6,716)	(4,865)	1,851				
52 Memorial Hall								
5001 Income - Mem Hall	0	26,469	16,000	(10,469)			165.4%	
Memorial Hall :- Income	0	26,469	16,000	(10,469)			165.4%	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	2,856	4,000	1,144		1,144	71.4%	
509 Electricity	0	1,964	2,300	336		336	85.4%	
Memorial Hall :- Indirect Expenditure	0	9,697	13,000	3,303	0	3,303	74.6%	0
Net Income over Expenditure	0	16,772	3,000	(13,772)				
53 Building - General								
512 Maintenance	0	15,512	12,000	(3,512)		(3,512)	129.3%	
518 Bin Hire	0	2,250	5,250	3,000		3,000	42.9%	
538 Service Contracts	0	17,380	16,000	(1,380)		(1,380)	108.6%	
Building - General :- Indirect Expenditure	0	35,143	33,250	(1,893)	0	(1,893)	105.7%	0
Net Expenditure	0	(35,143)	(33,250)	1,893				
55 Greenacre Centre								
5008 Income -GAC	0	1,113	15,000	13,887			7.4%	
5009 Income - Solar Panels FIT	0	0	400	400			0.0%	
Greenacre Centre :- Income	0	1,113	15,400	14,287			7.2%	0
504 Rate	0	15,968	15,400	(568)		(568)	103.7%	
506 Water Charges	0	530	4,000	3,470		3,470	13.2%	
508 Gas	0	7,644	7,500	(144)		(144)	101.9%	
509 Electricity	0	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	0	52,495	58,900	6,405	0	6,405	89.1%	0
Net Income over Expenditure	0	(51,382)	(43,500)	7,882				
Buildings Management :- Income	0	35,228	40,535	5,307			86.9%	
Expenditure	0	111,697	119,150	7,453	0	7,453	93.7%	
Movement to/(from) Gen Reserve	0	(76,469)	(78,615)	(2,146)				

Governance & Resources

12:18

Detailed Income & Expenditure by Budget Heading 01/03/2025

Month No: 12

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	0	4,880	50	(4,830)			9760.3%	
6004 Income - Interest Received	0	63,529	25,000	(38,529)			254.1%	
6008 Income - Mayor Event	0	52	300	248			17.3%	
6009 Stotfest 50	0	6,118	0	(6,118)			0.0%	
Governance & Resources :- Income	0	74,580	25,350	(49,230)			294.2%	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	0	5,742	5,000	(742)		(742)	114.8%	
605 Clerk's Expenses	0	341	500	159		159	68.2%	
607 Photocopier Costs	0	2,442	750	(1,692)		(1,692)	325.7%	
608 Telephone/Fax/ISDN	0	4,754	4,000	(754)		(754)	118.9%	
609 Postage	0	501	600	99		99	83.5%	
610 Stationery	0	3,758	2,750	(1,008)		(1,008)	136.6%	
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	0	8,499	5,000	(3,499)		(3,499)	170.0%	
614 Advertising	0	4,904	6,000	1,096		1,096	81.7%	
615 IT Services	0	26,575	15,000	(11,575)		(11,575)	177.2%	
618 Subscription/Licence	0	17,199	10,000	(7,199)		(7,199)	172.0%	
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	506	600	94		94	84.3%	
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	0	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	4,806	5,000	195		195	96.1%	
635 Vehicle Fuel	0	2,257	5,000	2,743		2,743	45.1%	
636 Vehicle Maintenance	0	2,177	5,000	2,823		2,823	43.5%	
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	9,853	15,000	5,147		5,147	65.7%	
641 Arlesey Rd Repayment (s106)	0	0	4,000	4,000		4,000	0.0%	
Governance & Resources :- Indirect Expenditure	0	516,701	626,542	109,841	0	109,841	82.5%	0
Net Income over Expenditure	0	(442,121)	(601,192)	(159,071)				

Detailed Income & Expenditure by Budget Heading 01/03/2025

Month No: 12

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>0</u>	<u>988,062</u>	<u>938,832</u>	<u>(49,230)</u>			<u>105.2%</u>	
Expenditure	<u>0</u>	<u>517,143</u>	<u>626,542</u>	<u>109,399</u>	<u>0</u>	<u>109,399</u>	<u>82.5%</u>	
Movement to/(from) Gen Reserve	<u>0</u>	<u>470,919</u>	<u>312,290</u>	<u>(158,629)</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 01/03/2025

Month No: 12

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	0	62,029	0	(62,029)		(62,029)	0.0%	49,462
Earmarked Reserves :- Indirect Expenditure	0	89,740	0	(89,740)	0	(89,740)		76,300
Net Income over Expenditure	0	(87,490)	0	87,490				
9000 plus Transfer from EMR	0	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	0	89,740	0	(89,740)	0	(89,740)	0.0%	
Net Income over Expenditure	0	(87,490)	0	87,490				
plus Transfer from EMR	0	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	0	1,087,750	1,023,982	(63,768)			106.2%	
Expenditure	0	830,377	916,982	86,605	0	86,605	90.6%	
Net Income over Expenditure	0	257,373	107,000	(150,373)				
plus Transfer from EMR	0	88,867	0	(88,867)				
less Transfer to EMR	0	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	0	344,240	107,000	(237,240)				

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	15,765.00	146,193.00
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	-14,857.75	38,552.31
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	146.00	2,467,960.31



STOTFOLD TOWN COUNCIL

RISK MANAGEMENT STRATEGY 2025

1. Introduction

- 1.1 Effective risk management is essential for ensuring the resilience and success of the council. This strategy provides a structured approach to identifying, assessing, and mitigating risks that may impact operations, finances, and reputation. It aligns with the council's risk register and ensures a consistent approach to managing risks at all levels

2. What is Risk Management?

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

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

2.3 Risk Management Benefits:

- Protecting and adding value to the Council and its stakeholders by supporting the achievement of the Council's aims and objectives.
- Improved strategic, operational, and financial management.
- Ensuring future activity takes place in a consistent and controlled manner.
- Improved decision making, planning and prioritisation.
- Mitigation of key threats and taking advantage of key opportunities.
- Contributing to more efficient use/allocation of resources.
- Protecting and enhancing assets and image.
- Optimising operational efficiency and therefore delivering efficiency gains and value for money.
- Allocating time and management effort to major issues.
- Avoiding shocks and crises.
- Safeguarding tangible and intangible assets.
- Promotion of innovation and change.
- Improved customer service delivery.

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

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

- **Strategic Risks** – Risks affecting long-term planning and policy objectives.
- **Operational Risks** – Risks arising from daily activities, including service delivery.
- **Financial Risks** – Risks affecting the council's financial stability and resources.
- **Compliance Risks** – Risks of failing to adhere to legal, regulatory, or internal policies.
- **Reputational Risks** – Risks that could negatively impact public perception and stakeholder confidence.

3. Objectives

3.1 The objectives of this strategy are to:

- Identify, evaluate, and manage risks systematically.
- Integrate risk management into decision-making and strategic planning.
- Foster a culture of risk awareness across the organization.
- Ensure compliance with legal, regulatory, and financial requirements.
- Provide a framework for monitoring and reporting risks effectively.

These objectives will be achieved by:

3.2 Effective risk management provides numerous benefits, including:

- Supporting the achievement of the council's aims and objectives.
- Enhancing strategic, operational, and financial decision-making.
- Ensuring a consistent and controlled approach to future activities.
- Strengthening planning, prioritization, and resource allocation.
- Reducing key threats while maximizing opportunities.
- Enhancing the protection and reputation of council assets.
- Driving operational efficiency, cost savings, and value for money.
- Allowing management to focus on critical issues.
- Minimizing the likelihood of unexpected crises or disruptions.
- Safeguarding both tangible and intangible council resources.
- Encouraging innovation and adaptability.
- Improving overall service delivery to residents and stakeholders.

4. Why does the Council need a Risk Management Strategy?

4.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

4.2 The Risk Management Strategy will help to ensure that all Committees across the Council understand 'risk' and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer, or acceptance.

4.3 The Risk Management Strategy provides assurances to members and officers on the adequacy of arrangements for the conduct of business and the use of resources. Implementation of the strategy leads to greater risk awareness and improved control, which should mean fewer incidents and control failures and, in some cases, lower insurance premiums.

4.4 There is an Audit requirement under the Accounts and Audit Regulations 2003 (SI 2003/533) to establish and maintain a systematic strategy, framework, and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts.

5. Risk Management Framework

The council follows a structured four-step approach:

- a) Risk Identification – Recognizing potential threats and opportunities that may affect the council’s ability to achieve its objectives.
- b) Risk Assessment – Evaluating the likelihood and impact of identified risks.
- c) Risk Mitigation – Implementing appropriate measures to manage risks.
- d) Monitoring & Review – Regularly reviewing risks and updating strategies accordingly.

6. What is the Risk Management Process?

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

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

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

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

Probability of Occurrence

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

Evaluation of Impact

Impact on Performance	Risk Threat
Major (4)	Financial implication >£25,000 Fatality, disability, injuries to staff, councillors or public Adverse national media External intervention Total service disruption Extensive legal action against the Council

Serious (3)	Financial implication >£15,000 Adverse local media Extensive public comments Significant service disruption Failure to deliver projects Injuries to public, councillors, or staff Legal action against the council
Significant (2)	Financial impact >£5,000 Adverse service user complaints Service disruption Minor injuries and near misses to staff, councillors or public
Minor (1)	Financial impact <£5,000 Isolated complaints Minor service disruption

Priority Ranking

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

Risk Matrix

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

LIKELIHOOD	4	8	12	16
	3	6	9	12
	2	4	6	8
	1	2	3	4
	IMPACT			

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

7. Risk Mitigation Strategies

The council employs various risk mitigation strategies, including:

- Implementing policies and internal controls to manage risks proactively.
- Providing staff training to enhance risk awareness and response capabilities.
- Developing business continuity and emergency plans.
- Conducting regular audits and compliance checks.
- Engaging with external stakeholders to anticipate emerging risks.

8. Roles and Responsibilities

To ensure effective risk management, responsibilities are distributed as follows:

- **Council Members** – Provide oversight, set risk tolerance, and approve key risk management policies.
- **Town Clerk** – Oversees implementation, monitors risks, and reports to the council.
- **Department Heads** – Identify and manage risks within their areas, ensuring mitigation actions are in place.
- **All Staff** – Maintain risk awareness and report concerns promptly.

9. Conclusion

This strategy provides a clear framework for managing risks effectively, ensuring that the council remains resilient and well-prepared to address potential challenges. By embedding risk management into daily operations and decision-making, the council can achieve its objectives while maintaining public trust and accountability.

10. Alignment with other Policies of the Council

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

- Standing Orders
- Financial Regulations
- Risk Register

Revision History

Adopted	December 2014
Reviewed and updated	June 2024 Addition of risk evaluation matrix
Re-adopted	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 09/04/2025

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
1.1.01	Democratic Representation & Management	Failure to comply with legislation and/or regulations	Council Compliance & Financial	4	1	4	Green	Councillor's handbook issued to all Councillors when they take office. Standing Orders, Financial Regulations. Scheme of Delegation and Code of Conduct, in place and reviewed regularly. Town Clerk attends professional conferences / seminars. Town Clerk holds CiLCA	Standing Orders reviewed April 2025. Next review due in April 2026 unless guidance received before that date.	Town Clerk/DSM	April 2025	April 2026
1.1.02	Democratic Representation & Management	Failure to provide timely and adequate – notice of Council Agendas and production of Council Minutes	Council Compliance	2	1	2	Green	Town Clerk is CiLCA qualified. Procedure notes in place for production, distribution and publication of Agendas and Minutes.		Town Clerk/DSM	April 2025	April 2026
1.1.03	Democratic Representation & Management – Failure to inform Councillors	Poor decision, poor staff morale, misinformed public	Council, Councillors Compliance	2	1	2	Green	Council business widely publicised through Stotfold News, notices, press releases, website etc. Town Clerk holds regular meetings with Chair to discuss Council Business. Monthly Chair's Briefing. Regular Bulletin to all Councillors with updates.		Town Clerk/DSM	April 2025	April 2026
1.1.04	Democratic Representation & Management	No knowledge of changes to regulations or new regulations.	Council Finance, Compliance & Operational	2	1	2	Green	Advice received via SLCC/BATPC on changes in regulation. Policies are reviewed regularly and updated, if necessary, in light with best practice.	Policies reviewed against SLCC/NALC model policies and other town councils.	Town Clerk/DSM	April 2025	April 2026
1.1.05	Democratic Representation & Management	Reputational damage – poor public understanding of the role of the council and its services	Council	3	1	3	Green	Website up to date and accurate, well-trained staff, careful management of services, deliberate and positive publicity concerning services and issues, use of social media. Annual residents survey. Regular public consultation on a variety of important matters.		Town Clerk	April 2025	April 2026

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 09/04/2025

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1.1.06	Democratic Representation & Management	Lack of strategic direction and leadership – ability of Council to set objectives aligned to service delivery	Council	1	2	3	Green	Careful management of services	Ongoing development of the Council's vision, objectives, and Strategic Plan	Town Clerk/DSM	April 2025	April 2026
1.2.01	Financial Management	Insufficient funds - Failure to agree precept or precept set at inadequate level.	Council Financial, Compliance & Operational	4	1	4	Green	Council sets an Annual budget. Level of reserves agreed by Council during budget process. RFO checks precept received from CBC agrees with precept requested. Reserves Policy adopted and reviewed regularly after end of year to consider robustness of level of reserves		Town Clerk / Finance Officer	April 2025	April 2026
1.2.02	Financial Management	Insufficient funds - Council expenditure significantly exceeding budget.	Council Financial, Compliance & Operational	3	1	3	Green	Regular Income & Expenditure report provided to Council with accompanying report on variances. Regular budgetary control reviews undertaken by Town Clerk and reported to committees. Action taken to respond to variances. Level of reserves, general and earmarked, reviewed by Council during budget process. Level of general and earmarked reserves reported to Council with Annual Return at year end.		Town Clerk / Finance Officer	April 2025	April 2026
1.2.03	Financial Management	Loss of funds due to error, theft, fraud, or misappropriation due to failure to keep proper financial records.	Council Financial, Compliance & Operational	4	1	4	Green	Financial Records: Financial management system (Rialtas) in place together with office procedures. Two councillors approve payments (excluding payroll). All bank payments uploaded by Finance Officer.	Written office financial procedures to be put in place. Fidelity Insurance in place, reviewed by Internal Auditor Finance Officer FiLCA trained.	Town Clerk / Finance Officer	April 2025	April 2026

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				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
								<p>Income received kept securely and banked regularly. Official receipts issued for cash at reception.</p> <p>Payroll Records: payroll software contract in place.</p> <p>Staff returns collated by Finance Officer and draft payslips reviewed for consistency.</p> <p>Payments checked to pay slips by Town Clerk.</p> <p>Standing Orders & Financial Regulations in place.</p> <p>Monthly bank reconciliations prepared by Finance Officer, reviewed by Town Clerk, and signed off quarterly by the RFO and a councillor who is not on the bank mandate, and reported to Governance & Resources Committee</p> <p>Income and expenditure reviewed against budget regularly and reported quarterly to Council.</p> <p>Internal Audit review procedures and sample check transactions.</p>				
1.2.04	Financial Management	Insufficient funds for Council due to poor cash management planning.	Council Financial, Operational	4	1	4	Green	Cashflow monitored regularly by RFO and Finance Officer with transfers between accounts to ensure adequate funds in relevant accounts.		Town Clerk / Finance Officer	April 2025	April 2026
1.2.05	Financial Management	Expenditure incurred without proper authority.	Council Financial & Compliance	2	3	6	Yellow	<p>Standing Orders and Financial Regulations in place and subject to regular review.</p> <p>Payments require authorisation by Town Clerk or Finance Officer.</p> <p>Interim and EOY Internal Audits conducted.</p>	Written procedures to be adopted.	Town Clerk / Finance Officer	April 2025	April 2026
1.2.06	Financial Management	Failure to comply with HMRC regulations. Financial penalty.	Council Financial & Compliance	4	1	4	Green	VAT – returns completed quarterly by Finance Officer online via RBS system.		Town Clerk / Finance Officer	April 2025	April 2026

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 09/04/2025

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								Finance system accounts for VAT on purchases and sales. PAYE / NIC calculated by Payroll software. To be reviewed on a monthly basis and annually by Town Clerk.				
1.2.07	Financial Management	Unable to recover VAT paid out on exempt activities e.g., Community Hall	Council Financial & Compliance	4	1	4	Green	None	Annual partial exemption review to be undertaken on budget and at year end. Members made aware of impact of large schemes on exempt or partially exempt activities. Professional advice sought for major projects.	Town Clerk / Finance Officer	April 2025	April 2026
1.2.08	Financial Management	Items not insured or cover too low. Loss and damage to parish council assets Damage to third party property or individuals Loss of income or need to provide essential services following critical damage, loss, or non-performance by third party	Council Public liability Financial	4	1	4	Green	Insurance held with Aviva and reviewed annually at Annual Town Council Meeting. Insurance checked by Internal Auditor Asset register reviewed annually at Annual Town Council Meeting. Deeds stored by Council Solicitor. Town Council owned land registered with Land Registry	Insurance will be reviewed at May 2025 meeting as it's due to renewal. In process of checking all land is registered with Land Registry and a register of lands owned on the website as per Transparency Code.	Town Clerk / Finance Officer	April 2025	April 2026
1.2.09	Financial Management	Financial risk to 3 rd Party in connection with service provision e.g., through loss of information.	Council & Third Parties Financial	2	1	2	Green	Leases & licences kept by Council Solicitors Insurance in place		Town Clerk / Finance Officer	April 2025	April 2026
1.2.10	Financial Management	Bank failure causing significant loss of Council funds.	Council Financial & Compliance	4	1	4	Green	Council maintains accounts with separate banks to spread the potential loss. Council has Investment Policy in place which is reviewed annually.		Town Clerk / Finance Officer	April 2025	April 2026
1.2.11	Financial Management - Banking	Conveyance of cash / cheques to bank.	Council, Employees Financial	3	1	3	Green	Cash is banked regularly to avoid build-up of funds. Member of staff takes funds to bank.		Town Clerk / Finance Officer	April 2025	April 2026

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 09/04/2025

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				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
		Injury / death / mugging / theft						Staff advised not to resist if a theft is attempted and to take mobile phone with them.				
1.2.12	Financial Management – Business Continuity	Failure to undertake continuity planning, including business continuity. Delivery of services is compromised	Council Operational Staff	3	3	9	Yellow	Business continuity plan in place and reviewed regularly. Officers have ability to work from home, cloud-based storage, mobile phone app for office phones	Consider Business Continuity Insurance	Town Clerk	April 2025	April 2026
1.3.01	Staffing & Employment	Inadequate staffing resources.	Council Operational	3	2	6	Yellow	Employment contracts with notice period. Members of Senior Leadership Team have 3 month notice period. Ensure vacancies advertised and filled as soon as possible. Monitor sickness absence and perform regular staff appraisals which are reported to Governance & Resources when they are completed.		Town Clerk	April 2025	April 2026
1.3.02	Staffing & Employment	Failure to comply with employment law.	Council Financial & Compliance	2	2	4	Green	Contracts of employment in place for all staff. Council has contract with HR advisor. Staff Handbook provided by HR Advisor which is regularly updated. Contracts of employment follow National Joint Council for Local Government Service for issue and revision of National Agreement on Pay and Conditions of Service.		Town Clerk	April 2025	April 2026
1.3.03	Staffing & Employment	Loss of key staff.	Council Operational	3	2	6	Yellow	All staff have job descriptions. Option to use short term vacancy cover from suitably qualified professional via contacts with SLCC or BATPC.		Town Clerk	April 2025	April 2026
1.3.04	Staffing & Employment	Long term sickness / loss of knowledge & experience	Council, Employees Financial & Operational	2	2	4	Green	All staff have job descriptions, recently revised as part of staff review.		Town Clerk	April 2025	April 2026

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 09/04/2025

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
								Option to use short term vacancy cover from suitably qualified professional via contacts with SLCC or BATPC.				
1.3.05	Staffing & Employment	Low staff morale / performance / absenteeism.	Council, Employees Financial & Operational	2	1	2	Green	All staff have regular 1-2-1s with line managers to raise any performance or morale issues. Annual performance management undertaken.		Town Clerk	April 2025	April 2026
1.3.06	Staffing & Employment	Inadequate training.	Council Financial, Compliance, Delivery & Operational	2	2	4	Green	Staff performance management identifies training needs. Council sets annual training budget. Staff offered local and national courses and conferences according to job description.		Town Clerk	April 2025	April 2026
1.3.07	Staffing & Employment	Inappropriate gifts to staff or Councillors	Council Compliance	2	1	2	Green	All gifts over £25 to be recorded in Gift register. Members Code of Conduct & signed declarations.		Town Clerk/DSM	April 2025	April 2026
1.3.08	Staffing & Employment	Personnel security / injury to staff	Council, Employees Financial & Compliance.	2	2	4	Green	Access to office via secure system and open only to Staff. Staff handbook includes Lone Working Policy and risk assessment in place.		Town Clerk/ Public Realm Manager	April 2025	April 2026
1.3.09	Staffing & Employment	Health & safety.	Council, Employees Financial & Compliance	2	2	4	Green	Review of Health & Safety undertaken with new Health & Safety Policy adopted by Council 2023. Designated staff IOSH Working Safely courses. Public Realm Manager to hold IOSH Managing Safely qualification. Fire risk assessment. Fire wardens appointed. First aiders appointed. Lone working devices for lone workers.		Town Clerk/ Public Realm Manager	April 2025	April 2026

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 09/04/2025

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				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
1.3.10	Staffing & Employment	Employee qualifications & employment history incorrect / fraud / inappropriate behaviour.	Council, Employees Public Financial, Compliance & Legal, Delivery & Quality of Service	2	1	2	Green	All employees subject to standard recruitment process. References taken before contracts signed.	Ensure that references covering three years' work history are taken for those responsible for financial controls.	Town Clerk	April 2025	April 2026
1.3.11	Staffing & Employment – Driving on official business	Use of own motor vehicle / or Council vehicle - RTA.	Council, Employees Public Financial & Compliance	3	2	6	Yellow	Road Traffic Legislation and the Highway Code Any incidents must be reported immediately to the Town Clerk. Staff handbook includes a driving policy. Trackers in vehicles.	Remind staff that they cannot use a mobile phone whilst driving. Carry out annual driving licence check for staff driving on Council business. Carry out annual checks of business use insurance and vehicle test certificates for employees who use their own vehicle for work purposes.	Town Clerk/ Public Realm Manager	April 2025	April 2026
1.3.12	Staffing & Employment – Driving on official business	Personal Safety	Public, Staff, Council Financial & Compliance	2	1	2	Green	Staff advised to avoid confrontation with other road users. Staff should always carry a mobile phone when cycling or driving but should not use these unless legal and safe to do so.		Town Clerk	April 2025	April 2026
1.4.01	Information, Website & Social Media	Loss of data & information - theft, fire, flood, or damage.	Council, Employees, Councillors, Suppliers & Debtors, Public Financial & Compliance	2	2	4	Green	Legal and important documents are stored safely. Insurance in place Server back-up and stored in in the cloud. Hardware upgrades carried out regularly. Computers and network managed by computer provider.		Town Clerk	April 2025	April 2026
1.4.02	Information, Website & Social Media	IT – Loss of service, loss through loss of building/ability to do business, loss of IT	Council, service users Financial & operational	3		9	Yellow	Maintenance of building and IT systems, IT backup systems, use of external storage, use of cloud-based storage	Review of Business Continuity Plan	Town Clerk	April 2025	April 2026
1.4.03	Information, Website & Social Media	Non-compliance under Freedom of Information Act.	Council Financial & Compliance,	2	2	4	Green	Freedom of Information Policy adopted. Subject Access Request procedure agreed.		Town Clerk	April 2025	April 2026

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 09/04/2025

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				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
1.4.04	Information, Website & Social Media	Major IT failure	Council, Employees, Councillors, Suppliers & Debtors, Public Financial, Compliance & Operational	2	2	4	Green	Publication Scheme on website. Server backed up in the cloud. Contract with IT provider for support. Password protection	Regular review hardware to ensure fit for purpose.	Town Clerk	April 2025	April 2026
1.4.05	Information, Website & Social Media	Website out of date, incorrect or misleading	Council, Public Compliance & Operational	2	2	4	Green	Web pages updated when required. Periodic review of website contents.		Town Clerk	April 2025	April 2026
1.4.06	Information, Website & Social Media	Lack of Council ownership of website.	Council, Public Compliance & Operational	2	1	2	Green	Domain name and owned by Town Council. Annual contract held for hosting service with website contractor.		Town Clerk	April 2025	April 2026
1.4.07	Information, Website & Social Media	Failure of website or internet provider.	Council, Public Compliance & Operational	2	1	2	Green	Domain name and owned by Town Council. Annual contract held for hosting service with website contractor.		Town Clerk	April 2025	April 2026
1.4.08	Information, Website & Social Media	Outside infiltration to social media accounts – being locked out / defamatory posts made in Council's name	Council, Public, Compliance	2	1	2	Green	The Town Clerk approves all social media posts. Access password controlled.		Town Clerk	April 2025	April 2026
1.4.09	Information, Website & Social Media	Unlicensed use of images in marketing materials – financial and legal implications	Council, Financial	2	1	2	Green	The Town Clerk approves all social media posts. Promotional material signed off by Town Clerk and Chair.		Town Clerk	April 2025	April 2026
1.4.10	Information, Website & Social Media	Images / footage of vulnerable children or adults used.	Council Compliance	2	2	4	Green	Parental consent forms collected prior to image capture.		Town Clerk	April 2025	April 2026
1.4.11	Information, Website & Social Media	Data protection registration & compliance.	Council, Employees, Councillors, Suppliers & Debtors, Public Financial & Compliance	2	2	4	Green	Annual renewal of registration with ICO Firewall in place on network – managed by IT provider.		Town Clerk	April 2025	April 2026
1.4.12	Data Protection breach on Social Media	Personal data (including images) is leaked resulting in a fine for the Council	Public, those who hold personal data for Service. Compliance & Operational	2	1	2	Green	All posts and website updates are proofread and checked by the Town Clerk. No photos are used without relevant consent.		Town Clerk	April 2025	April 2026
1.4.13	Disclosure of personal, financial, and	Data breach Financial loss Fines/prosecution	Council, Employees, Public, Contractors	2	2	4	Green	Personal & sensitive data is filed on hard copy files which are	Ongoing review re. personal / sensitive data	Town Clerk/DSM	April 2025	April 2026

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	contractual information Inappropriate storage of data Loss of hard copy data Loss of electronic data		Financial & Compliance					stored in locked cupboards sited in the Town Clerk's office. Data is also stored on password protected files, GDPR training given to employees. Implementation of GDPR and data retention policy which is reviewed regularly. Insurance cover in place	and retention of documents. Sensitive data to be deleted on a regular basis when no longer needed. Councillors and employees to be updated in accordance with any changes to GDPR guidelines.			
1.4.14	Unauthorised access to Council computers, emails, and files	Disruption or damage to IT system Disruption of service provision Data breach Fines/prosecution	Council, Employees, Public, Contractors Financial & Compliance	2	1	2	Green	All Council computers and laptops are protected by anti-virus software/firewalls which are kept up to date by the Council's IT provider. Regular back-ups and updates are carried out. Council email address in use and each account is password protected Guidance/information has been given to employees to delete emails if it is no longer necessary to keep them and to retain as little information as possible.		Town Clerk/DSM	April 2025	April 2026
1.5.01	Premises & Assets (general)	Theft / Loss of asset	Council, Financial, Compliance & Operational	2	1	2	Green	Capital assets are recorded on the financial asset register, if appropriate. Buildings have regularly maintained intruder alarms. Insurance cover in place for larger assets. Asset Management Policy in place and reviewed regularly.	All assets to be registered with Land Registry or Commons Registration Authority in the case of village greens or common land.	Town Clerk/ Public Realm Manager/ Finance Officer	April 2025	April 2026
1.5.02	Premises & Assets (general)	Injury or death to person Poor Condition – Dilapidation/ Fire / Flood / Vandalism - Damage to assets / Injury to staff or user	Council, Public Financial, Compliance & Operational	2	2	4	Green	Systematic maintenance programme, training and procedures, use of risk assessments for events and high-risk activity. Health and Safety activity including consultant support. H&S input and	Condition survey should be put in place on a regular basis. Asbestos register to be reviewed in line with current legislation.	Town Clerk/ Public Realm Manager	April 2025	April 2026

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							Green	management by members and Senior Officers. Fire risk assessments in place for buildings – subject to annual reviews. Buildings have regularly maintained intruder and fire alarms. Access to staff office by access control system. CCTV at Greenacre Centre covering all areas, internal and external Insurance cover in place. Repairs and maintenance budgets in place.	Asbestos Management Plan to be implemented. Review of risk assessments for each property to be undertaken. Fixed wiring reviewed every 5 years, PAT to be reviewed every 2 years.			
1.5.03	Premises & Assets (general)	Changes in market conditions or legislation - reduction in value of asset / increased costs due.	Council, Financial, Compliance, & Operational	2	1	2	Green	Changes in legislation and environmental regulations monitored. Where appropriate assets conform to current legislation in respect of Health & Safety & Environmental matters.		Town Clerk/ Public Realm Manager	April 2025	April 2026
1.5.04	Premises & Assets (general)	Failure of tenant - Loss of tenant income	Council, Financial & Compliance	1	2	2	Green	Payments in respect of leases and licences monitored and debts chased promptly. Contracts in place for long term arrangements.		Town Clerk	April 2025	April 2026
1.5.05	Premises & Assets (general)	Assets not recorded properly.	Council, Financial & Compliance,	1	2	2	Green	Asset register in place.	Review list asset register annually and ensure insurance valuations reviewed periodically ahead of insurance renewal.	Town Clerk/ Public Realm Manager	April 2025	April 2026
1.5.06	Premises & Assets (general)	Equipment – failure Injury and/or service disruption	Council, Service Users Financial & Operational	1	2	2	Green	Equipment regularly maintained. Maintenance budget in place. Health and safety clothing provided and to be worn by staff.	Ensure maintenance schedules in place for critical / potentially dangerous equipment. Review / put in place risk assessments to ensure safe usage.	Town Clerk/ Public Realm Manager	April 2025	April 2026

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1.5.07	Premises & Assets (general)	Playground equipment – failure. Injury and/or service disruption	Council, Service Users Financial & Operational	1	2	2	Green	Equipment regularly inspected and maintained for suitably competent staff. Maintenance budget in place. Annual inspections in place.	Ensure maintenance schedules in place for critical / potentially dangerous equipment. Review / put in place risk assessments to ensure safe usage.	Town Clerk/ Public Realm Manager	April 2025	April 2026
1.5.08	Premises & Assets – Asset Management	Failure to manage, invest and maintain Council Assets Gradual deterioration and long-term costs higher than necessary Reputational risk, unexpected expenses incurred.	Council, Service Users	2	2	4	Green	Asset Management Policy in place including regular inspection regime in place. Maintenance budget in place for regular programme of works	Continue with surveys when needed and planned maintenance costs updated as part of the asset management plan. Continue to review maintenance budgets and reserves to ensure that sufficient funds are available to maintain Council assets	Town Clerk/ Public Realm Manager/ Public Realm Manager	April 2025	April 2026
1.6.01	General Public	Damage or injury to members of the public.	Council, Employees, Councillors, Public Financial & Compliance	3	2	6	Yellow	Health and safety policy in place. Events risk assessments undertaken and reviewed by Town Clerk prior to event. Staff risk aware and risk management regularly highlighted at staff meetings. Public liability insurance in place. Councillors made aware of risk management by adoption of risk management strategy and annual risk register annually.	Review Health & Safety Policy regularly All activities / services should have up to date risk assessments in place. These need to be reviewed. Fire risk assessments to be reviewed. Review staff training.	Town Clerk/ Public Realm Manager	April 2025	April 2026
1.6.02	General Public	Libel, Slander	Council, Employees, Councillors, Public Financial & Compliance	2	2	4	Green	Councillors made aware of risk management by review and adoption of risk register. Code of Conduct adopted, and all councillors sign up to adhere to code when taking office. Press releases and publications reviewed by Town Clerk before publication. Council signed up to Civility & Respect Project.		Town Clerk/DSM	April 2025	April 2026

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1.6.03	Customer Satisfaction	Poor service to customer	Public, staff	2	1	3	Green	Staff training, equipment maintenance and purchase budgets in place, continued service review		Town Clerk	April 2025	April 2026
1.8.01	Contractors – General	Site injury – injury / death	Public, Staff, Contractors Compliance, Financial, Operational	2	3	6	Yellow	Council advises all contractors of any known hazards prior to contractors starting work. Asbestos Register in place	Asbestos management plan to be put in place.	Town Clerk/ Public Realm Manager	April 2025	April 2026
1.8.02	Contractors – General	Use of contractors – damage / fire / injury	Public, Councillors Staff, Contractors Financial & Compliance	2	2	4	Green	Preferred suppliers register held with all contractors reviewed prior to being employed, adequate PLI and relevant qualifications and RAMS. Electricians and contractors servicing gas appliances or system should be fully qualified and registered. Electricians – NICEIC Gas – Gas Safety Registered Evidence of professional status must be provided, checked regularly by staff, and recorded. Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc. are appropriately licensed. Work of all contractors is monitored and where appropriate records kept.	Contractors risk assessments should be reviewed, and their level of insurance cover should be checked.	Town Clerk/ Public Realm Manager	April 2025	April 2026
1.8.03	Contractors – General	Site safety - fire	Public, Staff, Contractors Compliance	1	2	2	Green	Council to advise all contractors of fire procedures when they start work. All contractors and visitors sign in/out of community centre.		Town Clerk/ Public Realm Manager	April 2025	April 2026
1.8.04	Contractors – General	Site safety – injury / damage	Public, Staff, Contractors Compliance	1	2	2	Green	All parties are aware of the necessity to maintain a safe working environment.		Town Clerk/ Public Realm Manager	April 2025	April 2026
1.9.01	Climate Emergency Response	Failure to reduce carbon impact from services and Council activities and implement mitigation	Council Public	1	2	2	Green	Council has Biodiversity Policy which is reviewed regularly.		Town Clerk/ Public Realm Manager	Mar 2022	April 2026

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 09/04/2025

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
		measures to meet Climate change and biodiversity Loss of council reputation, loss of public support						All reports have an implications section which includes Biodiversity section.				
1.10.01	Cemetery - Stability of headstones/ memorials	Injury due to poor maintenance	Visitors, Councillors, Council staff, contractors, trespassers Financial & Compliance	2	3	6	Yellow	All undertakers to follow the NAMM and our guidelines in respect of materials, size and fixings Visual and hand tests to be carried out by trained staff, regularly following guidelines as laid out by the Ministry of Justice in 2009 – or as updated Cemetery & Allotments Officer to undertakes visual inspections during their visits to the Cemetery. Memorial policy adopted and reviewed regularly. Programme and record of inspections held. All memorial masons working in cemetery should provide PLI and RAMS before undertaking any work on town council sites. Inspections advertised in advance and of intended action that is taken if found to be unsafe.		Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2025	April 2026
1.10.02	Cemetery – Buildings and walls	Injury due to poor maintenance	Public, Staff, Contractors Compliance	1	2	2	Green	5 yearly condition survey Tenants of Chapel to be asked by letter to report any noted defects No asbestos on site	Condition survey undertaken November 2023	Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2025	April 2026
1.10.03	Cemetery – open grave	Fall into open grave	Public, Staff, Contractors Compliance	1	2	2	Green	Responsibility of contractor to follow relevant procedures. PLI and RAMS held for contractor	Funeral directors contract grave digging with third party	Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2025	April 2026

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 09/04/2025

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
1.10.04	Cemetery – trees	Falling branches	Public, Staff, Contractors Compliance	1	2	2	Green	Regular budgeted figure for tree surgery 5 yearly tree survey to be carried out by Tree Consultant and consider actions to be taken		Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2025	April 2026
1.10.05	Cemetery – footpaths	Slips, trips and falls from exposed roots, loose gravel, icy conditions, poor surface	Public, Staff, Contractors Compliance	2	2	4	Green	Regular inspections of condition of footpaths. Annual maintenance budget. Salt main routes when weather is icy		Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2025	April 2026
1.10.06	Cemetery – Mobile Phone Mast Compound	Electric shock, fall from mast	Public, Staff, Contractors Compliance	2	2	4	Green	Carry out regular visual inspection of mast compound and report any defects to operator		Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2025	April 2026
1.10.07	Cemetery – Lighting conductor	Electric shock	Public, Staff, Contractors Compliance	2	2	4	Green	Carry out annual inspection of lighting conductor by competent contractor		Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2025	April 2026
1.10.08	Cemetery – dog fouling	Ill health	Public, Staff, Contractors Compliance	2	2	4	Green	No dogs' signs present. Bins provided	Dogs on leads signs present. GM contractors check grass before cutting	Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2025	April 2026
1.10.09	Cemetery – Seating	Injury due to poor maintenance	Public, Staff, Contractors Compliance	2	2	4	Green	Seating inspected regularly and condition records as well as remedial action undertaken. Rapid response to repairs. Plastic/recyclable seating used.		Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2025	April 2026
1.10.10	Cemetery – vehicles	Collision with other vehicles and/or pedestrians	Public, Staff, Contractors Compliance	2	3	6	Yellow	Vehicular access restricted. Speed restriction in place and signed. Signs advising of vehicles and/or pedestrian presence.		Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2025	April 2026
1.10.11	Cemetery – Grave Plot Misallocation	Reputational damage	Public	1	2	3	Green	Update burial register regularly and ensure forms completed correctly		Town Clerk/ Cemetery Officer	April 2025	April 2026
1.10.12	Cemetery - memorial,	Reputational damage	Public, Staff	1	2	3	Green	Ensure invoices are sent out at time of burial/purchase		Town Clerk/ Cemetery Officer	April 2025	April 2026

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 09/04/2025

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
	internment, and plot purchase											
1.11.01	Play Areas – Litter, glass	Causing injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Regulation inspection of play areas. Litter picking carried out regularly		Town Clerk/ Public Realm Manager	April 2025	April 2026
1.11.02	Play Areas – discarded drug equipment	Causing injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Regulation inspection of play areas. Litter picking carried out regularly		Town Clerk/ Public Realm Manager	April 2025	April 2026
1.11.03	Play areas – dog mess	Ill health	Public, Staff, Contractors Compliance	2	3	6	Yellow	Dogs prohibited from play areas Signage prohibiting dogs from play areas in place. Regulation inspection of play areas. Litter picking carried out regularly		Town Clerk/ Public Realm Manager	April 2025	April 2026
1.11.04	Play Areas – poisonous plants	Ill health	Public, Staff, Contractors Compliance	2	3	6	Yellow	Consideration of public safety when considering planting scheme in play areas		Town Clerk/ Public Realm Manager	April 2025	April 2026
1.11.05	Play Areas – injury through falling	Causing injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Consideration of surface type with respect to age of users and usage. Suitable play areas installed around play equipment in accordance with relevant British Standards		Town Clerk/ Public Realm Manager	April 2025	April 2026
1.12.06	Play areas – defective ground surfaces	Slips, trips and falls	Public, Staff, Contractors Compliance	2	3	6	Yellow	Regular inspections of areas. Reporting procedure in place.	Screen off damaged area. Prompt remedial action	Town Clerk/ Public Realm Manager	April 2025	April 2026
1.12.07	Play areas – snow or ice	Slips, trips and falls	Public, Staff, Contractors Compliance	2	3	6	Yellow	Spread salt/grit on paths during icy weather		Town Clerk/ Public Realm Manager	April 2025	April 2026
1.12.08	Play areas – slippery surfaces due to moss or fallen leaves	Slips, trips and falls.	Public, Staff, Contractors Compliance	2	3	6	Yellow	Regular inspection of surfaces and maintenance to remove hazard		Town Clerk/ Public Realm Manager	April 2025	April 2026
1.13.01	Car Parks – surfaces	Slips, trips and falls	Public, Staff, Contractors Compliance	2	3	6	Yellow	Regular inspection of conditions, recorded by competent person. Defects repairs asap. Unauthorised use monitored.		Town Clerk/ Public Realm Manager	April 2025	April 2026
1.13.02	Car Parks – trees	Injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Council responds to complaints/reports from employees and public if concern		Town Clerk/ Public	April 2025	April 2026

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 09/04/2025

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
								raised about tree condition; tree stock identified and inspected by an arboriculturist; trees re-inspected on a regular basis, according to level of risk; records relating to inspections kept, including where no defect is found and retained for a min. of 6 years		Realm Manager		
1.13.03	Car Parks – hedge trimming	Injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Work carried out by competent contractor or staff throughout the year; contractor provides PPE, training and equipment to their staff; contractor's own risk assessments done for the work and copies obtained		Town Clerk/ Public Realm Manager	April 2025	April 2026
1.13.04	Car Park - Fixed furniture, benches, bins, etc	Injury	Public, Staff, Contractors Compliance	1	1	1	Green	Litter bins secured into the ground and emptied and inspected regularly – employee reports any damage		Town Clerk/ Public Realm Manager	April 2025	April 2026
1.13.05	Car Park – Height Barrier	Damage to vehicles Injury	Public, Staff, Contractors Compliance	1	2	2	Green	All barriers at a minimum height of 2.1m; high visibility colouring used with appropriate signage indicating height; barrier inspected regularly for damage, and repairs carried out as soon as practicably possible		Town Clerk/ Public Realm Manager	April 2025	April 2026
1.13.06	Car Park – Lighting	Damage to vehicles Injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Lights regularly inspected by contractor; defects repaired as soon as practicably possible		Town Clerk/ Public Realm Manager	April 2025	April 2026
1.13.07	Car Park – Traffic movements	Vehicle Collision Injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Clear directional arrows/signs in place where necessary; pavements provided for pedestrians as appropriate; lighting provided where possible; clear visibility for oncoming traffic and entry/exit points		Town Clerk/ Public Realm Manager	April 2025	April 2026
1.13.08	Car Park – surface drainage	Slips, trips and falls	Public, Staff, Contractors Compliance	2	3	6	Yellow	Drains regularly cleaned; sitting water noted and order for professional drain clearance issued; potholes repaired		Town Clerk/ Public Realm Manager	April 2025	April 2026

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL
DATE: 9 APRIL 2025
OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK
SUBJECT: STANDING ORDERS 2025

1. SUMMARY

1.1 NALC have issued updated Standing Orders to take into consideration the new Procurement Regulations. In addition, there have been changes to the Code of Conduct complaints procedure.

2. RECOMMENDATION

2.1 Members are asked to approve the updated Standing Orders.

3. BACKGROUND

3.1 Full Council reviewed and adopted Standing Orders in March 2025 and this latest version contains the following updates based upon the latest guidance:

We have updated Model Standing Order 18 further to the recent changes to procurement legislation and to ensure consistency with NALC's Model Financial Regulations. The changes are to 18.a.v, 18.c, 18.d and 18.f of the 2022 version.

Model Standing Order 14 has also been updated to better reflect the Code of Conduct requirements. MSO 14.a-c have been removed.

We have also changed the language in the document, so it uses gender-neutral terms. This is in line with NALC policy and the Civility and Respect project."

3.2 As the Town Council's standing orders are bespoke, the following have been updated:

17. Code of Conduct Complaints

Replaced with new a) which is statutory.

21. Financial Controls

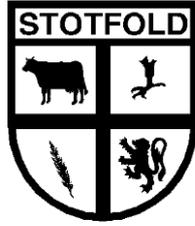
21a (v) has been updated
21 d is replaced by new paras c-e

4. FINANCIAL

4.1 Financial implications in relation to procurement.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Annual review of standing orders reduces risk of not being compliant.
Legals	LGA 1972, S12
Resources/Stakeholders	Officers
Contracts/Financials	Effects financials and contractual arrangements
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A



STOTFOLD TOWN COUNCIL

STANDING ORDERS

APRIL 2025

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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 under standing 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 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 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 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 meaning 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 **£60,000** 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. 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. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. 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;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, 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.

Inspection of a school judged good for overall effectiveness before September 2024: St Mary's CofE Academy Stotfold

Rook Tree Lane, Stotfold, Hitchin, Hertfordshire SG5 4DL

Inspection dates:

4 and 5 February 2025

Outcome

St Mary's CofE Academy Stotfold has taken effective action to maintain the standards identified at the previous inspection.

The headteacher of this school is Miss Sam Bishop. This school is a single-academy trust. The headteacher is also the chief executive officer (CEO). The trust is overseen by a board of trustees, chaired by Mr Robert Thornley.

What is it like to attend this school?

Pupils receive a warm welcome at this school. They benefit from how deeply staff care about them. The school makes time to get to know pupils' needs and interests. This is particularly successful for pupils with special educational needs and/or disabilities (SEND). As a result, pupils are safe, happy and ready to learn.

Pupils talk positively about their learning. They know staff want them to succeed. Pupils relish reward points for their work and effort. Staff skilfully support pupils to access the ambitious curriculum. As a result, most pupils achieve well and are suitably prepared for the next stage of their education.

The school has a strong culture of mutual respect and kindness. This results in pupils behaving well and being empathetic. They play and learn harmoniously. Pupils also know that staff will help them with any worries.

Pupils enjoy the range of wider opportunities to broaden their horizons. Pupils experience activities that they may otherwise not get to do. This includes a residential and visits to museums, zoos, theatres and local areas of interest. Many pupils take up the offer of a club, such as football, science, signing or prayer club. There are also sports leaders and an elected school council. This develops pupils' sense of responsibility.

What does the school do well and what does it need to do better?

The school remains firmly committed to ensuring positive outcomes for all its pupils. Pupils receive a curriculum high in expectations, including for pupils with SEND. In all subjects, the school has carefully considered the key knowledge pupils need to learn and when. Staff teach the curriculum as intended, using their knowledge and expertise well in most subjects. As a result, most pupils are successful learners, achieving in line with national expectations.

In lessons, pupils, including in early years, recap prior learning. Staff provide clear explanations of new knowledge. In reading, writing and mathematics, the school quickly identifies and rectifies any pupil misconceptions. Staff, from the early years upwards, make sure that pupils have reading books accurately matched to their reading ability. Pupils with SEND are expertly supported in revisiting sounds they have learned and developing reading fluency. Pupils who fall behind in their reading soon catch up.

Pupils also recall key knowledge learned in other subjects. However, in these subjects, some pupils are not remembering securely the necessary detail of what they have been taught. While the current checks on learning highlight these knowledge gaps, there is often insufficient time given to filling them before pupils move on to a new topic. This limits the depth of knowledge some pupils secure.

Since the last inspection, there has been a significant increase in the number of pupils with SEND attending the school. The school has managed this change well. The school has made the necessary adjustments to the learning and play environment so it is accessible to everyone. Staff who work with pupils with SEND are trained well to identify and respond to needs. They encourage pupils to be as independent as possible. The school actions the advice of external professionals. This robust approach means most pupils with SEND achieve their specific targets.

A few pupils with SEND require specialist communication and language support. The school has put in place effective adaptations for these pupils, including in early years. However, work on developing a more tailored curriculum for these pupils has only just started. This means that, currently, the school is still getting to grips with how to precisely enhance learning activities to help these pupils progress more quickly from their starting points.

Across the school, pupils follow the school's clear behaviour expectations. Unwelcome behaviours are rare and swiftly dealt with. The school manage pupils who need space to regulate their emotions well so as not to impact the learning of others. Pupils like coming to school, and most attend regularly. The school takes decisive action if this is not the case, including ensuring pupils are punctual.

The school makes considered choices with regard to the personal development offer for its pupils. Pupils are made aware of the world beyond school that they may not normally see. These experiences are accessible to all and start in early years. There is a high take up of any extra-curricular activities. Pupils share how trips, clubs and workshops have

benefited them personally. They know about different religions and cultures. Pupils demonstrate values such as respect and kindness in how they conduct themselves around school.

The trust board is dedicated to wanting the best for all pupils. It challenges its own thinking as well as that of leaders. It provides effective oversight of the quality of education and of safeguarding. The school checks on staff well-being and workload. Staff value this. The school also engages well with parents and carers, who are incredibly positive about the school's work.

Safeguarding

The arrangements for safeguarding are effective.

What does the school need to do to improve?

(Information for the school and appropriate authority)

- Sometimes, the school's checks on learning in wider curriculum subjects are not used robustly enough to address gaps in pupils' knowledge. Therefore, some pupils do not build knowledge in the detail or depth the school intends. The school needs to ensure sufficient time is given to address gaps in pupils' knowledge in these subjects so that pupils achieve more highly.
- The school is at the early stages of developing a bespoke curriculum for a few pupils with SEND. This means these pupils are not developing some communication skills as securely as the school intends. The school needs to ensure that the key knowledge to support the language acquisition of these pupils is more precisely outlined. This will support staff confidence and skill in how best to support these pupils to excel from their starting points.

Background

Until September 2024, on a graded (section 5) inspection we gave schools an overall effectiveness grade, in addition to the key and provision judgements. Overall effectiveness grades given before September 2024 will continue to be visible on school inspection reports and on Ofsted's website. From September 2024, graded inspections will not include an overall effectiveness grade. This school was, before September 2024, judged to be good for its overall effectiveness.

We have now inspected the school to determine whether it has taken effective action to maintain the standards identified at that previous inspection. This is called an ungraded inspection, and it is carried out under section 8 of the Education Act 2005. We do not give graded judgements on an ungraded inspection. However, if we find evidence that a school's work has improved significantly or that it may not be as strong as it was at the last inspection, then the next inspection will be a graded inspection. A graded inspection is carried out under section 5 of the Act. Usually this is within one to two years of the

date of the ungraded inspection. If we have serious concerns about safeguarding, behaviour or the quality of education, we will deem the ungraded inspection a graded inspection immediately.

This is the second ungraded inspection since we judged the school to be good for overall effectiveness in May 2016.

How can I feed back my views?

You can use [Ofsted Parent View](#) to give Ofsted your opinion on your child's school, or to find out what other parents and carers think. We use information from Ofsted Parent View when deciding which schools to inspect, when to inspect them and as part of their inspection.

The Department for Education has further [guidance](#) on how to complain about a school.

Further information

You can search for [published performance information](#) about the school.

In the report, 'disadvantaged pupils' is used to mean pupils with special educational needs and/or disabilities (SEND); pupils who meet the [definition of children in need of help and protection](#); pupils receiving statutory local authority support from a social worker; and pupils who otherwise meet the criteria used for deciding the school's [pupil premium funding](#) (this includes pupils claiming free school meals at any point in the last six years, looked after children (children in local authority care) and/or children who left care through adoption or another formal route).

School details

Unique reference number	138022
Local authority	Central Bedfordshire
Inspection number	10378512
Type of school	Primary
School category	Academy converter
Age range of pupils	5 to 9
Gender of pupils	Mixed
Number of pupils on the school roll	292
Appropriate authority	Board of trustees
Chair of trust	Mr Robert Thornley
CEO of the trust	Miss Sam Bishop
Headteacher	Miss Sam Bishop
Website	www.stmarysacademystotfold.co.uk
Dates of previous inspection	15 and 16 January 2020, under section 8 of the Education Act 2005

Information about this school

- The school does not use any alternative provision.
- The school is a Church of England school and has a religious character and so is subject to a section 48 inspection. A section 48 inspection was last carried out in April 2018. The school will be due its next section 48 inspection within approximately five years of its last inspection.

Information about this inspection

- Inspections are a point-in-time evaluation about the quality of a school's education provision.
- This was the first routine inspection the school received since the COVID-19 pandemic began. The inspector discussed the impact of the pandemic with the school and has taken that into account in their evaluation of the school.
- The inspector met with the headteacher, the assistant headteacher, both special

educational needs coordinators, subject leaders, teachers and support staff.

- The inspector met with the chair of trustees and three governors.
- To evaluate the quality of education, the inspector met with staff, visited classes, looked at pupils' work and spoke to pupils from across the school.
- The inspector also reviewed documentation provided by the school, including the school's development plan, its self-evaluation document and governor minutes.
- To evaluate the effectiveness of safeguarding, the inspector reviewed the single central record; took account of the views of leaders, staff and children; and considered the extent to which the school has created an open and positive culture around safeguarding that puts children's interest first.
- The inspector met with groups of staff and considered the opinions expressed through the staff survey.
- The inspector took account of the views of parents expressed through Ofsted Parent View, including free-text comments. The inspector also spoke to parents on the playground and read all emails sent by parents to the inspector via the school office.

Inspection team

Sara Boyce, lead inspector

His Majesty's Inspector

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STOTFOLD TOWN COUNCIL - WORK PROGRAMME 2024 - 25

Meeting Date	Agenda Item	Description	Responsible Officer
Annual Council Meeting 7/5/2025	Appointment of Mayor and Vice Mayor	To consider nominations for the position of Mayor and Vice Mayor	Town Clerk
	Committee Terms of Reference	To agree the updated Terms of Reference for Committees	Town Clerk
	Committee Membership	To consider committee membership	Town Clerk
	Calendar of Meetings	To agree Calendar of Meetings for 2025-26	Town Clerk
	Policy Review	To note the schedule for policy review	Town Clerk
	Direct Debits	To agree direct debits	Town Clerk/RFO

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