

STOTFOLD TOWN COUNCIL

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



Members of the Buildings Management Committee: Councillors S Hayes (Chairman), S Buck, A Cooper, Mrs M Cooper, S Dhaliwal, D Matthews, J Talbot.

You are hereby summoned to attend the Buildings Management Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 20th July 2022 at 8.15pm** for the purpose of transacting business detailed in the agenda.

KA Elliott-Turner

Mrs KA Elliott-Turner
Town Clerk

15th July 2022

Members of the public:

You are now able to observe our meetings by joining via MS Teams. Join on your computer or mobile app [Click here to join the meeting](#) You may still attend in person. Please note, our meetings may 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).

The Greenacre Centre remains a Covid-Secure community centre, and therefore, although not mandatory, we recommend that face coverings remain in place unless speaking, and that social distancing is maintained.

AGENDA

1. [Apologies for absence](#)
2. [Disclosures of Members Interests and Dispensations](#)
 - a) Members to declare interests in respect of any item on the agenda
 - b) Proper Officer to consider written requests from members for dispensations
Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.
3. [Public section](#)

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

Nothing to report, as at production of agenda.

6. [Free let request – Rear Hall, Memorial Hall - Community Christmas Fayre](#)
To consider a free let request from the Community Christmas Fayre Committee for their meetings in the run up to the event. Bookings are for the Rear Hall of the Memorial Hall, 2 hours per booking. One booking has taken place already, with the second in September. Total of 4 hours at a cost to the council of £40.
7. [Flagpole service](#)
To consider undertaking an annual service of the flagpole outside The Greenacre Centre, to include an option to replace fixing bolts. Report attached for members.
8. [Letting policy – Memorial Hall](#)
To consider the letting policy for the Memorial Hall on Saturdays. Report attached for members.
10. [Creation of storeroom](#)
A request was made for the next agenda to include consideration of creating additional storage space for the town council. This proposed space would be taken from the chair store, rather than Maple Room, as per attached proposal by Councillor Cooper.
11. [Items for information purposes, relevant to this Committee only](#)

CLOSE