

STOTFOLD TOWN COUNCIL

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



1 May 2025

Members of Stotfold Town Council:

Cllr S Buck (Mayor), Cllr S Hayes (Vice-Mayor), 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 **Annual Town Council Meeting** to be held in the **Greenacre Centre, Valerian Way, Stotfold SG5 4HG** on **Wednesday 7 May 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

394/25 ELECTION OF MAYOR

To receive nominations and elect the Mayor of Stotfold Town Council 2025-26.

395/25 ELECTION OF DEPUTY MAYOR

To receive nominations and elect the Deputy Mayor of Stotfold Town Council 2025-26.

396/25 APOLOGIES FOR ABSENCE

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

397/25 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.

398/25 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.

399/25 MEMBERS ON OTHER AUTHORITIES

To receive and note the reports of CBC Ward Councillors.

400/25 COUNCIL MINUTES

To approve the minutes of the Council meeting held on **9 April 2025** as a true record of the meeting.

401/25 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION

402/25 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

Civic Attendance report attached for information.

403/25 APPOINTMENT OF COMMITTEE MEMBERSHIP AND RATIFICATION OF TERMS OF REFERENCE

403.1/25 Committee Membership

To confirm the membership for the following committees:

- a. Public Realm Committee
- b. Buildings Management Committee
- c. Community Engagement Committee
- d. Governance & Resources Committee
- e. Planning Committee



**MINUTES OF THE STOTFOLD TOWN COUNCIL MEETING HELD AT THE
GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY
9 APRIL 2025 AT 19:00**

Present:

Cllr Steve Buck (Mayor), Cllr Steve Hayes (Deputy Mayor), Cllr Liz Anderson, Cllr Mary Cooper, Cllr Satinderjit Dhaliwal, Cllr Jane Hyde, Cllr Danny Matthews, Cllr Lisa Miller, Cllr John Smith, Cllr Bryony Woods.

Apologies:

Cllr Brian Saunders, Cllr John Talbot, Cllr Jos Headington, Cllr Nigel Venneear and Cllr Janice Bendell

Also Present:

E Payne, Town Clerk
Cllr K Woodfine, CBC Ward Councillor
Cllr H Wightwick, CBC Ward Councillor

392/25 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Venneear, Saunders, Headington, Bendell and Talbot.

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

393/25 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

There were no declarations of interest.

Standing Orders were suspended whilst the Public Section was opened.

394/25 PUBLIC SECTION

There were no Members of the Public present.

395/25 MEMBERS ON OTHER AUTHORITIES

Cllr Wightwick provided a brief report on recent activities and updates from CBC. The main points included a highways briefing with slides to be circulated. There are planned pedestrian works to Pendleton Way and resurfacing of High Street. There are also mentioned improvements to 'Fix My Street'. Traffic management updates included the approval of yellow lines in Regent Street. Councillors discussed the implications of these updates, including the potential impact on local infrastructure and the importance of timely communication regarding these works.

Standing Orders were reinstated

396/25 COUNCIL MINUTES

The Council minutes from the meeting held on 10 March 2025 were presented for approval.



Decision: It was RESOLVED that the minutes of the meeting held on 10 March 2025 were a true record of the meeting.

397/25 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

The Mayor's attendances were received. There were no announcements.

Decision: It was RESOLVED to note the Civic Attendance report.

398/25 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION

There was no Clerk's Report.

Members sought clarification of when the cemetery toilet consultation would be run. They were advised that the Simpson Centre consultation will run from 30 April until 4 June and the Cemetery Consultation will run after that date. Members wanted to ensure that residents are aware that there are funds available to undertake the works and this will be included in the consultation documentation.

Action: Add into consultation document that there are funds available for the cemetery toilet works.

399/25 COMMITTEE MINUTES

The minutes from various committee meetings were presented and reviewed.

399.1/25 Public Realm Committee - 12 March 2025

There were no recommendations from the Public Realm Committee meeting held on 12 March 2025.

Decision: It was RESOLVED to note the minutes of the Public Realm Committee held on 12 March 2025.

399.2/25 Community Engagement - 19 March 2025

There were no recommendations from the Community Engagement meeting held on 19 March 2025.

Decision: It was RESOLVED to note the minutes of the Community Engagement Committee held on 19 March 2025.

399.3/25 Buildings Management - 26 March 2025

There were no recommendations from the Buildings Management Committee held on 26 March 2025.

Decision: It was RESOLVED to note the minutes of the Buildings Management Committee held on 26 March 2025.

399.4/25 Governance & Resources - 2 April 2025

The Governance & Resources Committee meeting held on 2 April 2025 had the following recommendations:

6.1 Policy Review: The following policies were recommended for adoption:



- Grants Policy
- Credit Control and Bad Debt Policy
- Equality and Diversity Policy.

Councillors discussed the need for specific deadlines for grant applications and usage of awarded funds. It was agreed to bring this matter back to the May Full Council meeting for further clarification.

6.2 Policy Adoption: The following new policies were recommended for adoption:

- Vexatious Policy
- Internal Control Statement

6.3 Financial Regulations are adopted.

Decision: It was **RESOLVED** to:

- a) **Note the minutes of the Governance & Resources Committee held on 2 April 2025**
- b) **Adopt the following policies:**
 - **Credit Control and Bad Debt Policy**
 - **Equality and Diversity Policy.**
 - **Vexatious Policy**
 - **Internal Control Statement**
- c) **Adopt Financial Regulations**
- d) **To review the Grants Policy at the next Full Council meeting.**

Action: Update all policies on website

Action: Update Grants Policy for review at the next Full Council meeting.

400/25 FINANCE & RISK MANAGEMENT

Members received a variety of reports relating to finance and risk management.

Decision: It was **RESOLVED** to:

- a) **Approve the expenditure report for February 2025.**
- b) **Note the income received during February 2025.**
- c) **Review and note the income and expenditure report, and Earmarked Reserves report as of 31/03/2025.**
- d) **Adopt the Risk Management Strategy 2025.**
- e) **Adopt the Risk Register 2024-25**

401/25 STANDING ORDERS

The updated Standing Orders were presented for adoption following updates from NALC. Councillors were advised of the necessity of incorporating recent changes in procurement procedures into the Standing Orders, which had been reviewed in February 2025 but the advice from NALC had only been received in early April.

Decision: It was **RESOLVED** to adopt Standing Orders.



Action: Standing Orders to be updated on website.

402/25 REPORTS FROM MEMBERS ON OUTSIDE BODIES

Councillor Anderson updated the meeting on the latest Ofsted Report for St Mary's Academy.

Decision: It was **RESOLVED** to send a letter of congratulations to the head and staff of St Mary's Academy on their latest Ofsted report.

Action: Send a letter of congratulations to St Mary's Academy on their Ofsted report.

403/25 MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY

There were no items raised.

404/25 WORK PROGRAMME

Members received the Work Programme for Full Council.

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

405/25 DATE OF NEXT MEETING

Wednesday, 7 May 2025, for the Annual Town Council Meeting.

The meeting closed at 19:16

SIGNED BY CHAIR:

MINUTES APPROVED (date):



STOTFOLD TOWN COUNCIL

Mayor's Civic Attendances April 2025

13th April 2025

– Sandy Town Council Civic Service

25th April 2025

– The Lord-Lieutenant's invitation to "An evening of Shanties"

Deputy-Mayor's Civic Attendances April 2025

None

403.2/25 Terms of Reference

To ratify terms of reference for the following committees:

- a. Public Realm
- b. Buildings Management
- c. Community Engagement
- d. Governance & Resources
- e. Planning

404/25 REPRESENTATIVES ON OUTSIDE BODIES

To nominate or confirm representatives on outside bodies:

- a. Community Governor for St Mary's Academy
- b. Community Governor for Etonbury Academy
- c. Stotfold Football Club Committee
- d. Mossman Management Committee
- e. Stotfold Bowls Club Committee
- f. Stotfold Scouts Committee
- g. Trustees of the Eleemosynary Charity of William Field
- h. Bedfordshire Association of Town & Parish Councils

405/25 MEMBER REPRESENTATIVES ON THE THE TOWN COUNCIL

To appoint member representatives to the following positions:

- a. Police Priority Setting - Cllr J Talbot and Cllr N Venneear
- b. Highways - Cllr J Smith
- c. Tree Warden - Cllr M Cooper

406/25 CALENDAR OF MEETINGS 2025-26

To ratify the Calendar of Meetings for 2025-26.

407/25 TOWN COUNCIL POLICIES

To note the Town Council's adopted policies and their review dates.

408/25 COMMITTEE MINUTES

To receive committee minutes and resolve to adopt any recommendations

408.1/25 Public Realm Committee - 16 April 2025

There were no recommendations.

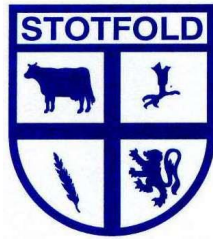
409/25 FINANCE & RISK MANAGEMENT

- a. To approve Town Council regular payments and membership subscriptions.
- b. To resolve to approve expenditure March 2025.
- c. To note the income received during March 2025.
- d. To review and note the year-to-date income and expenditure report and Earmarked Reserves as at 31/3/2025. Please note this is not the EOY report.

STOTFOLD TOWN COUNCIL

COMMITTEE MEMBERSHIP 2025-2026

Committee Members	GOVERNANCE & RESOURCES	PUBLIC REALM	COMMUNITY ENGAGEMENT	BUILDING MANAGEMENT	PLANNING	TOWN COUNCIL
	7 or 9	10	8	8	10	15
1 Mayor	1 Steve Hayes	1 Jon Smith	1 Steve Hayes	1 Steve Hayes	1 Steve Hayes	1 Cllr L Anderson
2 Vice Mayor	2 John Talbot	2 Jos Headington	2 John Talbot	2 John Talbot	2 Liz Anderson	2 Cllr S Buck
3 Chair of PR	3 Brian Saunders	3 Janice Bendell	3 Brian Saunders	3 Brian Saunders	3 Jos Headington	3 Cllr J Bendell
4 Chair of CE	4 Jon Smith	4 Nigel Venneear	4 Mary Cooper	4 Mary Cooper	4 Jane Hyde	4 Cllr M Cooper
5 Chair of BM	5 Liz Anderson	5 Steve Buck	5 Jane Hyde	5 Jane Hyde	5 Jance Bendell	5 Cllr S Dhaliwal
6 Chair of Planning	6 Mary Cooper	6 Sat Dhaliwal	6 Janice Bendell	6 Janice Bendell	6 Sat Dhaliwal	6 Cllr S Hayes
7	7 Jos Headington	7 Lisa Miller	7 Nigel Venneear	7 Nigel Venneear	7 Lisa Miller	7 Cllr J Headington
8	8 Jane Hyde	8 Bryony Woods	8 Steve Buck	8 Steve Buck	8	8 Cllr J Hyde
9	9 Steve Buck		Danny Matthews	Danny Matthews	9	9 Cllr D Matthews
	10		Bryony Woods	Bryony Woods	10	10 Cllr L Miller
Steve Hayes						11 Cllr B Saunders
John Talbot						12 Cllr J Smith
Jon Smith						13 Cllr J Talbot
Mary Cooper						14 Cllr B Woods
Danny Matthews						15 Cllr N Venneear



PUBLIC REALM COMMITTEE

TERMS OF REFERENCE

Membership of Committee

- Ten Town Councillors appointed annually at the May Town Council meeting.
- Five members shall constitute a quorum for meetings.
- The Mayor and Vice Mayor are ex-officio on all committees
- Non-Committee Members may attend meetings and speak at the Chairman's discretion but may not vote.

Frequency of Meetings

- Meetings will be held monthly, except January and August.
- All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

Decision/Delegated Powers

The Public Realm Committee is granted authority under Local Government Act 1972 S101 to manage the following areas:

Open Spaces

- a) Manage, maintain and develop all playing fields, sports grounds, open spaces, play areas, skate parks, and other recreational facilities.
- b) Prepare and oversee grounds maintenance schedules for all open spaces and recreational facilities.
- c) Arrange repairs and maintenance of the following sites:
 - Hitchin Road Recreation Ground
 - Riverside Playing Fields
 - Greenacre Park
 - Arlesey Road Recreation Ground
 - Multi Use Games Areas (Arlesey Road and Riverside)
 - The Green
 - Pix Brook Play Area
 - Prince Charles Avenue Play Area and open space, associated play equipment
 - Jubilee Meadow and open space
 - Public conveniences and car park at Brook Street/High Street
 - Public conveniences at Arlesey Road Recreation Ground.
- d) Liaise with and support the local environmental group, TEASEL, regarding Council managed open spaces, including Centenary Wood.
- e) Maintain and enhance landscaping throughout the town.
- f) Monitor and protect the footpath and bridleway network.

- g) Arrange spraying of foreign growth on footpaths on designated footpaths.
- h) Maintain a rolling programme of maintenance and major projects.
- i) ~~Maintain and provide litter bins, bus shelters and seats within the town.~~
- j) Maintenance of flowerbeds, tubs, troughs, and any other areas held by the Council on lease or licence.
- a. Maintain a rolling programme of maintenance and major projects.
- b. Review maintenance contracts for MUGAs and all-weather pitches and play areas.
- c. To ensure that the Town Council complies with health and safety regulations in relation to open spaces, streetlights, cemetery, and recreational facilities.
- d. Review all documents and policies relevant to this Committee.
- k) In all considerations and actions, follow the council's adopted Corporate Strategic Plan.

Highways

Liaise with Central Bedfordshire Council on improvements to highways, footpaths, car parking and drainage within the town.

Allotments

- a) Manage Town Council owned allotments *including setting of policies and charges.*
- b) Manage Common Road Allotments on behalf of the Eleemosynary Charity of William Field.

Streetlights

- a) Maintain and maintain Stotfold Town Council owned street lighting.
- b) Liaise with Central Bedfordshire Council for the repair and upkeep of their lighting columns.
- c) Managing the streetlighting contract, including retendering every 5 years.

Trees

- a) Oversee landscaping and tree planting in consultation with the Town Council's Tree Warden and following inspections as per council's Tree Management Policy.
- b) Maintain and manage trees on Town Council owned land in accordance with the Tree Management Policy.

Cemetery

- a) Continue site improvements for its use as a burial ground..
- b) Monitor, review and determine the Rules and Regulations pertaining to Interments and Memorials.
- c) Monitor the capacity of the present site and consider future expansion.
- d) **Review the leases for the Chapel of Rest and Mast, and renew, reissue or seek new tenants as required.**
- e) Arrange an inspection of the stability of the memorials every five years.
- f) Maintain a rolling programme of maintenance and major projects relating to the cemetery.
- g) *Exercise the Town Council's powers to manage, maintain, repair, protect and adapt war memorials*

Public Conveniences & Waste Management

- a) *Provide, manage and maintain public conveniences, notice boards, litter bins etc within the Council's parks and open spaces and have oversight of the Council's overall waste management contract.*
- b)

Finance

- a) Authorise expenditure within the approved budget.
- b) Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Council, via the Governance & Resources Committee.
- c) Conduct a half yearly appraisal of the budgets based on September figures.

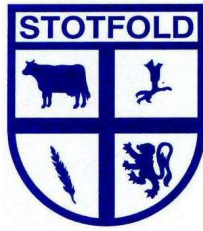
- d) Review budgets and reserves prior to year-end, determining necessary actions and any virements required.
- e) To review and determine the list of charges annually relating to the cemetery fees and open spaces.
- f) Manage and review leases and rental charges for Town Council owned land.

General

The Committee is authorised to establish time expired sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.

This Committee may make recommendations to the Town Council on relevant matters for which it has no delegated authority and may be given delegated powers by full Council to act on relevant matters.

Adopted at the Town Council Meeting of 7 May 2025



BUILDING MANAGEMENT COMMITTEE

TERMS OF REFERENCE

Membership of Committee

- Eight Town Councillors shall be appointed at the Annual Meeting of the Town Council each May.
- Four members shall constitute a quorum for meetings.
- The Mayor and Vice Mayor are ex-officio members of all committees.
- Non-Committee Members may attend Committee meetings and speak at the Chairman's discretion but not vote.

Frequency of Meetings

- The Committee shall meet at least six times per municipal year.
- All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

Decision/Delegated Powers

The Building Management Committee has delegated authority (Local Government Act 1972 S101) to:

- Manage and maintain the following Council assets:
 - Memorial Hall
 - Greenacre Centre
 - Simpson Centre
 - Mossman Centre
 - Site leased to Stotfold Scouts
 - Site leased to Stotfold Bowls Club
 - Stotfold Football Club clubhouse and surrounding areas (excluding grass and planting) including car park.
 - Cemetery Toilets and Chapel
- Ensure the development and maintenance of Council buildings and premises aligns with the existing Council and committee policy
- Maintain a rolling programme of maintenance and major projects.
- Ensure compliance with health and safety regulations for all Council owned assets.
- Maintain and review the lettings policy for Council owned buildings.
- Manage and review leases relating to Council owned buildings.

Finance

- Review and determine hall hire annually as part of the budget setting process.
- Resolve actions incurring expenditure within the approved budget.
- Conduct a half yearly appraisal of the budgets based on September figures.

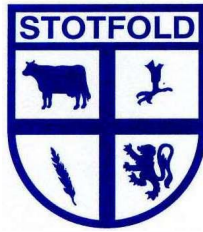
- Prepare estimates of expenditure in October for the forthcoming financial year for consideration by Council, via the Governance & Resources Committee.
- Review budgets and reserves prior to year-end, determining actions to be required and any virements required.

General Responsibilities

- Ensure all decisions and activities align with the Council's adopted Corporate Strategic Plan.
- Regularly review all documents and policies pertaining to this Committee.
- The Committee is authorised to establish time expired sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.

This Committee may make recommendations to the Town Council on relevant matters for which it has no delegated authority. Full Council may delegate additional powers to the Committee as required.

Adopted at the Town Council Meeting of 7 May 2025



COMMUNITY ENGAGEMENT COMMITTEE

TERMS OF REFERENCE

Membership of Committee

- Eight Town Council Members shall be appointed to the Community Engagement Committee at the Annual Meeting of the Town Council.
- Up to two Co-opted members of the public may be appointed during year with Town Council approval. These persons do not have a right to vote or to move or second a motion.
- The Chairman and Vice Chairman of the Council are ex-officio members of all meetings.
- Four members shall constitute a quorum for meetings.
- Non-Committee Members may attend Committee meetings and speak at the Chairman's discretion but not vote.

Frequency of Meetings

- The committee shall meet at least 6 times per municipal year.
- All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

Decision/Delegated Powers

The Committee has delegated authority to:

- Implement and manage Town Council and partner led events; making recommendations to Council when required.
- Plan and oversee consider all aspects of event management including health and safety requirements, road closures and notification to the Safety Advisory Group.
- Monitor and review each event following its conclusion.
- Organise the annual Christmas celebration including festive lights.
- Promote inclusive decision making and community supported projects across the town.
- Formulate and recommend a revenue and capital budget request for the next financial year, including event charges (e.g. vendors, funfairs, catering) to the Governance & Resources November meeting.
- The Committee has delegated powers to spend within budget, other requests will be forwarded to the Governance & Resources Committee.
- The Committee is authorised to establish time expired sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.

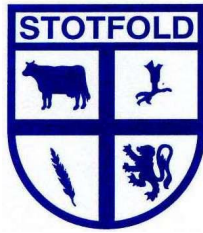
Community and Consultation

- Oversee the Council's communication and consultation activities, including website management, social media and public surveys.

Awards

- To seek nominations and decide on winner of the Citizens Award scheme – to be kept confidential within committee until the Annual Town Meeting, when award presentations will take place.
- Delegated authority is given to the Town Clerk, Democratic Services Manager, and the Community Engagement Officer to take decisions on the arrangements for council events.

Adopted at the Town Council Meeting of 7 May 2025



GOVERNANCE AND RESOURCES COMMITTEE

TERMS OF REFERENCE 2025-26

Membership of Committee

- This Committee is made up of the Chair and Vice-Chair of the Town Council, plus the Chairs of each Committees, and additional members elected at the Annual Town Council Meeting. The Committee shall consist of nine members in total.
- Four Members of this Committee shall constitute a quorum.
- Non-Committee members may attend meetings and speak at the Chair's discretion but shall not vote.

Frequency of Meetings

- The Committee shall meet at least six times per municipal year.
- All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

Decision/Delegated Powers

The Governance and Resources Committee has delegated authority (Local Government Act 1972 S101) to:

Policy

- a) Develop policy for recommendation to Council.
- b) Regularly ~~periodic~~ review the Council's Standing Orders and Financial Regulations recommending amendments for ratification by Council.
- c) Implement and operate the Council's Public Sector Equality Duty.
- d) In all considerations and actions, adhere to the Council's adopted Corporate Strategic Plan.
- e) Review all *policy* documents pertaining to this Committee.
- f) *Review the Draft Annual Report prior to submission to Full Council.*
- g) *Manage matters relating to the Council's offices including contracts such as IT and telecoms.*
- h) *Advise on the making of any byelaws not specifically the responsibility of any other Committee or principal authority.*
- i) *Respond on behalf of the Town Council to consultation documentations relevant to the Committee's activities.*
- j) ~~To seek nominations and decide on winner of the Citizens Award scheme — to be kept confidential within committee until the Annual Town Meeting, when award presentations will take place.~~

Finance

- a) *Implement and manage all Town Council bank accounts, investment policy and reserves (general and earmarked).*
- b) *Monitor and recommend to Council the write off of irrevocable amounts.*
- c) *Consider and recommend to Full Council the financial implications and funding of any major capital works.*
- d) *Consider and recommend to Full Council a capital programme.*
- e) *Consider and recommend to Full Council a medium to long term financial plan.*
- f) *Resolve actions incurring expenditure within its budget.*
- g) *Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Town Council.*
- h) *Conduct a half yearly appraisal of the budgets based on September figures.*
- i) *Receive estimates of expenditure in December for the forthcoming financial year from other committees of the Council, to set a recommendation for the Precept for approval by full Council.*
- j) *Review budgets and reserves prior to year-end, determining actions to be required and any virements required.*
- ~~k) *Responsibility for the control of the Legacy Account and associated matters.*~~
- l) *Work with Central Bedfordshire Council regarding the allocation of S106 contributions on Planning Applications to ensure that the S106 spend is on projects the Town Council has prioritised for the improvement of the town's infrastructure.*
- m) *Ensure S106 funds are spent within the period stipulated in any S106 agreement for the improvement of the town's infrastructure.*

Audit, Risk Management and Insurance

- a) *Set up and monitor internal control systems for Council expenditure oversight.*
- b) *Regularly ~~periodic~~ review the Internal Audit arrangements and monitoring reports, making recommendations to Council.*
- c) *Regularly ~~periodic~~ review Risk Management arrangements and make recommendations to Council.*
- d) *Monitor and review the Council's insurance policy and asset register.*
- e) *Monitor and review risk management and health and safety issues.*

Democratic

- a) *Approve Member attendance at training events, seminars, conferences, external meetings.*
- b) *Approve matters relating to civic functions, civic regalia, and the role of the Town Mayor (and deputy).*
- c) *Receive details of the Mayor's accounts*
- d) *Matters relating to elections and electoral wards.*

Grants

- a) *Approve or refuse grant applications in accordance with Council policy.*
- b) *Regularly review the effectiveness of the Grant scheme.*

Human Resources

- a) *Oversee the staffing structure and staffing budget, ensuring alignment with Council objectives*
- b) *Review staff sickness at least once a year.*

- c) *Appoint two councillors to undertake the Town Clerk's annual performance appraisal including target setting, training needs identification and Clerk's job description review.*
- d) To oversee the conditions of service for employees.
- e) To monitor staff contracts of employment, terms and conditions and policies relating to the employment of staff including but not exclusively:
 - Absence management
 - Performance management
 - Pension arrangements
 - Staffing levels
 - Staffing policies and staff handbook
- f) Review staff salaries and contracts when information from NALC is available.
- g) Form sub-committees for staff appointments, grievances and appeals as required.

Delegated Authority

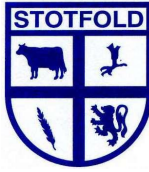
The Town Clerk/RFO, in consultation with the Chair of the Committee, has delegated authority to transfer funds between deposit and current accounts to maximise income from interest, with all transfers being reported to the next available Governance & Resources Committee.

General

The Committee is authorised to establish time expired sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.

This Committee may recommend to the Town Council on relevant matters for which it has no delegated authority and may be given delegated powers by full Council to act on relevant matters.

Adopted at the Annual Town Council Meeting 7 May 2025



PLANNING COMMITTEE

TERMS OF REFERENCE

Membership of Committee

- Ten Town Councillors appointed by the Town Council at the May meeting.
- Five Members shall constitute a quorum for meetings.
- The Mayor and Vice Mayor are ex-officio on all committees.
- All non-Committee Members may attend Committee meetings and speak at the Chairman's discretion but not vote.

Frequency of Meetings

- Meetings to be called when a planning application is deemed to have met the criteria outlined in the [Planning Application Policy](#).
- All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

Decision/Delegated Powers

The Planning Committee has delegated authority (Local Government Act 1972 S101) to:

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

Adopted at the Town Council Meeting of 7 May 2025

STOTFOLD TOWN COUNCIL
COUNCIL MEETINGS CALENDAR 2025 - 2026

	May-25		Jun-25		Jul-25		Aug-25		Sep-25		Oct-25		Nov-25		Dec-25		Jan-26		Feb-26		Mar-26		Apr-26		May-26	
Mon									1						1											
Tue					1				2						2											
Wed					2				3	Town Council	1	Governance & Resources			3	Town Council							1	Governance & Resources		
Thu	1				3				4		2				4		1	NEW YEAR'S DAY					2			
Fri	2				4		1		5		3				5		2						3	GOOD FRIDAY	1	
Sat	3				5		2		6		4		1		6		3						4		2	
Sun	4		1		6		3		7		5		2		7		4		1		1		5		3	
Mon	5	BANK HOLIDAY	2		7		4		8		6		3		8		5		2		2		6	EASTER MONDAY	4	BANK HOLIDAY
Tue	6		3		8		5		9		7		4		9		6		3		3		7		5	
Wed	7	Planning Committee Meeting Annual Town Council Meeting	4	Governance & Resources	9	Public Realm	6		10	Public Realm	8	Town Council	5	Town Council	10	Public Realm	7	Building Management	4	Public Realm	4	Town Council	8	Town Council	6	Annual Town Council Meeting
Thu	8		5		10		7		11		9		6		11		8		5		5		9		7	
Fri	9		6		11		8		12		10		7		12		9		6		6		10		8	
Sat	10		7		12		9		13		11		8		13		10		7		7		11		9	
Sun	11		8		13		10		14		12		9		14		11		8		8		12		10	
Mon	12		9		14		11		15		13		10		15		12		9		9		13		11	
Tue	13		10		15		12		16		14		11		16		13		10		10		14		12	
Wed	14	Public Realm	11	Public Realm	16	Community Engagement	13		17	Community Engagement	15	Public Realm	12	Public Realm	17	Governance & Resources	14	Community Engagement	11		11	Public Realm	15	Public Realm	13	
Thu	15		12		17		14		18		16		13		18		15		12		12		16		14	
Fri	16		13		18		15		19		17		14		19		16		13		13		17		15	
Sat	17		14		19		16		20		18		15		20		17		14		14		18		16	
Sun	18		15		20		17		21		19		16		21		18		15		15		19		17	
Mon	19		16		21		18		22		20		17		22		19		16		16		20		18	
Tue	20		17		22		19		23		21		18		23		20		17		17		21		19	
Wed	21	Community Engagement	18		23	Building Management	20		24	Building Management	22		19	Community Engagement	24		21	Governance & Resources	18		18	Community Engagement	22	Annual Town Meeting	20	
Thu	22		19		24		21		25		23		20		25	CHRISTMAS DAY	22		19		19		23		21	
Fri	23		20		25		22		26		24		21		26	BOXING DAY	23		20		20		24		22	
Sat	24		21		26		23		27		25		22		27		24		21		21		25		23	
Sun	25		22		27		24		28		26		23		28		25		22		22		26		24	
Mon	26	BANK HOLIDAY	23		28		25	BANK HOLIDAY	29		27		24		29		26		23		23		27		25	BANK HOLIDAY
Tue	27		24		29		26		30		28		25		30		27		24		24		28		26	
Wed	28	Building Management	25	Town Council	30	Governance & Resources	27				29	Governance & Resources (Budget)	26	Building Management	31		28	Town Council	25		25	Building Management	29		27	
Thu	29		26		31		28				30		27				29		26		26		30		28	
Fri	30		27				29				31		28				30		27		27				29	
Sat	31		28				30						29				31		28		28				30	
Sun			29				31						30								29				31	
Mon			30																		30					
Tues																					31					
	May-25		Jun-25		Jul-25		Aug-25		Sep-25		Oct-25		Nov-25		Dec-25		Jan-26		Feb-26		Mar-26		Apr-26		May-26	

Please check our website for details of timings and venues for the meetings
www.stotfoldtowncouncil.gov.uk

This calendar may be subject to change at short notice.

Name of Policy/Procedure	Committee Responsible for Review	Checked March 25	Renewal Cycle	Date Adopted	Date Committee Reviewed Policy	Date Adopted by Full Council	Minute Reference	Next Date for Review	LCAS (Bronze/Silver/Gold)	Website for LCAS	Latest edition on website	Accessibility Checked
Standing Orders	Governance & Resources	✓	Annually	Historic	12/02/2025	10/03/2025	386.4/25	01/04/2026	Bronze		Y	Y
Asset Management Policy	Governance & Resources	✓	2 yearly	24/07/2024	24/07/2024	04/09/2024	307.5/24	Jul-26	Bronze		Y	Y
Banner Policy	Public Realm	✓	2 yearly	06/03/2024	14/02/2024	-	225/24.3	Feb-26			Y	Y
Beekeeping Policy	Public Realm	✓	2 yearly	06/11/2024	16/10/2024	06/11/2024	334.2/24	Oct-26			Y	Y
Birthday Leave Policy	Governance & Resources	✓	2-yearly	12/02/2025	12/02/2025	-	Item 6.8	Feb-27	Bronze		Y	Y
Biodiversity Policy	Public Realm	✓	2 yearly	13/12/2023	13/12/2023		[174/23.10 - PR]	Dec-25	Bronze		N	N
Business Continuity Plan	Governance & Resources	✓	2 yearly	03/04/2024	21/04/2025	03/04/2024	240/24.6	Apr-26	Bronze		Y	Y
CCTV Code of Practice	Building Management	✓	2 yearly	31/01/2024	17/01/2024	-	219/24.6	Jan-26			Y	Y
Cemetery Handbook and Regulations	Public Realm	✓	2 yearly	Apr-21	20/03/2024	17/01/2024	60/23.2	Mar-26			Y	Y
Civility & Respect Pledge	Town Council	✓	As updated by NALC	01/02/2023	01/02/2023	-	23/23	Feb 25	Gold		Y	Y
Code of Conduct	Governance & Resources	✓	2 yearly	Historic	23/10/2024	04/12/2024	348.2/24	Dec-26	Bronze		Y	Y
Community Engagement Statement of Intent - Replaced by Community Engagement Policy	Community Engagement	Replaced by Community Engagement Policy?	2 yearly	01/12/2014	-	-	-	-	Silver		N	N
Complaints Policy	Governance & Resources	✓	2 yearly	01/07/2009	17/04/2024	TBC	123/24.5	Apr-26	Bronze		Y	Y
Co-Option Policy	Town Council	✓	2 yearly		20/12/2023	31/01/2024	219/24.3	Jan-26			Y	Y
Council Vehicle Policy	Town Council	✓	5 yearly	06/02/2019	06/07/2022	-	139/22	Jul-27	Bronze	Y	Y	Y
Councillor IT Device Usage Policy	Governance & Resources	✓	2 yearly	31/01/2024	24/01/2024	31/01/2024	219/24.7	Jan-26	Bronze		Y	Y
Councillor Mileage Claim Policy	Governance & Resources	✓	2 yearly	31/01/2024	24/01/2024	31/01/2024	219/24.7	Jan-26	Bronze		Y	Y
Credit Control & Bad Debt Policy	Governance & Resources	✓	2 yearly	06/02/2019	02/04/2025	04/09/2025	399/4/25	Apr-27	Bronze		Y	Y
Data Breach Policy	Governance & Resources	✓	2 yearly	01/07/2012	22/01/2025	TBC	TBC		Bronze		TBC	TBC
Dispensation Procedure	Governance & Resources	✓	2 yearly	Not Known	24/01/2024	31/01/2024	219/24.7	Jan-26	Bronze		Y	Y
Exhumation Policy & Procedure	Public Ream	✓	2 yearly	04/12/2024	16/10/2024	06/11/2024	334.2/24	Nov-26			Y	Y

Financial Regulations	Governance & Resources	✓	Yearly	04/09/2024	24/07/2024	04/09/2024	307.5/24	Sep-26	Bronze		Y	Y
Filming at Council Meetings	Governance & Resources	✓	2-yearly	Not Known	25/10/2023	03/04/2024	240/24.6	Apr-26	Bronze		Y	Y
Financial Regulations	Governance & Resources	✓	2-yearly	Not Known	02/04/2025	09/04/2025		Apr-26	Bronze		Y	Y
Flag Flying Policy	Governance & Resources	✓	2 yearly	01/06/2020	02/10/2024	09/10/2024	320.5/24	Oct-26	Bronze	TBC	Y	Y
Flexi Time Scheme	Governance & Resources	✓	2 yearly	24/01/2024	31/01/2024	24/01/2024	219/24.7	Jan-26	Bronze		Y	Y
Grants Policy	Governance & Resources	✓	2 yearly	Historic	[02/04/2025]	[04/09/2025]	8.3	May-27	Bronze		TBC	TBC
Grievance Procedure	Governance & Resources	✓	2 yearly	Historic	29/07/2009	02/09/2009	8336	TBC	Bronze		N	N
Information and Data Protection Policy	Governance & Resources	✓	2 yearly	01/05/2018	22/01/2025	10/03/2025	386.2/25	Mar-26	Bronze	TBC	Y	Y
Information Publication Scheme	Governance & Resources	✓	2 yearly	01/04/2019	22/01/2025	01/04/2019	-	-	-	-	N	N
Information Security Asset Inventory	Governance & Resources		2 yearly	01/09/2023	27/09/2023	-		Sep-25			TBC	TBC
Information Security Policy	Town Council	✓	2 yearly	04/10/2017	04/10/2017	TBC	171/17	TBC			Y	Y
Internal Control Statement	Governance & Resources	✓	Annually	45756	45749	Apr-25	399.4/25		Bronze		Y	Y
Investment Policy	Governance & Resources	✓	Annually	01/07/2009	02/10/2024	09/10/2024	320.5/24	Oct-25	Bronze		N	N
Mayoral Allowance Policy	Governance & Resources	✓	2 yearly	04/09/2024	24/07/2024	04/09/2024	307.5/24	Jul-26	Bronze		Y	Y
Member Officer Protocol	Governance & Resources	✓	2 yearly	11/11/2020	23/10/2024	04/12/2024	348.2/24	Dec-26	TBC	TBC	Y	Y
Memorial Bench and Tree Policy	Public Realm	✓	2-yearly	01/11/2019	23/10/2024	06/11/2024	334.2/24	Nov-26			Y	Y
Memorials Policy	Public Realm	✓	2 yearly	01/09/2021	23/10/2024	06/11/2024	334.2/24	Nov-26			Y	Y
Open Spaces Hiring Policy	Public Realm	✓	2 yearly	16/10/2024	16/10/2024	06/11/2024	334.2/24	Nov-26			Y	Y
Performance Management Policy	Governance & Resources	✓	2 yearly	04/09/2024	24/07/2024	04/09/2024	307.54/24	Jul-26	Silver		Y	Y
Planning Applications Policy	Full Council	✓	2 yearly	17/04/2024	14/08/2024	04/09/2024	307.6/24	Aug-26			Y	Y
Political Hire Procedure	Building Management	✓	2 yearly	Jan 2025	08/01/2025	29/01/2025	371/25	Jan-27	Bronze		Y	Y
Press Policy	Governance & Resources	✓	2-yearly		25/10/2023	03/04/2024	240/24.6	Apr-26	Bronze		Y	Y
Privacy Notice	Governance & Resources	✓	2 yearly	01/11/2017	22/01/2025	10/03/2025	386.2/25	Mar-27	Bronze		Y	Y
Procurement Policy	Governance & Resources	✓	2 yearly	03/10/2025	12/02/2025	-	386.4/25	Mar-27	Bronze		Y	Y
Public Participation Policy	Governance & Resources	✓	Annually	03/04/2024	25/10/2023	03/04/2024	240/24.6	Mar-26	Silver		Y	Y
Publication Scheme	Governance & Resources	✓	2 yearly	10/03/2025	22/01/2025	-	386.2/25	Mar-26	Bronze		Y	Y
Risk Register	Town Council	✓	Annually	26/06/2024	26/06/2024	26/06/2024	284/24.1	Jun-24			Y	Y

Scheme of Delegation	Governance & Resources	✓	2-yearly	01/05/2018	02/10/2024	09/10/2024	320.5/24	Jan-26	Bronze		Y	Y
Sexual Harassment Policy	Governance & Resources	✓	2 yearly	10/03/2025	22/01/2025	10/03/2025	386.2/25	Mar-26	Bronze		Y	Y
Sexual Harassment Risk Assessment	Governance & Resources	✓	2 yearly	10/03/2025	22/01/2025	10/03/2025	386.2/25	Mar-26	Silver		Y	Y
Standing Orders	Town Council	✓	Annually	Not Known	12/02/2025	10/03/2025	386.4/25	01/03/2026	Bronze		Y	Y
Statement of Political Neutrality	Town Council	✓	2 yearly	04/09/2024	04/09/2024	-	309.1/24	Sep 26	Bronze		Y	Y
Subject Access Request Procedure	Governance & Resources	✓	2 yearly	01/01/2019	22/01/2025	10/03/2025	386.2/25	May-27			Y	Y
Training and Development Policy	Governance & Resources	✓	2 yearly	31/01/2024	24/01/2024	31/01/2024	219/24.7	Jan-26	Bronze		Y	Y
Tree Management Policy	Public Realm	✓	2 yearly	10/03/2021	13/03/2024	10/03/2021	28/21	Jul 25			Y	Y



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):



STOTFOLD TOWN COUNCIL

Annual Town Council Meeting – 7th May 2025

REGULAR PAYMENTS

Operating costs	£
Landscape Contract - Countrywide	70,594.90
SparkX - Street Lighting Contract survey (Remedial/ corrective work not included)	3,442.50
Central Beds Council – Brook Street Car Park Non-Domestic Rates	1,060.38
Central Beds Council – Memorial Hall Non-Domestic Rates	4,491.00
Central Beds Council – Cemetery Non-Domestic Rates	31,43.7
Central Beds Council – GAC	15,968.00
Bugs N Things – allotment pest control	520.00
Bugs N Things – cemetery pest control	489.00
Danfo – servicing Brook Street Toilets	1,513.44
PHS Sanitary bin charge – Greenacre Centre & Memorial Hall	3,869.90
PHS Sanitary bin charge – Hitchin Road changing room	798.56
PRS – music licence Memorial Hall	1,954.89
River Ivel Drainage Board – riparian costs	9.99
Cawleys – bin/skip hire GAC & Memorial Hall	2,929.20
Cawleys – bin/skip hire cemetery	426.48
Chubb – fire alarm/extinguisher service Memorial Hall & Simpson Centre	1,390.28
Watercooler Direct/ Culligan water– X2 watercoolers @ GAC	547.12
TJ Fire – fire alarm/extinguisher service Greenacre Centre	120.00
NFU Mutual – Council Vehicle Insurance	5,010.36
Ambivent Facilities – heating & BMS contract Greenacre Centre	2,326.00
Cleaning contract Greenacre Centre & Memorial Hall	31384.44
Wadys – fire alarm maintenance – GAC	636.07
Wilstead – Skip Hire	7,200.00
Reactive doors- GAC powered door contract	295.00
Administration costs	£
Stotfold News – advertising	3,951.72
Pitney Bowes – franking machine rental	288.63
IBT – office telephone and internet fee	1,654.70
Cloudy it	1,537.80
EE – Wok mobile	3,388.60
ALLSTAR Fuel card	2,172.10
RBS – Cemetery package support	617.00
RBS – Booking package support	597.00
RBS – Omega financial package support	1,059.00
RBS – Allotments package support	381.00
RES – Annual financial year shutdown	755.00
RBS – Making Tax Digital	116.00
RBS – Asset Inventory	174.00
RBS – RBS Cloud User Fee	2,256.83
SAGE salaries software	702.00
Zurich – insurance policy	9,256.69
ICO – data protection register	47.00
PWLB – loan repayments	16,199.26
SMG – computer support	16,439.00

Copycare – photocopier maintenance	925.07
C F Corporate Finance Ltd – Rent copy machine shredder	1,603.80
Annual External & Internal Audit (BDO/Mazars & PATAS)	2,640.00
Worldpay – card machine transaction fee	557.80
Subscriptions	£
CPRE (Campaign to Protect Rural England)	36.00
The Wildlife Trust	36.00
National Society of Allotment & Leisure Gardeners	84.00
ICCM (Institute of Cemeteries & Crematorium Management)	108.00
BATPC (Bedfordshire Association of Town & Parish Councils)	1,936.00
SLCC (Society of Local Council Clerks) membership x1	415.00

Please note: The utilities cost for the year 2024-25 can be found in the Detailed Committee Report.

Stotfold Town Council 2024-25

Current A/c 20354862

List of Payments made between 01/03/2025 and 31/03/2025

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
02/03/2025	Driver & Vehicle Licensing Age	DD	29.31	MARCH 25/WV69ASU RPAD TAX/Driv
03/03/2025	SSE - STREET LIGHT +BROOK	DD1	841.1	STREET LIGHT AND TOILET ELECTR
03/03/2025	Cawleys	BACS30	545.17	MEMO HALL CART BIN
04/03/2025	Anglian Water Business - Arles	DD11	385.5	A RD WATER BILL
04/03/2025	NFU Mutual Insurance	DD2	444.1	MARCH VEHICLE INSURANCE
05/03/2025	ALLSTAR Business Solutions Ltd	DD18	71.86	DISSEL WV69ASU
06/03/2025	Andrew Allen	BACS 1	185	feasibility study @memorial ha
06/03/2025	Bedforshire Association Of Tow	BACS2	35	SOCIAL MEDIA WEBNIAR
06/03/2025	Bugs 'n' Things Pest Control L	BACS3	586.8	PEST CONTROL AT CEMETERY
06/03/2025	Cloudyit Group	BACS6	153.48	MONTHLY MICROSOFT TEAM PHONE P
06/03/2025	Culligan/ old WaterCoolersDire	BACS07	633.88	CD243219361/Culligan/ old Wate
06/03/2025	F.H.Brundle Serving The Trade	BACS1	433.68	1699604/25.073/F.H.Brundle Ser
06/03/2025	Griggs Electricial Ltd	BACS2	264	2189/24.475/Griggs Electricial
06/03/2025	Hertfordshire County Council	BACS3	99.82	H022504893/25.087/Hertfordshir
06/03/2025	Ryalls Building Supplies Ltd	BACS4	54.24	97386/Ryalls Building Supplies
06/03/2025	Clarid Service Ltd t/a Minster	BACS7	2858.32	30958/Clarid Service Ltd t/a M
06/03/2025	Rogers Of Bedford Ltd	BACS8	522.6	YK22HPC SERVICE FEE
06/03/2025	SparkX Ltd	BACS10	2868.48	STREET LIGHT REPAIR
06/03/2025	Window Cleaner	BACS11	170	FEB 25 WINDOW/Stephen Riley
06/03/2025	Stotfold Bowls Club	GRANT1	600	GRANT P2/Stotfold Bowls Club
06/03/2025	Stotfold Runer Club	GRANT 2	200	GRANT /P2/Stotfold Runer Club
06/03/2025	The Barn	GRANT 3	165	GRANT/P2/The Barn/ Julie Hyde
06/03/2025	Ryalls Building Supplies Ltd	GRANT4	1500	GRANT/P2/Ryalls Building Suppl
06/03/2025	Pix Gymnastics Club	GRANT5	750	GRANT/P2/Pix Gymnastics Club
06/03/2025	St Mary's C of E Academy	GRANT 7	1500	GRANT/P2/St Mary's C of E Acad

06/03/2025	The Shutter Repair & Maintenanc	BACS12	288 05955/25.088/The Shutter Repai
06/03/2025	VAUGHTONS - WH DARBY LTD	BACS20	9525.99 COUNCIL MAYORS CHAIN + BOX
06/03/2025	Woods Precision Engineering Lt	BACS21	324 PART FOR PLYGROUND
06/03/2025	WooWoo Waterless Toilets/ Ande	BACS25	11724.9 STK TOILET AT NR ALLOT
06/03/2025	Local Goverment Resource Centr	BACS26	1714.8 HR INVESTIGATION SERVICES
06/03/2025	RGS Arboricultural Consultants	BACS29	2856 TREE INVENTORY/ CONDITION SURV
10/03/2025	SMG Business Solutions Ltd	DD20	1659.44 SMG91975/SMG Business Solution
10/03/2025	Information Commissioners Offi	DD25	47 RENEWAL FEE
11/03/2025	YORKSHIRE GAS AND POWER	DD2	1688.34 953582/YORKSHIRE GAS AND POWER
12/03/2025	EE Limited	DD	338.86 V02325291090/EE Limited
12/03/2025	ALLSTAR Business Solutions Ltd	DD16	76.8 DIESEL FOR YK22HPC
14/03/2025	Griggs Electricial Ltd	BACS	8940.24 ELECTRICAL WORK @GAC 50% DEPOS
16/03/2025	Crown Gas & Power Ltd - GAC Ga	DD5	1115.04 3451537/GAC GAS/Crown Gas & Po
16/03/2025	Crown Gas & Power Ltdc- Memori	DD6	645.52 3451536/MEMO HALL GAS/Crown Ga
17/03/2025	Anglian Water - The Green	DD5	17.18 14752983/THE GREEN WATER/Angli
17/03/2025	Anglian Water - Allotments	DD8	24.92 14754448/ALLOTMENT/Anglian Wat
17/03/2025	Anglian Water - Brook St Toile	DD10	52.52 HIGHT STREET TOILET
17/03/2025	Sage UK	DD21	70.2 INV20434507/Sage UK
18/03/2025	MARCH BULK PYMT CHARGE	03/25 BUI	4.5 MARCH BULK PYMT CHARGE
18/03/2025	British Gas Lite	DD	80.77 10400693/A RD ELECTRICITY/Brit
18/03/2025	Utilita - The Simpson centre	DD2	1585.85 202502/1/SIMPSON CENTRE/Utilit
18/03/2025	Utilita Energy Ltd - MUGA	DD8	181.71 2025-02/1/Utilita Energy Ltd -
19/03/2025	Worldpay Ltd	DD3	34.35 351336480/Worldpay Ltd
19/03/2025	ALLSTAR Business Solutions Ltd	DD3	71 DIESEL FOR WV69ASU
20/03/2025	MARCH STAFF SALARY	MARCH S/	21988.13 MARCH STAFF SALARY
20/03/2025	HMRC PAYE/NI MARCH 2025	HMRC MAI	6459.4 HMRC PAYE/NI MARCH 2025
20/03/2025	BED PENSION MARCH 25	BED PEN N	2404.91 BED PENSION MARCH 25
20/03/2025	Anglian Water - Hitchin Rd Rec	DD6	24.91 HITCHIN RD REC
20/03/2025	Anglian Water - Memorial Hall	DD09	131.35 MEMORIAL HALL WATER

20/03/2025	Utilita Energy Ltd - REC Brook	DD5	363.79	2025-02/1/BROOK ST REC/Utilita
20/03/2025	Utilita Energy Ltd - A Rd	DD6	2423.45	2025-02-01/A RD/Utilita Energy
20/03/2025	Anglian Water - Simpson Centre	DD2	87.98	14770802/SIMPSON CENTRE/Anglia
21/03/2025	The Shutter Repair & Maintenanc	BACS1	288	SHUTTER REPAIR
21/03/2025	VAUGHTONS - WH DARBY LTD	BACS2	526.85	BOX FOR DEPUTY MAYOR CHAIN
21/03/2025	Woods Precision Engineering Lt	BACS3	402	REPAIR MATERIAL
21/03/2025	CHRIS YATES REIMBURSEMENT	BACS	15.29	CHRIS YATES REIMBURSEMENT
21/03/2025	High Street Safari	BACS2	718.8	Trail Package -Dionsaur Safari
21/03/2025	Hertfordshire County Council	BACS3	71.4	CLEANING MATERIAL
21/03/2025	Griggs Electricial Ltd	BACS4	116.4	ELECTRICAL WORK AT MEMO HALL
21/03/2025	Essential Safety Wear Ltd	BACS6	709.98	CLLRS WEAR
21/03/2025	Elgood Photography	BACS9	60	DIGITAL PHOTOGRAPHY
21/03/2025	Stotfold Bowls Club	BACS10	872.22	FERTILIZER CONTRI/Stotfold Bow
21/03/2025	Big Bear Promo Ltd	BACS11	285	250 PVC DUCKS FOR DUCK RACE
21/03/2025	Ashridge Surveyors	BACS12	1632	value at risk assesment on var
21/03/2025	21CC Group Ltd	BACS15	658.8	VE DAY BEACON
21/03/2025	Ward Environmental sServices L	BACS17	2520	50% Deposit for install toilet
21/03/2025	Strawberry Fieldz Ltd	BACS18	375	Annual Town Meeting PA + Sound
21/03/2025	Steve Hayes	BACS20	32.09	MILEAGE CLAIM & CIVIC SERVICE
23/03/2025	Anglian Water - Cemetery	DD1	19.12	14784891/CEMETERY WATER/Anglia
24/03/2025	Ryalls Building Supplies Ltd	BACS	60.47	CN2796/Ryalls Building Supplie
24/03/2025	BARCLAY CARD	MARCH CI	1953.11	BARCLAY CARD
24/03/2025	Anglian Water - Simpson Centre	DD3	182.56	14790608/SIMPSON CENTRE/Anglia
26/03/2025	Worldpay Ltd	DD	571.2	CARD PAYMENT TERMINALS
26/03/2025	ALLSTAR Business Solutions Ltd	DD1	69.41	DIESEL FOR YK22HPC
27/03/2025	SMG Business Solutions Ltd	DD15	50.4	LAPTOP POWER CORD
27/03/2025	Integrated Business Telecom Lt	DD2	85.6	4853224/Integrated Business Te
31/03/2025	BANK SERVICE CHARGE	BANK SER'	18.6	BANK SERVICE CHARGE
31/03/2025	AA Sherriff & Son	BACS	7202.54	GAC PARK SPRING FERTILISER

31/03/2025	Amberol Ltd	BACS2	1155.3 SELF WATERING PROMENADE
31/03/2025	Auckland Manufacturing Ltd	BACS04	180 5 DOG SIGNS
31/03/2025	Central Beds Council	BACS08	102027.81 LIBRARY WORK CONTRIBUTION
31/03/2025	Chubb Fire & Security Ltd	BACS09	84.01 SIMPSON CENTRE FIRE EQUIPMENT
31/03/2025	CL Grindal Services	BACS10	1197.59 REPAIR FAULTY BALL @ MEMO HALL
31/03/2025	Cloudyit Group	BACS11	153.48 INV-D-06842/Cloudyit Group
31/03/2025	Countrywide Ground Maintenance	BACS12	14118.98 MARCH 25 GROUNDS MAIN FEE
31/03/2025	CPM PLAYGROUNDS LTD	BACS15	888 SUPPLY & FIR CARGO @ PLY GROUN
31/03/2025	Culligan/ old WaterCoolersDire	BACS16	68.76 CD243770296/25.113/Culligan/ o
31/03/2025	Hertfordshire County Council	BACS18	139.08 SACKS AND BIN LINER
31/03/2025	High Level Electrics Ltd	BACS20	7211.73 EXTRA XMAS COLUMNS @ HITCHIN R
31/03/2025	Wilstead Haulage Ltd	BACS01	720 022438/25.143/Wilstead Haulage
31/03/2025	Viking Office UK Ltd	BACS02	14.69 DEFLECTO WALL MOUNTED LITERATU
31/03/2025	T&J FIRE	BACS03	102.37 GAC EXTINGUISHER INSPECTED
31/03/2025	SparkX Ltd	BACS05	547.2 REPAIR STREET LIGHT S26
31/03/2025	NALC	BACS07	78 S B TICKET- DELEGATE
31/03/2025	Clarid Service Ltd t/a Minster	BACS08	2858.32 MARCH DAILY CLEAN
31/03/2025	Kate Hounscome Digital Illustra	BACS09	690 LICENCE FOR USE ART WORK ON SI
31/03/2025	Mileage Claim	BACS10	41.5 MILEAGE CLAIM + POSTAGE
31/03/2025	INSTITUTION OF ENGINEERING	BACS11	3454.37 LEGO LEAGUE EXPLORE SET
31/03/2025	High Level Electrics Ltd	BACS15	22704 ANNUAL XMAS LIGHT CHARGE
31/03/2025	BANK HANDLING CHARGE	MARCH B/	5.8 BANK HANDLING CHARGE
31/03/2025	SSE - STREET LIGHT +BROOK	DD12	759.69 IV02639967/SSE - STREET LIGHT
31/03/2025	Central Beds Council	DD1	1331 GREENACRE CENTRE BUSINESS RATE
31/03/2025	Cawleys	DD7	353.21 51732020/MEMORIAL HALL/Cawleys

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Stotfold Town Council 2024-25

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Current A/c 20354862

Cash Received between 01/03/2025 and 31/03/2025

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
26/03/2025	MEMO HALL BOOKING	MEMO HALL	MEMO HALL BOOKING	41.5
20/03/2025	CR ALLOTMENT FEE	CR24B	CR ALLOTMENT FEE	35
18/03/2025	BURIAL PLOT TRANSFER	WP/16231	BURIAL PLOT TRANSFER	100
19/03/2025	CARS ON THE GREEN 9/08/25	WP/16233	CARS ON THE GREEN 9/08/25	70
18/03/2025	CO OP FUNERAL CARE- AWT	WP/16232	CO OP FUNERAL CARE- AWT	-400
18/03/2025	COOP FUNERAL CARE	WP/16232	COOP FUNERAL CARE	400
20/03/2025	CR24B ALLOT FEE	CR24B	CR24B ALLOT FEE	35
20/03/2025	MEMO HALL BOOKING	MEMO HALL	MEMO HALL BOOKING	108.5
14/03/2025	GOR778 INTERMENT FEE		GOR778 INTERMENT FEE	250
12/03/2025	MEMO HALL 14/03 BOOKING	WP/16224	MEMO HALL 14/03 BOOKING	8.5
12/03/2025	MEMO HALL 15/03/25 BOOKING	WP/16227	MEMO HALL 15/03/25 BOOKII	63.75
11/03/2025	MEMO HALL 2/08 HIRE FEE	MEMO HALL	MEMO HALL 2/08 HIRE FEE	21
07/03/2025	MEMO HALL BOOKING		MEMO HALL BOOKING	14
13/03/2025	MEMO HALL BOOKING		MEMO HALL BOOKING	25
17/03/2025	MEMO HALL BOOKING		MEMO HALL BOOKING	38.25
24/03/2025	MEMO HALL BOOKING	MEMO HALL	MEMO HALL BOOKING	30.5
24/03/2025	BURIAL PLOT + INTERN	BURIAL PLO	BURIAL PLOT +	600
07/03/2025	Sales Recpts Page 3194		Sales Recpts Page 3194	166.66
10/03/2025	Sales Recpts Page 3195		Sales Recpts Page 3195	306
06/03/2025	Sales Recpts Page 3196		Sales Recpts Page 3196	450
06/03/2025	Sales Recpts Page 3197		Sales Recpts Page 3197	57.36
04/03/2025	Sales Recpts Page 3198		Sales Recpts Page 3198	76.48
04/03/2025	Sales Recpts Page 3199		Sales Recpts Page 3199	122.4
03/03/2025	Sales Recpts Page 3200		Sales Recpts Page 3200	149.16
03/03/2025	Sales Recpts Page 3201		Sales Recpts Page 3201	416
03/03/2025	Sales Recpts Page 3202		Sales Recpts Page 3202	137.7
03/03/2025	Sales Recpts Page 3203		Sales Recpts Page 3203	183.45
03/03/2025	Sales Recpts Page 3204		Sales Recpts Page 3204	245
25/03/2025	Sales Recpts Page 3205		Sales Recpts Page 3205	1250
19/03/2025	Sales Recpts Page 3206		Sales Recpts Page 3206	1350
18/03/2025	Sales Recpts Page 3207		Sales Recpts Page 3207	225
25/03/2025	Sales Recpts Page 3208		Sales Recpts Page 3208	350
28/03/2025	Sales Recpts Page 3209		Sales Recpts Page 3209	500
01/03/2025	Sales Recpts Page 3210		Sales Recpts Page 3210	290.72
31/03/2025	Sales Recpts Page 3211		Sales Recpts Page 3211	183.6
20/03/2025	Sales Recpts Page 3212		Sales Recpts Page 3212	78.43
24/03/2025	Sales Recpts Page 3213		Sales Recpts Page 3213	1075
24/03/2025	Sales Recpts Page 3214		Sales Recpts Page 3214	450

14/03/2025	Sales Recpts Page 3215		Sales Recpts Page 3215	324
14/03/2025	Sales Recpts Page 3216		Sales Recpts Page 3216	382.48
31/03/2025	Sales Recpts Page 3217		Sales Recpts Page 3217	400
21/03/2025	Sales Recpts Page 3218		Sales Recpts Page 3218	200
26/03/2025	Sales Recpts Page 3219		Sales Recpts Page 3219	850
28/03/2025	Sales Recpts Page 3220		Sales Recpts Page 3220	396
31/03/2025	Sales Recpts Page 3221		Sales Recpts Page 3221	-3300
31/03/2025	Sales Recpts Page 3222		Sales Recpts Page 3222	-200
18/03/2025	BURIAL PLOT	MTR	SAUNDERS BURIAL PLOT	800
11/03/2025	SQUIRRELS HITCHIN RD BOOKING	WP/16223	SQUIRRELS HITCHIN RD	50
07/03/2025	SQUIRRELS TEAM HITCHIN RD HIRE	SQUIRRELS	SQUIRRELS TEAM HITCHIN RE	50
10/03/2025	STALL FEE STOTFEST	WP/16221	STALL FEE STOTFEST	18
13/03/2025	STALL FOR STATFEST	WP/16228	STALL FOR STATFEST	18
07/03/2025	STALL FOR STOTFEST	WP/16218	STALL FOR STOTFEST	18
19/03/2025	STALL FOR STOTFEST	WP/16229	STALL FOR STOTFEST	18
24/03/2025	STALL FOR STOTFEST -C DELL	WP/16234	STALL FOR STOTFEST -C DELL	18
07/03/2025	STOTFOLD GOLD	WP/16219	STOTFOLD GOLD	30
12/03/2025	STOTFOLD GOLD	WP/16226	STOTFOLD GOLD	30
10/03/2025	STSLI STOTFEST	WP/16220	STSLI STOTFEST	18
10/03/2025	VE DAY FISH & CHIP	272/16222	VE DAY FISH & CHIP	20
				<u>9644.44</u>

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
21 MUGA								
203 Electricity	173	1,892	2,250	358		358	84.1%	
206 Maintenance and Repairs	1,038	1,059	5,000	3,941		3,941	21.2%	
MUGA :- Indirect Expenditure	1,211	2,950	7,250	4,300	0	4,300	40.7%	0
Net Expenditure	(1,211)	(2,950)	(7,250)	(4,300)				
22 Street Light								
203 Electricity	693	9,031	30,000	20,969		20,969	30.1%	
206 Maintenance and Repairs	2,846	9,649	20,000	10,351		10,351	48.2%	
Street Light :- Indirect Expenditure	3,539	18,680	50,000	31,320	0	31,320	37.4%	0
Net Expenditure	(3,539)	(18,680)	(50,000)	(31,320)				
23 Allotments								
2002 Income - CR Service Charge	0	855	600	(255)			142.4%	
2003 Income - Allotments Norton Rd	0	2,445	2,000	(445)			122.2%	
2009 Income- Allotments Common Rd	35	35	0	(35)			0.0%	
Allotments :- Income	35	3,334	2,600	(734)			128.2%	0
202 Water Rates	25	488	1,000	512		512	48.8%	
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	25	1,848	3,350	1,502	0	1,502	55.2%	0
Net Income over Expenditure	10	1,486	(750)	(2,236)				
25 Hitchin Road Rec								
202 Water Rates	25	146	500	354		354	29.2%	
203 Electricity	303	2,085	1,450	(635)		(635)	143.8%	
231 Bowls Club Grant	872	1,251	3,650	2,399		2,399	34.3%	
Hitchin Road Rec :- Indirect Expenditure	1,200	3,482	5,600	2,118	0	2,118	62.2%	0
Net Expenditure	(1,200)	(3,482)	(5,600)	(2,118)				
26 Brook Street Car Park/Toilets								
201 Rates	0	1,060	1,500	440		440	70.7%	
202 Water Rates	53	186	500	314		314	37.1%	
203 Electricity	27	350	600	250		250	58.4%	
206 Maintenance and Repairs	0	1,964	2,000	37		37	98.2%	
Brook Street Car Park/Toilets :- Indirect Expenditure	79	3,560	4,600	1,040	0	1,040	77.4%	0
Net Expenditure	(79)	(3,560)	(4,600)	(1,040)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
27 Open Spaces								
2005 Income - Open Space Other	566	8,994	7,000	(1,994)			128.5%	
2012 Income - Football Pitch Grant	0	11,784	0	(11,784)			0.0%	
Open Spaces :- Income	566	20,778	7,000	(13,778)			296.8%	0
205 Legal Fees / ROSPA	0	600	3,500	2,900		2,900	17.1%	
206 Maintenance and Repairs	7,600	30,986	30,000	(986)		(986)	103.3%	
207 Grass Cutting Contract	0	5,727	5,000	(727)		(727)	114.5%	
209 Lease Costs	0	0	300	300		300	0.0%	
211 River Ivel Drainage	0	10	20	10		10	50.0%	
212 Skip Hire	700	7,650	7,000	(650)		(650)	109.3%	
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	17	69	70	1		1	99.1%	
237 Floral Planting	963	2,590	3,000	410		410	86.3%	
238 Pitchpower Expense	0	23,754	0	(23,754)		(23,754)	0.0%	
Open Spaces :- Indirect Expenditure	9,280	71,423	50,640	(20,783)	0	(20,783)	141.0%	0
Net Income over Expenditure	(8,714)	(50,645)	(43,640)	7,005				
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	2,448	5,737	3,500	(2,237)		(2,237)	163.9%	
235 Pitch Maintenance	0	6,799	8,000	1,201		1,201	85.0%	
Arlesey Rd Playing Field :- Indirect Expenditure	2,448	12,535	12,500	(35)	0	(35)	100.3%	0
Net Expenditure	(2,448)	(12,535)	(12,500)	35				
34 Green Wheel								
233 Green Wheel Expenditure	0	1,500	1,500	0		0	100.0%	
Green Wheel :- Indirect Expenditure	0	1,500	1,500	0	0	0	100.0%	0
Net Expenditure	0	(1,500)	(1,500)	0				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
41 Cemetery								
4001 Income - Burials	5,050	19,090	15,000	(4,090)			127.3%	
4002 Income - Memorials & Plaques	700	9,431	4,000	(5,431)			235.8%	
4003 Income - Chapel lease	167	2,000	2,000	0			100.0%	
4005 Income - Plot Purchase	1,550	11,274	10,000	(1,274)			112.7%	
Cemetery :- Income	7,467	41,795	31,000	(10,795)			134.8%	0
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	83	4,302	4,500	198		198	95.6%	
405 Grounds Maintenance Contract	0	2,780	5,000	2,220		2,220	55.6%	
408 Pest Control	489	489	650	161		161	75.2%	
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	572	14,173	26,850	12,677	0	12,677	52.8%	0
Net Income over Expenditure	6,895	27,622	4,150	(23,472)				
51 Simpson Centre								
5003 Income - The Simpson Centre	350	3,845	4,570	725			84.1%	
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	350	7,995	9,135	1,140			87.5%	0
505 Rates - Simpson	0	9,798	9,100	(698)		(698)	107.7%	
507 Water Charges - Simpson	290	906	400	(506)		(506)	226.5%	
510 Electricity - Simpson	1,322	5,269	4,500	(769)		(769)	117.1%	
Simpson Centre :- Indirect Expenditure	1,612	15,973	14,000	(1,973)	0	(1,973)	114.1%	0
Net Income over Expenditure	(1,262)	(7,978)	(4,865)	3,113				
52 Memorial Hall								
5001 Income - Mem Hall	2,486	28,955	16,000	(12,955)			181.0%	
Memorial Hall :- Income	2,486	28,955	16,000	(12,955)			181.0%	0
504 Rate	0	4,491	5,100	609		609	88.1%	
506 Water Charges	131	518	1,600	1,082		1,082	32.4%	
508 Gas	538	3,394	4,000	606		606	84.9%	
509 Electricity	0	1,964	2,300	336		336	85.4%	
Memorial Hall :- Indirect Expenditure	669	10,367	13,000	2,633	0	2,633	79.7%	0
Net Income over Expenditure	1,817	18,589	3,000	(15,589)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
53 Building - General								
512 Maintenance	2,837	18,349	12,000	(6,349)		(6,349)	152.9%	
518 Bin Hire	679	2,929	5,250	2,321		2,321	55.8%	
538 Service Contracts	2,150	19,530	16,000	(3,530)		(3,530)	122.1%	
Building - General :- Indirect Expenditure	5,665	40,808	33,250	(7,558)	0	(7,558)	122.7%	0
Net Expenditure	(5,665)	(40,808)	(33,250)	7,558				
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	929	8,574	7,500	(1,074)		(1,074)	114.3%	
509 Electricity	1,407	16,689	18,500	1,811		1,811	90.2%	
537 Cleaning Contract	2,614	15,685	13,500	(2,185)		(2,185)	116.2%	
Greenacre Centre :- Indirect Expenditure	4,950	57,445	58,900	1,455	0	1,455	97.5%	0
Net Income over Expenditure	(4,950)	(56,332)	(43,500)	12,832				
61 Governance & Resources								
6003 Income - Miscellaneous	178	5,058	50	(5,008)			10116.3	
6004 Income - Interest Received	10,413	73,943	25,000	(48,943)			295.8%	
6008 Income - Mayor Event	0	52	300	248			17.3%	
6009 Stotfest 50	0	6,118	0	(6,118)			0.0%	
Governance & Resources :- Income	10,591	85,171	25,350	(59,821)			336.0%	0
601 Staff Salaries	79,856	349,695	344,691	(5,004)		(5,004)	101.5%	
602 Employers NI	6,240	29,692	24,428	(5,264)		(5,264)	121.6%	
603 Ers Pension Contrib	9,312	41,003	51,063	10,060		10,060	80.3%	
604 Staff Training	151	5,893	5,000	(893)		(893)	117.9%	
605 Clerk's Expenses	423	764	500	(264)		(264)	152.9%	
607 Photocopier Costs	202	2,644	750	(1,894)		(1,894)	352.6%	
608 Telephone/Fax/ISDN	482	5,236	4,000	(1,236)		(1,236)	130.9%	
609 Postage	94	595	600	5		5	99.2%	
610 Stationery	1,397	5,155	2,750	(2,405)		(2,405)	187.4%	
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	302	8,800	5,000	(3,800)		(3,800)	176.0%	
614 Advertising	0	4,904	6,000	1,096		1,096	81.7%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
615 IT Services	1,800	28,375	15,000	(13,375)		(13,375)	189.2%	
618 Subscription/Licence	372	17,571	10,000	(7,571)		(7,571)	175.7%	
619 PWLB Loan Repayments	0	16,199	20,000	3,801		3,801	81.0%	
620 Civic Allowance	57	1,664	1,500	(164)		(164)	110.9%	
621 Bank Charges	37	543	600	57		57	90.6%	
627 Travel Expenses	33	331	250	(81)		(81)	132.2%	
630 Grants	4,715	13,215	15,000	1,785		1,785	88.1%	
631 Councillor Training/Mileage	72	1,271	1,000	(271)		(271)	127.1%	
632 Professional Support	1,429	3,559	2,000	(1,559)		(1,559)	178.0%	
633 Vehicle Repayments (s106)	0	0	2,410	2,410		2,410	0.0%	
634 Vehicle Insurance	444	5,250	5,000	(250)		(250)	105.0%	
635 Vehicle Fuel	241	2,498	5,000	2,502		2,502	50.0%	
636 Vehicle Maintenance	465	2,641	5,000	2,359		2,359	52.8%	
637 Christmas Event	14,990	25,777	15,000	(10,777)		(10,777)	171.8%	
638 Stotfold	9,223	52,476	50,000	(2,476)		(2,476)	105.0%	
639 Com Engagment	5,956	15,809	15,000	(809)		(809)	105.4%	
641 Arlesey Rd Repayment (s106)	0	0	4,000	4,000		4,000	0.0%	
Goverance & Resources :- Indirect Expenditure	138,294	654,994	626,542	(28,452)	0	(28,452)	104.5%	0
Net Income over Expenditure	(127,703)	(569,823)	(601,192)	(31,369)				
<u>62 Precept</u>								
6005 Precept	0	913,482	913,482	0			100.0%	
Precept :- Income	0	913,482	913,482	0			100.0%	0
Net Income	0	913,482	913,482	0				
<u>63 Community Engagement</u>								
643 General Events	(443)	0	0	0		0	0.0%	
Community Engagement :- Indirect Expenditure	(443)	0	0	0	0	0		0
Net Expenditure	443	0	0	0				
<u>71 Town Strategy</u>								
701 Town Strategy	0	0	4,000	4,000		4,000	0.0%	
Town Strategy :- Indirect Expenditure	0	0	4,000	4,000	0	4,000		0
Net Expenditure	0	0	(4,000)	(4,000)				
<u>85 Earmarked Reserves</u>								
8001 Xmas Lights donations	0	250	0	(250)			0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
8002 Income EMR - Cemetery	0	2,000	0	(2,000)			0.0%	2,000
Earmarked Reserves :- Income	0	2,250	0	(2,250)				2,000
806 EMR -Buildings Fund	111,023	113,713	0	(113,713)		(113,713)	0.0%	113,713
809 EMR - PCemetery Projects/Paths	0	5,930	0	(5,930)		(5,930)	0.0%	5,930
815 EMR-Rec Ground Rolling Improve	11,871	14,858	0	(14,858)		(14,858)	0.0%	14,858
820 EMR-Estab Office Equipment	0	5,126	0	(5,126)		(5,126)	0.0%	4,253
824 Christmas Lights	9,940	10,000	0	(10,000)		(10,000)	0.0%	10,000
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
839 EMR - Ground Main Contract	11,766	73,795	0	(73,795)		(73,795)	0.0%	61,228
Earmarked Reserves :- Indirect Expenditure	144,600	234,339	0	(234,339)	0	(234,339)		220,900
Net Income over Expenditure	(144,600)	(232,089)	0	232,089				
9000 plus Transfer from EMR	144,600	233,467	0	(233,467)				
9001 less Transfer to EMR	0	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	0	(623)	0	623				
Grand Totals:- Income	21,495	1,109,245	1,023,982	(85,263)			108.3%	
Expenditure	313,702	1,144,079	916,982	(227,097)	0	(227,097)	124.8%	
Net Income over Expenditure	(292,207)	(34,834)	107,000	141,834				
plus Transfer from EMR	144,600	233,467	0	(233,467)				
less Transfer to EMR	0	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	(147,608)	196,633	107,000	(89,633)				

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	-93,713.01	36,714.99
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
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	-73,794.92	151,205.08
	2,467,814.31	-131,037.83	2,336,776.48

410/25 REPORTS

410.1/25 Community Governance Review

To consider a proposal from CBC to undertake a Community Governance Review.

410.2/25 Grants Policy

To adopt an updated Grants Policy with recommendations from the last Town Council meeting.

410.3/25 LGPS Pensions Discretionary Policy

To receive an updated LGPS Pensions Discretionary Policy for adoption by the Town Council.

411/25 Town Council Insurance

To review quotations received for the renewal of the Town Council insurance (report to follow)

412/25 REPORTS FROM MEMBERS ON OUTSIDE BODIES

- a. Police Priority Setting Forum - 9 April 2025 - Cllr Nigel Venneear (written report)
- b. Etonbury School Ofsted Report - Cllr Janice Bendell (verbal report)

413/25 WORK PROGRAMME

To note the Work Programme.

414/25 MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY

415/25 DATE OF NEXT MEETING

Wednesday 25 June 2025.

416/25 CONFIDENTIAL ITEMS

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

416.1/25 Cemetery Mast

To receive a confidential report on the Cemetery Mast.

STOTFOLD TOWN COUNCIL

COMMITTEE: **FULL COUNCIL**

MEETING DATE: **7 MAY 2025**

REPORTING OFFICER: **EMMA PAYNE, TOWN CLERK**
CLLR STEVE BUCK

REPORT TITLE: **COMMUNITY GOVERNANCE REVIEW**

1. PURPOSE OF THE REPORT

- 1.1 CBC have announced that they will be launching a Community Governance Review consultation after the Terms of Reference have been agreed at the Finance & General Purposes Committee meeting on 26 June 2025. The last CGR undertaken was in 2017/18 and officers at CBC acknowledge that there has been significant development which has led to parish boundary anomalies.
- 1.2 A CGR is a statutory process (Local Government and Public Involvement in Health Act 2007) by which a principal authority (district or unitary council) examines and reshapes parish and town boundaries, governance arrangements, and electoral structures. Its aims are to ensure effective, convenient local governance and to reflect identities and interests of local communities.
- 1.3 Key Drivers for this Review
- Population shifts: urban expansion into once-separate villages
 - Representation equity: balancing councillor workloads and electorate size
 - Fiscal sustainability: aligning council tax/precept contributions with service use
- 1.4 Any changes would come into effect from May 2027.

2. RECOMMENDATION

- 2.1 Members are asked to consider :
- a) Merging the parish boundaries of Astwick Parish Meeting and Stotfold Parish
 - b) Redrafting the parish boundary with Arlesey to follow the A507

3. BACKGROUND

3.1 Governance Arrangements: From Independent Parishes to Town Wards

Current Model

- Independent parish councils or parish meetings for small settlements (pop. < 1,500).
- If parish council, then their own precept (a slice of council tax) raised locally.
- Limited budgets and capacity to deliver larger-scale services or limited staff capacity to deal with issues like large scale planning applications.

Proposed Model

- Parish annexation: smaller parishes or parish meetings incorporated as wards within a larger town council.
- Ward councillors elected to represent former parishes alongside town-wide councillors.
- Unified governance body with town mayor or chair, centralized administration.

3.2 Positives of Encapsulation

a) Improved Service Access and Quality

- Enhanced facilities: smaller communities gain formal access to town leisure centres, libraries, sports pitches.
- Professional staff capacity: clerks and officers deliver higher-quality project management and grant applications.

b) Stronger Strategic Planning

- Integrated spatial planning: cohesive input into neighbourhood plans and Local Plans prevents piecemeal development.
- Unified vision: business support, and environmental strategies can be designed for the whole area.

c) Democratic Engagement

- Broader representation: ward councillors sit alongside town councillors, fostering cross-community collaboration.
- Higher profile: issues from small settlements gain greater weight at town council meetings and committees.

d) Financial Resilience

- Pooled precept income: larger collective budget allows investment in capital projects (e.g. community hubs, EV charging points).
- Grant leverage: larger councils often more successful at securing National Lottery, Arts Council, or DLUHC grants.

3.3 Negatives and Risks

a) Loss of Local Identity

- Perceived dilution: long-standing parish boundaries and traditions may be eroded.
- Community cohesion tension: risk of smaller-settlement concerns being overshadowed by town centre priorities.

b) Representation Concerns

- Electoral imbalance: if ward seats are few, voters may feel under-represented.
- Meeting logistics: parish hall meetings replaced by larger town hall sessions, potentially less intimate.

c) Fiscal Uncertainty

- Short-term rises in residents' council tax.
- Risk of "levelling down": town-wide budget constraints could force reduction in some existing parish grants or assets.

3.4 Council Tax Precept Change: Mechanism and Impacts

a) The New Precept Framework

- Current: Astwick Parish Meeting does not raise its own precept.
- Proposed: Residents of Astwick pays council tax to Stotfold Town Council (which sets a single rate for all wards).

b) Why It Levels Up

- Fair Use Funding
 - Smaller settlements already use town services to which they previously did not contribute.
 - Precept equalization ensures they “pay their way” rather than free-riding.
- Resource Redistribution
 - Town-wide council can redistribute funds: high-demand areas subsidized by lower-demand wards.
- Transparency and Simplicity
 - One consolidated bill for residents rather than multiple smaller precepts, each with its own rationale.
 - Easier to communicate large-scale projects and their financing.

c) Detrimental Aspects

- Council Tax increase for Astwick parish residents.
- Loss of direct control - decisions shift to town committees rather than parish meetings.

d) Mitigation Measures

- Ring-fencing: option to ring-fence a portion of ward precept to ward-specific projects decided by local ward committees.

3.5 Encapsulating smaller settlements as wards within larger town councils—and harmonizing council tax precepts—is a bold step toward equitable, efficient local government. While there are legitimate concerns around identity, representation and short-term cost shifts, these can be mitigated through ward ring-fencing, and robust community engagement. Crucially, the new precept arrangement isn’t merely a tax rise—it’s a mechanism to “level up”: ensuring every resident contributes fairly to, and benefits equitably from, the full suite of services they already use.

4. ARLESEY

4.1 Redrawing the boundary between Arlesey and Stotfold along the A507 would give Stotfold a distinct boundary, along a man-made feature, which is often favoured by the Boundary Commission. It would mean that Etonbury School and Etonbury Woods would come into the Parish.

4.2 The new Arlesey Cross development does not come within the proposed boundary (see figure 3)

5. FINANCIAL IMPLICATIONS

- 5.1 Merging Astwick into the parish would have an increase in 10 properties in the council tax base (18 properties in total, 8 currently empty).
- 5.2 There are properties in the proposed inclusion of Arlesey land. There are however S106 funding for Etonbury Woods would could be use to improve facilities for residents..

6. IMPLICATIONS

Strategic Plan	N/A
Risk management	As identified in the report
Legal	Local Government and Public Involvement in Health Act 2007)
Resources/Stakeholders	Astwick Residents, CBC, Councillors, Staff
Contracts/Procurements	N/A
Crime and Disorder	N/A
Biodiversity and environment	Planning implications
Equalities	N/A
Residents Impact Assessment	As identified in the report
Sustainability/Climate Impact	N/A
Data Protection and Privacy	GDPR regulations.

FIGURE 1 – EXISTING STOTFOLD BOUNDARY

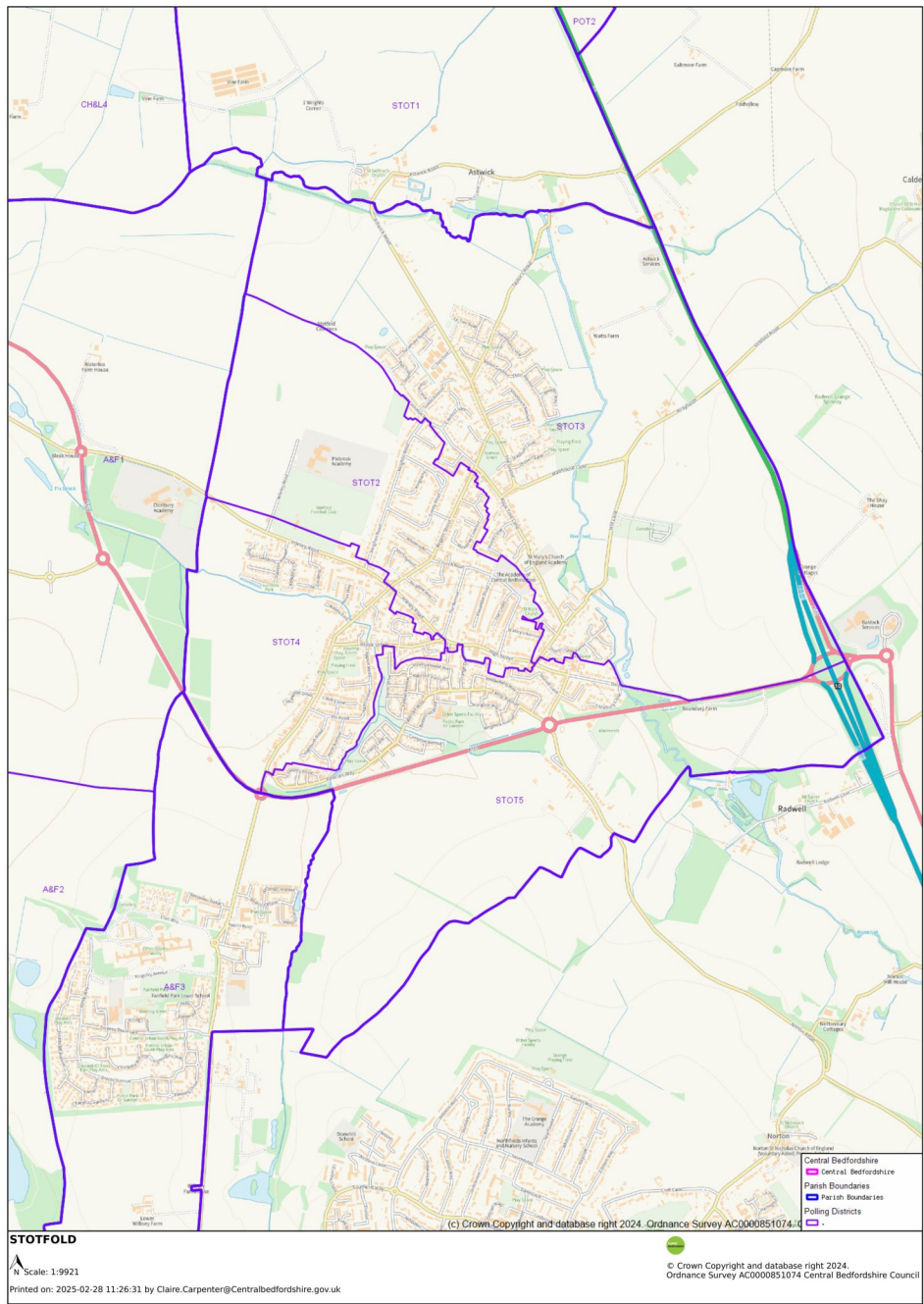
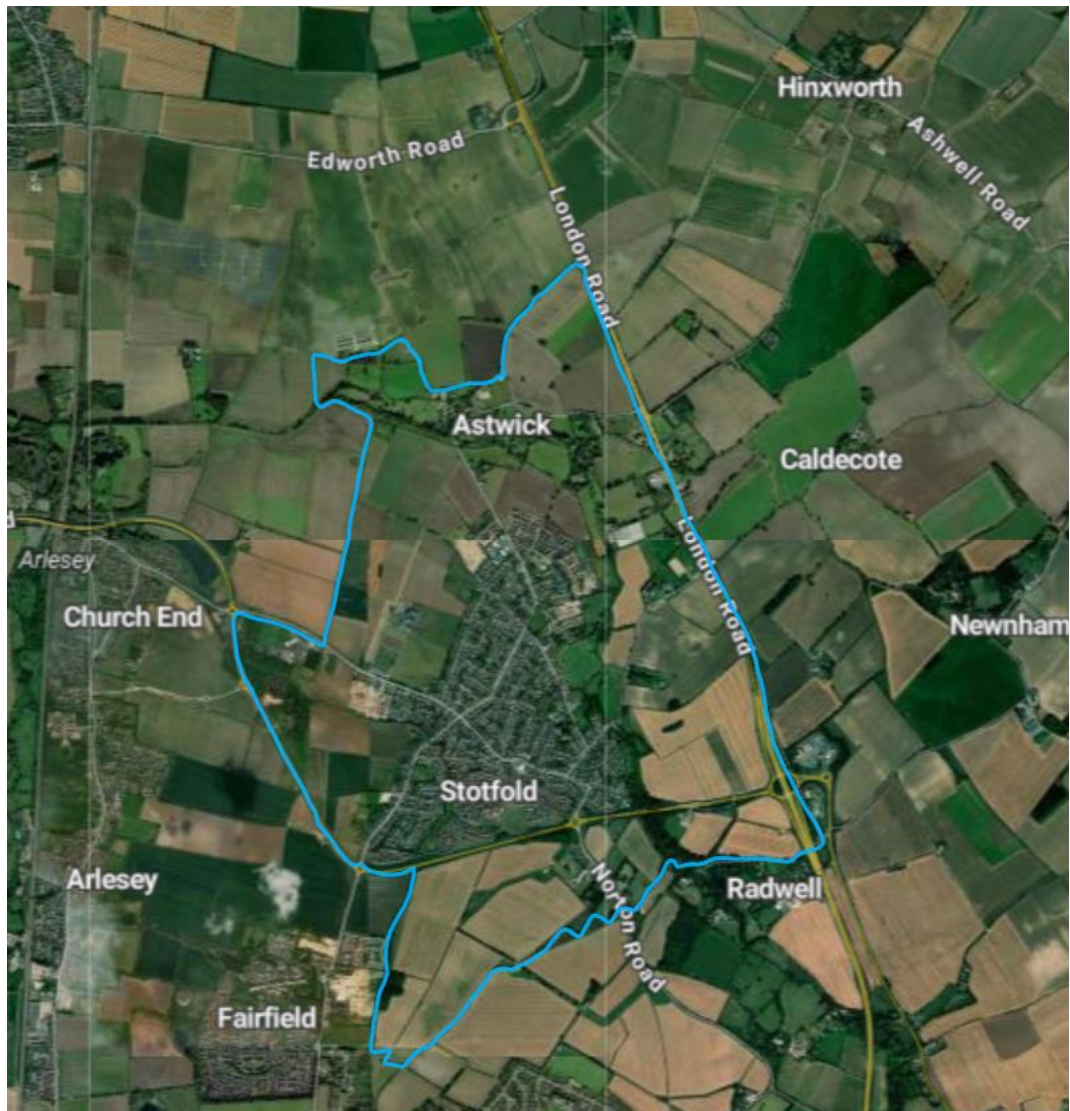


FIGURE 2 – PROPOSED PARISH BOUNDARY



STOTFOLD TOWN COUNCIL

COMMITTEE: **FULL COUNCIL**

MEETING DATE: **7 MAY 2025**

REPORTING OFFICER: **EMMA PAYNE, TOWN CLERK**
CLLR STEVE BUCK

REPORT TITLE: **COMMUNITY GOVERNANCE REVIEW**

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- 1.2 A CGR is a statutory process (per the Local Government and Public Involvement in Health Act 2007) by which a principal authority (district or unitary council) examines and reshapes parish and town boundaries, governance arrangements, and electoral structures. Its aims are to ensure effective, convenient local governance and to reflect identities and interests of local communities.
- 1.3 Key Drivers for This Review
- Population shifts: urban expansion into once-separate villages
 - Representation equity: balancing councillor workloads and electorate size
 - Fiscal sustainability: aligning council tax/precept contributions with service use
- 1.4 Any changes would come into effect from the May 2027 elections.

2. RECOMMENDATION

- 2.1 *Clearly state the proposed decision(s) or action(s) for consideration by the Committee.*

3. BACKGROUND

3.1 Governance Arrangements: From Independent Parishes to Town Wards

Current Model

Independent parish councils or parish meetings for small settlements (pop. < 1,500).

- If parish council, then their own precept (a slice of council tax) raised locally.
- Limited budgets and capacity to deliver larger-scale services or limited staff capacity to deal with issues like large scale planning applications.

Proposed Model

- Parish annexation: smaller parishes or parish meetings incorporated as wards within a larger town council.
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- Unified governance body with town mayor or chair, centralized administration.

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a) Improved Service Access and Quality

- Enhanced facilities: smaller communities gain formal access to town leisure centres, libraries, sports pitches.
- Professional staff capacity: shared clerks and officers deliver higher-quality project management and grant applications.

b) Stronger Strategic Planning

- Integrated spatial planning: cohesive input into neighbourhood plans and Local Plans prevents piecemeal development.
- Unified vision: business support, and environmental strategies can be designed for the whole area.

c) Democratic Engagement

- Broader representation: ward councillors sit alongside town councillors, fostering cross-community collaboration.
- Higher profile: issues from small settlements gain greater weight at town council meetings and committees.

d) Financial Resilience

- *Pooled precept income: larger collective budget allows investment in capital projects (e.g. community hubs, EV charging points).*
- *Grant leverage: larger councils often more successful at securing National Lottery, Arts Council, or DLUHC grants.*

3.3 Negatives and Risks

a) Loss of Local Identity

- *Perceived dilution: long-standing parish boundaries and traditions may be eroded.*
- *Community cohesion tension: risk of smaller-settlement concerns being overshadowed by town centre priorities.*

b) Representation Concerns

- *Electoral imbalance: if ward seats are few, voters may feel under-represented.*
- *Meeting logistics: parish hall meetings replaced by larger town hall sessions, potentially less intimate.*

c) Fiscal Uncertainty

- *Short-term rises: transitional borrowing or one-off levies may be needed to equalize service levels.*

- *Risk of “levelling down”: town-wide budget constraints could force reduction in some existing parish grants or assets.*

5. Council Tax Precept Change: Mechanism and Impacts

5.1. The New Precept Framework

- *Current: Parish A raises its own precept (e.g. £50/year per Band D).*
- *Proposed: Parish A pays a ward precept to Town Council (which sets a single rate for all wards).*

5.2. Why It Levels Up

1. *Fair Use Funding*
 - *Smaller settlements already use town services (libraries, parks) to which they previously did not contribute.*
 - *Precept equalization ensures they “pay their way” rather than free-riding.*
- 2.
3. *Resource Redistribution*
 - *Town-wide council can redistribute funds: high-demand areas subsidized by lower-demand wards.*
 - *Enables cross-subsidy of rural bus services or mobile library runs that no single parish could fund alone.*
- 4.
5. *Transparency and Simplicity*
 - *One consolidated bill for residents rather than multiple smaller precepts, each with its own rationale.*
 - *Easier to communicate large-scale projects and their financing.*
- 6.

5.3. Detrimental Aspects

- *Apparent tax hike for former parish residents if the town's precept rate exceeds the old parish rate.*
- *Loss of direct control over how every pound of precept is spent—decisions shift to town committees rather than parish meetings.*

5.4. Mitigation Measures

- *Transitional caps: firm limit on year-one increase (e.g. no more than +10%).*
- *Ring-fencing: option to ring-fence a portion of ward precept to ward-specific projects decided by local ward committees.*
- *Phased integration: council tax rate gradually equalizes over 3–5 years.*

6. Case Studies: Lessons Learned Elsewhere

Location	Year of CGR	Key Successes	Challenges Overcome
Newtown & Villages	2018	Built joint community hub; secured £250K grant	Initial parish resistance— solved via a ward forum and ring-fenced budget
Riverbank Consortium	2021	Unified tourism branding; 15% cost savings	Balancing urban/rural priorities—established rural liaison subgroup

7. Governance and Community Engagement Strategy

1. *Early and Inclusive Consultation*
 - *Parish polls, drop-in events, online surveys, youth councils.*
- 2.
3. *Transparent Decision & Finance Tracking*
 - *Publish ward-level spending dashboards.*
- 4.
5. *Local Champions*
 - *Appoint ward “community ambassadors” to feed local views into town council committees.*
- 6.
7. *Phased Implementation*
 - *Pilot joint service (e.g. shared grounds maintenance) before full merger.*
- 8.

8. Conclusion

Encapsulating smaller settlements as wards within larger town councils—and harmonizing council tax precepts—is a bold step toward equitable, efficient local government. While there are legitimate concerns around identity, representation and short-term cost shifts, these can be mitigated through phasing, ward ring-fencing, and robust community engagement. Crucially, the new precept arrangement isn’t merely a tax rise—it’s a mechanism to “level up”: ensuring every resident contributes fairly to, and benefits equitably from, the full suite of services they already use.

4. FINANCIAL IMPLICATIONS

- 4.1 *Detail any costs, savings, funding sources, budget code and budgetary impacts associated with the proposal.*

5. IMPLICATIONS

Strategic Plan	<i>e.g. alignment with council priorities</i>
Risk management	<i>identify any risk and proposed mitigation</i>
Legal	<i>identify any legal considerations or obligations</i>
Resources/Stakeholders	<i>Impact on staffing, partnerships or volunteers</i>
Contracts/Procurements	<i>Contractual matters or procurement compliance</i>
Crime and Disorder	<i>Impact on local crime prevention (if applicable)</i>
Biodiversity and environment	<i>Implications on local biodiversity or environmental concerns</i>
Equalities	<i>Implications on different groups under the Equalities Act</i>
Residents Impact Assessment	<i>Describe how the proposal may positively or negatively affect residents</i>
Sustainability/Climate Impact	<i>Assess any environmental or sustainability considerations such as carbon footprint or climate resilience</i>
Data Protection and Privacy	<i>Identify any implications for the handling of personal data and compliance with data protection laws.</i>



STOTFOLD TOWN COUNCIL

GRANT APPLICATIONS POLICY

1. GENERAL PRINCIPLES

Stotfold Town Council is committed to helping and supporting eligible local community groups, faith groups, not-for-profit organisations and organisations working in Stotfold and supporting its local residents. These grants aim to provide support for residents connected to improved wellbeing and opportunities to ensure inclusivity and equality of opportunity for all.

Stotfold Town Council is funded by its residents via the Council's precept and therefore has only limited, pre-agreed budget available for the purpose of grant funding. The level of funding available may vary each year depending on the Council's agreed budget.

Stotfold Town Council is committed to following best practice in grant giving in order to provide sustainable funding and support to voluntary and community groups, whilst providing value for money for local taxpayers and ensuring that public money is spent in a responsible manner.

Stotfold Town Council has two grant award periods – April and October annually. In order for Stotfold Town Council to be able to assess applications objectively, it must assess all applications received against a range of criteria and will be presented to and decided on by the Governance & Resources Committee.

The following eligibility principles will apply:

- Assistance will be given on the basis of need, merit and contribution to local community.
- Applicants must clearly show how any assistance given will benefit the people living in Stotfold or will benefit the environment of Stotfold.
- Any grant awards will be subject to monitoring and evidence of agreed expenditure and resulting benefit. Photographic evidence may be requested.
- Organisations should not make a presumption that funding will continue on a year-to-year basis.
- Any funds awarded must only be spent on the activity/purpose for which it was awarded.

2. THE AIMS OF THE COUNCIL'S GRANT MAKING POLICY

Stotfold Town Council provides grant funding to support the following aims:

- To enable local people to participate in voluntary groups and activities.
- To help the town's voluntary groups to improve effectiveness and equality of opportunity.
- To ensure provision of services, needed by the town's residents, via the voluntary and charity sectors.
- To support organisations which meet the needs of people experiencing social and economic difficulties.

- To improve and enhance the local environment, public safety, arts and culture (The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee).

An annual amount of £150 is available to organisations who have installed defibrillators within the Stotfold boundaries for replacement of defibrillator pads to ensure the continued availability of life-saving equipment for public use.

3. GRANT APPLICATION ELIGIBILITY

Applicants must meet the following criteria:

- a) The organisation is based in or has significant local activity in Stotfold.
- b) The work of the organisation directly benefits a number of residents of Stotfold.
- c) The organisation has a written Constitution with clearly defined aims and objectives.
- d) The local organisation has a clear financial need. (Account will be taken of how much money the organisation has, including any special reserves set aside for particular projects and local fundraising efforts. Additionally, if the balance is high in relation to spending, then an explanation is required, justifying the reasons why the organisation is still applying for a grant).
- e) The organisation has its own bank account with at least two authorised signatories.
- f) The organisation is non-party political and non-profit making.
- g) Individuals will not be funded.

4. THE GRANTS PROCESS

- a) All funding requests must use an updated application form which can be downloaded from the Town Council's website and applicants should provide all information requested.
- b) The amount of money available for grants may vary each financial year, depending on the overall budget. The level of funds available for grant applications in any given year can be obtained from the Town Clerk and applicants are advised to speak with the Town Clerk for guidance ahead of submitting applications.
- c) The Town Council's Governance & Resources Committee will evaluate completed applications at the appropriate point of the grant award schedule.
- d) Applicants may be asked to send a representative to attend the Committee meeting in support of their application. A calendar of all Council meetings can be found on the Town Council's website.
- e) The Governance & Resources Committee may defer deciding on an application if it feels more information is required from the applicant.

5. MAKING YOUR APPLICATION

Applications can be made via an online application form available from our website www.stotfoldtowncouncil.gov.uk. The Grant Applications deadlines will be advertised when the Town Council Meetings Calendar has been agreed by the Town Council.

Please note that any applications will also require the following supporting documentation in order to be considered in the relevant Grant Application Phase:

- *Constitution or Governing Document*
- *A copy of your organisation's last full bank account statement*
- *A copy of your organisation's accounts*
- *Copies of the quotes for services and goods to support the Grant Application*

These should be emailed to finance@stotfoldtowncouncil.gov.uk or posted to the Town Council marked for the attention of the Finance Officer.

If you need help submitting your organisation's grant application form, please get in touch with our office at 01462 730064, or come in to see us at the Greenacre Centre, Valerian Way, Stotfold, SG5 4HG.

6. PAYMENTS AND DECISIONS

- a) All applicants will usually be notified of Council's decision following the relevant meeting of the Governance & Resources Committee.
- b) Successful applicants for grants will normally receive their award four to six weeks after the decision of the Governance & Resources Committee.
- c) Successful applicants will be invited to attend a meeting of Stotfold Town Council to receive their awarded grant.
- d) In some circumstances the payment date(s) may differ, and this will be set out in the grant award confirmation letter.
- e) *Grant expenditure must be within 12 months of the grant being awarded.*
- f) Grants will be paid by BACs to the nominated account.

7. MONITORING AND REPORTING REQUIREMENTS

- a) Groups are expected to provide Stotfold Town Council with written evidence of what the money has been spent on and the benefit it has brought to the people of Stotfold.
- b) Such evidence of how the money has been spent may include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable.
- c) This information should be submitted within 1 month of the event/project end or by the end of the project, provided written confirmation has been received by the Town Council as to expected finish date of the relevant project or expenditure point.

- d) The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Policy, Finance and Resources Committee who will consider whether or not to approve the change.
- e) Organisations are responsible for ensuring that they follow all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- f) Should the organisation, for any reason, disband or the project is not completed, the Council may ask for all or part of the monies to be paid back.
- g) Acknowledgement of the financial support received from the Council is required where possible on documentation and any promotional material, including websites.
- h) In order to receive payment, organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
- i) All successful applicants must complete an evaluation form within the stated time periods.
- j) Additional grant conditions may also be attached to any funding from Stotfold Town Council, and these will be set out in the award confirmation letter.
- k) Failure to comply with any conditions attached to a grant may result in the grant being recalled or affect future grant assistance.

Local Government Pension Scheme (LGPS)

Employer Policy Statement

The current LGPS regulations, which came into effect from 1 April 2014, require each scheme employer within the LGPS to formulate, publish and keep under review a statement which sets out their policy on certain discretions which they have the power to exercise under the LGPS regulations.

This is the formal employer policy statement of:

Stotfold Town Council

Date of publication of this policy:

1 March 2025

Effective date of this policy:

1 April 2025

This statement will be published on the Stotfold Town Council website and will also be available from other sources such as the intranet site, staff groups, trade unions and Human Resources personnel. This policy applies to prospective members, current contributory members, deferred pensioner members and pensioner members of the LGPS, and their dependants.

LGPS Regulations

Where quoted, regulations refer to The Local Government Pension Scheme Regulations 2013 or The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014.

For certain employers, reference may also be made to the following regulations:

- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000
- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended)
- The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

This policy statement will be reviewed and may change from time to time. It does not give any form of contractual rights for LGPS/staff members. LGPS/staff members should ask the employer named above for the latest version of this document before making any decisions in respect of retirement provisions. Only the version of this policy statement which is 'current' at the time an event occurs will be applicable for the purposes of determining LGPS benefit entitlement.

This statement should be read alongside information about the benefits provided by the LGPS, available on the Bedfordshire Pension Fund website.

In formulating and reviewing this policy, the employer named above must have regard to the extent to which the exercise of its discretionary powers could lead to a serious loss of confidence in the public service.

Stotfold Town Council will ensure that the discretionary powers are exercised reasonably. Where a cost is incurred, the policy will only be used when there is a future benefit to the employer for incurring the extra costs that may arise or be associated with the discretion. Stotfold Town Council will ensure that, where exercised, any discretions that incur additional costs will be applied and recorded as appropriate.

Local Government Pension Scheme 2014 (LGPS)

Employer Policy Statement

Further notes are available at the end of this policy document

Section 1:

List of discretionary policies applicable from 1 April 2014 in relation to post 31 March 2014 active members (excluding councillor members) and post 31 March 2014 leavers (excluding councillor members)

Relevant regulations:

The Local Government Pension Scheme Regulations 2013 [SI 2013/2356] [prefix R]

The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 [SI 2014/525] [prefix TP]

The Local Government Pension Scheme (Administration) Regulations 2008 [SI 2008/239] [prefix A]

The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 (as amended) [SI 2007/1166] [prefix B]

The Local Government Pension Scheme (Transitional Provisions) Regulations 2008 [SI 2008/238] [prefix T]

The Local Government Pension Scheme Regulations 1997 (as amended) [SI 1997/1612] [prefix L]

Discretion	Regulation	Employer policy
Written policy is recommended Determine rate of employees' contributions	R9(1) & (3)	
Written policy is compulsory Whether, how much, and in what circumstances to contribute to a shared cost APC scheme (see Note 1)	R16(2)(e) & R16 (4)(d)	<p>The policy of Stotfold Town Council is:</p> <p>The Council will only exercise this discretion in exceptional circumstances. This discretion will only be exercised with the express permission of Stotfold Town Council after consideration of the costs that would apply.</p>

Discretion	Regulation	Employer policy
<p>Written policy is recommended</p> <p>Whether to extend 30-day deadline for member to elect for a shared cost APC upon return from a period of absence from work with permission with no pensionable pay (otherwise than because of illness or injury, relevant child-related leave or reserve forces service leave)</p>	R16(16)	
<p>Written policy is recommended</p> <p>Whether, how much, and in what circumstances to contribute to shared cost AVC arrangements</p>	R17(1) & definition of SCAVC in RSch 1	
<p>Written policy is recommended</p> <p>In determining Assumed Pensionable Pay (APP), whether a lump sum payment made in the previous 12 months is a “regular lump sum”.</p>	R21(5)	
<p>Written policy is recommended</p> <p>Where in the Employer’s opinion, the pensionable pay received in relation to an employment (adjusted to reflect any lump sum payments) in the 3 months (or 12 weeks if not paid monthly) preceding the commencement of Assumed Pensionable Pay (APP), is materially lower than the level of pensionable pay the member would have normally received, decide whether to substitute a higher level of pensionable pay having had regard to the level of pensionable pay received by the member in the previous 12 months.</p>	R21(5A) & R21(5B)	

Discretion	Regulation	Employer policy
<p>Written policy is recommended</p> <p>Whether to extend the 12-month time limit for:</p> <ul style="list-style-type: none"> - a member to elect that post 31 March 2014 deferred benefits <u>should not be</u> aggregated with a new employment and/or - a member to elect that post 31 March 2014 deferred benefits <u>should not be</u> aggregated with an ongoing concurrent employment <p>(generally, whether to extend the 12-month option period for a member to elect <u>not</u> to aggregate post 31 March 2014 (or combinations of pre-April 2014 & post March 2014) deferred benefits).</p>	R22(7)(b) & R22(8)(b)	
<p>Written policy is recommended</p> <p>Whether to extend the 12-month option period for a member (who has not elected to be treated as a member who, in the same employment, was contributing to the scheme on both 31 March 2014 and 1 April 2014) to elect that pre-1 April 2014 deferred benefits should be aggregated with a new employment.</p>	TP10(6)	
<p>Written policy is compulsory</p> <p>Whether all or some benefits can be paid if an employee aged over 55 reduces their hours or grade (flexible retirement – see Note 2)</p>	R30(6) & TP11 (2)	<p>The policy of Stotfold Town Council is:</p> <p>The Council will consider employee requests to take flexible retirement on a case-by-case basis after taking into consideration factors such as service delivery, and any costs that may apply. The Town Council will be responsible for agreeing (or otherwise) all requests to take flexible retirement</p>
<p>Written policy is compulsory</p> <p>Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement (see Note 3)</p>	R30(8)	<p>The policy of Stotfold Town Council is:</p> <p>The Council will only waive the actuarial reduction on flexible retirement in exceptional circumstances following approval from the Town Council.</p> <p>The Council will only waive the actuarial reduction on early retirement in exceptional circumstances and as a result of</p>

Discretion	Regulation	Employer policy
		the express permission of the Town Council after considering the costs that would apply. .
<p>Written policy is compulsory Whether to “switch on” the 85-year rule for a member voluntarily drawing benefits on or after age 55 and before age 60 (always excludes flexible retirement) (see Note 4)</p>	TP Sch 2 para 1(2) & 1(1)(c)	The Town Council will not ‘switch on’ the 85 year rule
<p>Written policy is compulsory Whether to waive any actuarial reduction, on compassionate grounds or otherwise, for a member voluntarily drawing benefits before normal pension age (excludes flexible retirement) (see note 5).</p> <p>For active members voluntarily retiring on or after age 55 and before Normal Pension Age, who elect to immediately draw benefits, and for deferred members and suspended tier 3 ill health pensioners who elect to draw benefits (other than on ill health grounds) on or after age 55 and before Normal Pension Age, and who:</p> <p>a) were not members of the LGPS before 1 October 2006 (known as Group 4 members), whether to:</p> <ul style="list-style-type: none"> - waive, on compassionate grounds, any actuarial reduction that would otherwise be applied to benefits, if any, built up before 1 April 2014 and/or - waive, in whole or in part (on any grounds), any actuarial reduction that would otherwise be applied to benefits built up after 31 March 2014 <p>b) were members of the LGPS before 1 October 2006 and who reached age 60 before 1 April 2016 (Group 1) whether to:</p>	TP3(1), TP Sch 2, para 2(1), R30(8) B30(5) & B30A(5)	<p>The policy of Stotfold Town Council is:</p> <p>That it may be agreed to adopt these discretions based on compassionate grounds. But it will further consider the definition of compassionate grounds to include, but not be restricted to:</p> <p>Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements.</p> <p>And/or</p> <p>Reasons of ill health which do not meet the current criteria for ill-health retirement.</p> <p>Appropriate medical evidence should be provided by the Member, at the Member’s cost in support of such cases. Any medical evidence provided should be compiled by suitably qualified occupational physician.</p>

Discretion	Regulation	Employer policy
<ul style="list-style-type: none"> - waive, on compassionate grounds, any actuarial reduction that would otherwise be applied to benefits built up before 1 April 2016 and/or - waive, in whole or in part (on any grounds), any actuarial reduction that would otherwise be applied to benefits built up after 31 March 2016 <p>c) were members of the LGPS before 1 October 2006 and who will reach age 60 after 31 March 2020 (or who would reach age 60 between 1 April 2016 and 31 March 2020 inclusive, but who would not meet their Retirement Age (CRA) before 1 April 2020 - in this instance CRA is the earlier of the date upon which the member would meet the 85 year rule or age 65 (Group 3)) whether to:</p> <ul style="list-style-type: none"> - waive on compassionate grounds, any actuarial reduction that would otherwise be applied to benefits built up before 1 April 2014 and / or - waive, in whole or in part (on any grounds), any actuarial reduction that would otherwise be applied to benefits built up after 31 March 2014 <p>d) were members of the LGPS before 1 October 2006 and who will reach age 60 between 1 April 2016 and 31 March 2020 inclusive and who will also reach their Critical Retirement Age (CRA) (in this instance CRA is the earlier of the date upon which the member would meet the 85-year rule or age 65) before 1 April 2020 (Group 2), whether to:</p> <ul style="list-style-type: none"> - waive, on compassionate grounds, any actuarial reduction that would otherwise be applied to benefits built up before 1 April 2020 and/or 		

Discretion	Regulation	Employer policy
- waive, in whole or in part (on any grounds), any actuarial reduction that would otherwise be applied to benefits built up after 31 March 2020.		
Written policy is compulsory Whether, at full cost to the scheme employer, to grant extra annual pension of up to £7,352 (figure at April 2022*) to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (*figure is inflation proofed annually)(see Note 6)	R31	The policy of Stotfold Town is: The Council will only exercise this discretion in exceptional circumstances. This discretion will only be exercised with the express permission of Stotfold Town Council after consideration of the costs that would apply.
Written policy is recommended Extend normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS.	R100(6)	
Written policy is recommended Each Scheme employer must appoint a person (“the adjudicator”) to consider applications from any person whose rights or liabilities under the Scheme are affected by: a) Decision under regulation 72 (first instance decisions); or b) Any other act or omission by a scheme employer or administering authority and to make a decision on such applications.	R74	Responsibility for determinations under this first stage of the Internal Disputes Resolution Procedure (IDRP) rests with “the adjudicator” as named below by the Scheme employer: [insert employer name]’s adjudicator’s details are: Name Job Title Address Post Code Telephone number

Section 2:

Discretionary policies in relation to scheme members (excluding councillor members) who ceased active membership on or after 1 April 2008 and before 1 April 2014

Relevant regulations:

- LGPS (Administration) Regulations 2008 [SI 2008/239] [A]
- LGPS (Benefits, Membership and Contributions) Regulations 2007 (as amended) [SI 2007/1166] [B]
- LGPS (Transitional Provisions) Regulations 2008 [SI 2008/238] [T]
- LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 [SI 2014/525] [TP]
- LGPS Regulations 2013 [SI 2013/2356] [R]
- LGPS 1997 (as amended) [1997/1612] [L]

Discretion	Regulation	Employer policy
Written policy is compulsory Whether to “switch on” the 85-year rule for a member voluntarily drawing benefits on or after age 55 and before age 60 (see Note 4).	TPSch 2, para 1(2) & 1(1)(c)	The policy of Stotfold Town Council is: The Town Council will not agree to switch on the 85 year rule where members choose to voluntarily draw their benefits on or after age 55 and before age 60.
Written policy is compulsory Whether to “switch on” the 85-year rule upon the voluntary early payment of a suspended tier 3 ill health pension (see Note 4).	TPSch 2, para 1(2) & 1(1)(c)	The Town Council will not ‘switch on’ the 85 year rule
Written policy is compulsory Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early (before age 65) (see Note 5).	B30(5), TPSch 2, para 2(1)	The policy of Stotfold Town Council is: That it may agree to adopt these discretions based on compassionate grounds. But it will further consider the definition of compassionate grounds to include but not be restricted to: Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements and/or Reasons of ill health, which do not meet the current criteria for ill-health retirement.

Discretion	Regulation	Employer policy
		Appropriate medical evidence should be provided by the member, at the member's cost in support of such cases. Any medical evidence provided should be compiled by a suitably qualified occupational physician.
<p>Written policy is compulsory</p> <p>Whether to waive, on compassionate grounds, the actuarial reduction applied to suspended tier 3 ill health pension benefits paid early (before age 65) (see Note 5).</p>	B30A(5), TPSch 2, para 2(1)	<p>The policy of Stotfold Town Council is:</p> <p>That it may agree to adopt these discretions based on compassionate grounds. It will further consider the definition of compassionate grounds to include, but not be restricted to:</p> <p>Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements and/or Reasons of ill health, which do not meet the current criteria for ill-health retirement.</p> <p>Appropriate medical evidence should be provided by the member, at the member's cost in support of such cases. Any medical evidence provided should be compiled by a suitably qualified occupational physician.</p>

Section 3

Discretionary policies in relation to:

- active Welsh councillor members, and
- councillor members who ceased active membership on or after 1 April 1998, and
- any other scheme members who ceased active membership on or after 1 April 1998 and before 1 April 2008

Relevant regulations:

LGPS Regulations 1997 [SI 1997/1612]

The Local Government Pension Scheme (Transitional Provisions) Regulations 2008 [SI 2008/238] [prefix T]

The Local Government Pension Scheme (Administration) Regulations 2008 [SI 2008/239] [prefix A]

LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 [SI 2014/525] [TP]

The Local Government Pension Scheme Regulations 2013 [SI 2013/2356] [prefix R]

Discretion	Regulation	Employer Policy
Written policy is compulsory Grant application for early payment of deferred benefits on or after age 50 and before age 55.	31(2)	<p>The policy of Stotfold Town Council is:</p> <p>That it does not wish to adopt this policy in light of the requirement for the effective use of financial resources in the current financial climate.</p> <p>It does not intend to review this discretion until the financial situation has improved sufficiently in real terms.</p>
Written policy is compulsory Whether to “switch on” the 85-year rule for a member with deferred benefits voluntarily drawing benefits on or after age 55 and before age 60 (see Note 4).	TPSch 2, para 1(2) & 1(1)(f) & R60	<p>The Town Council will not ‘switch on’ the 85-year rule</p>
Written policy is compulsory Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early (before age 65) (see Note 5).	31(5) & TPsch 2, para 2(1)	<p>The policy of Stotfold Town Council is:</p> <p>That it may agree to adopt these discretions based on compassionate grounds. But it will further consider the definition of compassionate grounds to include, but not be restricted to:</p>

Discretion	Regulation	Employer Policy
		<p>Compelling domestic reasons which will affect the ability of the individual to continue with their present working arrangements and/or Reasons of ill health, which do not meet the current criteria for ill-health retirement.</p> <p>Appropriate medical evidence should be provided by the member, at the member's cost in support of such cases. Any medical evidence provided should be compiled by a suitably qualified occupational physician.</p>

Section 4:

Discretionary policies in relation to scheme members who ceased active membership before 1 April 1998

Relevant regulations:

LGPS Regulation 1995 [SI 1995/1019]

The Local Government Pension Scheme (Transitional Provisions) Regulations 1997 [SI 1997/1613] [prefix TL]

The Local Government Pension Scheme Regulations 1997 {SI 1997/1612} (as amended) [prefix L]

The Local Government Pension Scheme (Administration) Regulations 2008 [SI 2008/239] [prefix A]

LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 [SI 2014/525] [TP]

The Local Government Pension Scheme Regulations 2013 [SI 2013/2356] [prefix R]

Discretion	Regulation	Employer Policy
<p>Written policy is recommended</p> <p>Grant application for early payment of deferred benefits on or after age 50 and before Normal Retirement Date on compassionate grounds.</p>	TP3(5A)(vi), TL4, L106(1) & D11(2)(c)	

Section 5:

Discretionary policies in relation to employees of an employing authority that is defined under regulation 2 of The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended)

Relevant regulations:

The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended) [SI 2006/2914]

Discretion	Regulation	Employer Policy
Written policy is compulsory Whether to base redundancy payments on an actual week's pay where this exceeds the statutory week's pay limit.	5	The policy of Stotfold Town Council is: That it will base redundancy pay on actual pay where actual pay exceeds the statutory maximum under the Employment Rights Act 1996.
Written policy is compulsory Whether to award lump sum compensation of up to 104 weeks' pay in cases of redundancy, termination of employment on efficiency grounds, or cessation of a joint appointment.	6	The policy of Stotfold Town Council is: That the authority would not have sought to normally pay compensation under this Regulation except to ensure that an employee whose employment was terminated by reason of redundancy received, under Regulation 5 of the Compensation Regulations, and this Regulation, a total of up to 30 weeks' pay calculated in accordance with the Statutory Redundancy Pay Table.

Section 6:

Discretionary policies in relation to former employees of an employing authority that is a body that is a scheduled body, a designate body, or a body that is deemed to be a scheduled body under the LGPS Regulations 2013 and equivalent predecessor regulations (excluding admitted bodies).

Relevant regulations:

The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended) [SI 2000/1410]

Discretion	Regulation	Employer Policy
<p>Written policy is compulsory</p> <p>How to apportion any surviving spouses or civil partner's annual compensatory added years' payment where the deceased person is survived by more than one spouse or civil partner.</p>	21(4)	<p>The policy of Stotfold Town Council is:</p> <p>That any surviving spouse's annual compensatory added years payment deemed payable, will be divided equally amongst those eligible for payment, where the deceased person is survived by more than one spouse or civil partner.</p>
<p>Written policy is compulsory</p> <p>How it will decide to whom any children's annual compensatory added years payments are to be paid where children's pensions are not payable under the LGPS (because the employee had not joined the LGPS) and, in such a case, how the annual added years will be apportioned amongst the eligible children.</p>	25(2)	<p>The policy of Stotfold Town Council is:</p> <p>That any annual compensatory added years payment deemed payable, to a child will be divided equally amongst those children eligible for payment. Therefore, any annual added years payments will be divided equally amongst any eligible children.</p>
<p>Written policy is compulsory</p> <p>Whether in respect of the spouse of a person who ceased employment before 1 April 1998 and where the spouses or civil partner remarries, enters into a new civil partnership or cohabits after 1 April 1998, the normal pension suspension rules should be disapplied i.e. whether the spouse's or civil partners annual compensatory added years payments should continue to be paid.</p>	21(7)	<p>The policy of Stotfold Town Council is:</p> <p>That the normal pension suspension rules will be disapplied.</p>

Discretion	Regulation	Employer Policy
<p>Written policy is compulsory</p> <p>If, under the preceding decision, the authority's policy is to apply the normal suspension rules, whether the spouse's or civil partner's annual compensatory added years payment should be reinstated after the end of the remarriage, new civil partnership or cohabitation.</p>	21(5)	<p>The policy of Stotfold Town Council is:</p> <p>As suspension of pensions will not be applied under Regulation 21(7) this discretion will not be relevant to the authority.</p>
<p>Written policy is compulsory</p> <p>Whether, in respect of the spouses or civil partner of a person who ceased employment before 1 April 1998 and where the spouses or civil partner remarries or cohabits or enters into a civil partnership on or after 1 April 1998 with another person who is also entitled to a spouses or civil partners annual CAY payment, the normal rules requiring one of them to forgo payment whilst the period of marriage, civil partnership or co habitation lasts, should be disapplied i.e. whether the spouses or civil partners annual CAY payments should continue to be paid to both of them.</p>	21(7)	<p>The policy of Stotfold Town Council is:</p> <p>That the normal pension suspension rules will be disapplied.</p>
<p>Written policy is compulsory</p> <p>Whether to and to what extent to reduce or suspend the member's annual compensatory added years payment during any period of re-employment in local government and thereafter?</p>	17 & 19	<p>The policy of Stotfold Town Council is:</p> <p>That as such payments are unlikely to have been made by the authority under the regulations, no attempt will be made to suspend such payments in the event of reemployment. This is rationale is further strengthened because it would seem to be disingenuous in light of the current flexible retirement policy to do so.</p>

Section 7:

Discretionary policies each employing authority may apply in the exercise of its discretionary powers to make any award in respect of leavers, deaths and reductions in pay that occurred post 15 January 2012

Relevant regulations:

The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 [SI 2011/2954]

Discretion	Regulation	Employer Policy
<p>Written policy is compulsory</p> <p>Whether to pay an injury award and in what circumstances:</p> <p>Whether to make an injury award to those who sustain an injury or contract a disease as a result of anything they were required to do in performing the duties of their job and in consequence of which they:</p> <ul style="list-style-type: none"> - suffer a reduction remuneration, or - cease to be employed as a result of an incapacity which is likely to be permanent and which was caused by the injury or disease, or - die leaving a surviving spouse, civil partner, eligible cohabiting partner or dependant. 	3 - 7	The Town Council does not grant any injury allowance. Claims can be made against the Town Council's Employer Liability Insurance.
<p>Written policy is compulsory</p> <p>How to determine the amount of an injury award and for how long will it be paid.</p>	3 - 7	See above

Additional notes on discretions

Further information, including a full list of discretions and a technical guide to employer policies, is available at <http://www.lgpsregs.org/resources/guidesetc.php>

Discretion	Regulation	Note 1
Whether, how much, and in what circumstances to contribute to a shared cost APC scheme.	R16(2)(e) & R16 (4)(d)	<p>The Scheme employer may choose to fund, in whole or in part, any arrangement entered into by an active scheme member to pay additional pension contributions by way of regular contributions in accordance with Regulation 16(2)(e), or by way of a lump sum in accordance with Regulation 16(4)(d).</p> <p>The Scheme employer may enter into an APC contract with a Scheme member who is contributing to the MAIN section of the Scheme in order to purchase additional pension of not more than the additional pension limit (£7,352 from April 2022, figure is inflation-proofed annually).</p> <p>Any extra pension granted by the Scheme employer under a SCAPC arrangement would be subject to an actuarial reduction for early payment where, other than in a case of ill health retirement, that extra pension is drawn before the member's Normal Pension Age.</p> <p>The amount of additional contribution to be paid is determined by reference to actuarial guidance issued by the Secretary of State.</p> <p>Consideration needs to be given to the circumstances under which the Scheme employer may wish to use their discretion to fund in whole or in part an employee's Additional Pension Contributions.</p>

Discretion	Regulation	Note 2
Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement)	Regulation R30(6) & TP11 (2)	<p>An active member who is aged 55 or over and who, with the agreement of their employer, reduces their working hours or grade of employment may, with the further consent of their employer, elect to receive immediate payment of all or part of the retirement pension to which they would be entitled in respect of that employment as if that member were no longer an employee in local government service on the date of the reduction in hours or grade (adjusted by the amount shown as appropriate in actuarial guidance issued by the Secretary of State – separate policy required under Regulation 30(8)).</p> <p>As part of the policy making decision the Scheme employer must consider whether, in addition to the benefits the member may have accrued prior to 1 April 2008 (which the member must draw), to permit the member to choose to draw all, part or none of the pension benefits they built up after 31 March 2008 and before 1 April 2014 and all, part or none of the pension benefits they built up after 1 April 2014.</p>

Discretion	Regulation	Note 3
Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement.	R30(8)	<p>Where a Scheme employer's policy under regulation 30(6) (flexible retirement) is to consent to the immediate release of benefits in respect of an active member who is aged 55 or over, those benefits must be adjusted by an amount shown as appropriate in actuarial guidance issued by the Secretary of State (commonly referred to as actuarial reduction or early payment reduction).</p> <p>A Scheme employer (or former employer as the case may be) may agree to waive in whole or in part and at their own cost, any actuarial reduction that may be required by the Scheme Regulations.</p> <p>Due consideration must be given to the financial implications of agreeing to waive in whole or in part any actuarial reduction. Where flexible retirement is agreed for an employee aged 55 or over but under Normal Pension Age, the cost of waiving an actuarial reduction, in whole or in part, would have to be met by, and paid to the Pension Fund by, the scheme employer.</p>

Discretion	Regulation	Note 4
Whether to “switch on” the 85-year rule for a member voluntarily drawing benefits on or after age 55 and before age 60 (excludes flexible retirement)	TP Sch 2 para 1(2) & 1(1)(c) & 1(1)(f) and R60	<p>Where a scheme member leaves employment and elects to draw their benefits at or after the age of 55 and before the age of 60 those benefits will be actuarially reduced unless their Scheme employer agrees to meet the full or part cost of those reductions as a result of the member otherwise being protected under the 85-year rule as set out in previous Regulations.</p> <p>So as to avoid the member suffering the full reduction to their benefits the Scheme employer can ‘switch on’ the 85-year rule protections thereby allowing the member to receive fully or partly unreduced benefits but subject to the Scheme employer paying a strain cost to the Pension Fund.</p> <p>The employer can also exercise a discretion (see below) to waive any actuarial reductions (including where an actuarial reduction may still be applied to a member’s benefits after ‘switching back on’ the 85-year rule in full), at a cost to the employer.</p>

Discretion	Regulation	Note 5
Whether to waive any actuarial reduction, on compassionate grounds or otherwise, for a member voluntarily drawing benefits before normal pension age (excludes flexible retirement)	TP3(1), TPSch 2, para 2(1), R30(8), B30(5) & B30A(5)	<p>A Scheme employer may agree to waive in whole or in part and at their own cost, any actuarial reduction that may be required by the Scheme Regulations.</p> <p>Due consideration must be given to the financial implications of agreeing to waive in whole or in part any actuarial reduction.</p> <p>There is no definition in the regulations of ‘compassionate grounds.’</p>

Discretion	Regulation	Note 6
<p>Whether to grant additional annual pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £7,352).</p>	<p>R31</p>	<p>A Scheme employer may resolve to award</p> <ul style="list-style-type: none"> (a) an active member, or (b) a member who was an active member but dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency, <p>additional annual pension of, in total (including any additional pension purchased by the Scheme employer under Regulation 16), not more than the additional pension limit (£7,352 from 1 April 2022).</p> <p>Any additional pension awarded is payable from the same date as any pension payable under other provisions of the Scheme Regulations from the account to which the additional pension is attached.</p> <p>Any extra pension granted by the scheme employer would be subject to an actuarial reduction for early payment where, other than in a case of ill health retirement or retirement on redundancy or business efficiency grounds, that extra pension is drawn before the member's Normal Pension Age.</p> <p>In the case of a member falling within sub-paragraph (b) above, the resolution to award additional pension must be made within 6 months of the date that the member's employment ended.</p> <p>Scheme employers should take care to avoid the policy being discriminatory on age or gender grounds.</p> <p>Awards of additional pension may have implications for a member's Annual and Lifetime allowances and could result in a tax charge.</p>

POLICE PRIORITY SETTING FORUM MEETING 9/4/2025

Cllr Nigel Vennear

The meeting commenced with an update from the officer responsible for the local neighbourhood policing units. It was noted that the scheduled guest speaker from Central Bedfordshire Council was unable to attend due to a last-minute cancellation.

Attendees were then introduced to Inspector Janine Graham, who has recently taken over responsibility for the area. Inspector Graham provided a brief overview of her 22-year career in the police service.

Representatives from the five local policing areas then provided updates. In relation to our area, Stotfold, it was reported that Anti-Social Behaviour (ASB) continues to be monitored. E-scooters remain an issue in the locality, and enforcement notices have been issued where appropriate. Additionally, a known local drug dealer has been arrested and is currently in custody awaiting trial.

The upcoming policing priorities for Area 5 include tackling ASB in Shefford and addressing drug-related offences in Arlesey.

In Stotfold specifically, police will continue to monitor ASB around the Memorial Hall. I informed the police that the Simpson Centre is expected to become vacant following the relocation of the library to the Greenacre site. This information was noted, and officers confirmed that the site will be included in future patrols.

STOTFOLD TOWN COUNCIL - WORK PROGRAMME 2025/26

Meeting Date	Agenda Publication Date	Agenda Item	Description	Responsible Officer	Report Deadline
25/06/2025	19/06/2025	Internal Audit 2024-25	To receive the internal audit report and resolve to adopt any recommendations	Town Clerk	16/06/2025
		Annual Governance and Accountability Return	To resolve to agree the Annual Governance & Accountability Return	Town Clerk	
		Cemetery Toilets - Public Consulation	To approve questions for resident consultation	Projects Officer	
		Reserves Policy & Management of Reserves	To review the Reserves Policy and consider alternative ways to manage reserves	Town Clerk	
		Asset Register	To review and note the Town Council's asset register	Town Clerk	
		Consultation Budget	To agree to release from General Reserves a budget for consultations	Town Clerk	
		Skate Park	To receive an updated design for the Skate Park ahead of its' submission for Planning Approval	Projects Officer	

STOTFOLD TOWN COUNCIL - CONFIDENTIAL

COMMITTEE: FULL COUNCIL

MEETING DATE: 7 MAY 2025

REPORTING OFFICER: EMMA PAYNE, TOWN CLERK

REPORT TITLE: CEMETERY MAST

1. PURPOSE OF THE REPORT

- 1.1 An approach has been made to purchase the land which the cemetery communications mast currently sits on.

2. RECOMMENDATION

- 2.1 Members are asked to consider the request and advise the Clerk if they wish to proceed with the sale of the land in question.

3. BACKGROUND

- 3.1 An approach has been made from Phone Energy, a service provider for Cellnex UK to purchase the freehold of the portion of the land which their infrastructure is installed. They are offering £28,000 plus VAT plus legal/agent/surveyor fees.
- 3.2 Cellnex would like to consolidate its presence at the site but there are some risks they wish to consider, which would be mitigated by owning the site.
- 3.3 The Town Council entered into a lease in May 2023 with ON Tower UK Ltd for a 15-year period, which expires 2038. There is a 5-year break clause.
- 3.4 At the time the lease was signed, the Town Council was advised that with the coming into force of the Telecommunications Code, leases of that type are not as advantageous to landowners as formerly and rents are restricted.

4. FINANCIAL IMPLICATIONS

- 4.1 The last income received from the lease holder was £2,000 in May 2024.

5. IMPLICATIONS

Strategic Plan
Risk management

N/A
If the cemetery were to expand, then the site would be isolated in the middle of the cemetery. Vehicle access would be required as part of the sale.
Could replace the current design with another type of mast without consultation.
Legal fees would be covered by purchaser

Legal

Resources/Stakeholders	Officers, tenants
Contracts/Procurements	Lease in situ
Crime and Disorder	N/A
Biodiversity and environment	Purchasers may not align with STC biodiversity policy.
Equalities	N/A
Residents Impact Assessment	N/A
Sustainability/Climate Impact	N/A
Data Protection and Privacy	N/A

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