

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
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12th October 2023

**Members of the Buildings Management Committee:** Councillors S Hayes (Chairman), S Buck, Mrs M Cooper, S Dhaliwal, D Matthews, B Saunders, J Smith, 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 18<sup>th</sup> October 2023 at 7.30pm** for the purpose of transacting business detailed in the agenda.



**Emma Payne**  
Town Clerk

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## Members of the public:

In addition to attending 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 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 participate at 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](mailto: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).

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## 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. **Minutes of previous meeting**

Members are asked **to resolve** that the minutes of the Buildings Management Committee meeting held on 20 September 2023 are a correct record.

5. **Clerk's Report, correspondence received and matters arising for information**
6. **Reports To Committee**
  - 6.1 **Pix Gymnastics Club**  
To receive a request to reduce the hire charge for this organization at the Memorial Hall.
  - 6.2. **Developer Contributions for Open Spaces/Community and Village Halls**  
To receive a request from CBC to update the register of village halls/community facilities with any plans/projects to improve these facilities.
  - 6.3 **Legionella Testing**  
To receive a verbal report on the legionella testing recently undertaken and actions arising from this testing.
  - 6.4 **Budget 2024-25**  
To review this committee's budget
  - 6.5 **Q2 Income and Expenditure Report**  
To review this Committee's income and expenditure to date.
  - 6.6 **Strategic Plan**  
To review this committee's strategic plan to date.
7. **Work Programme**  
To receive and note this Committee's Work Programme
8. **Items for information purposes, relevant to this Committee only**
9. **Date of Next Meeting**

Wednesday 15th November 2023

**MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON WEDNESDAY 20<sup>th</sup> SEPTEMBER 2023 AT 7.30PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE.**

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Committee Members present:

Councillors S Hayes (Chairman), S Buck, M Cooper, S Dhaliwal, D Matthews, J Smith, J Talbot

Also present:

E. Payne, Town Clerk, Ms C. Jenkins, Assistant Clerk

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**31/23 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor B Saunders.

**32/23 DISCLOSURE OF MEMBERS INTERESTS AND REQUESTS FOR DISPENSATION**

Councillor Hayes expressed an interest for item 5. He is now treasurer elect of the charity. Members were reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

**33/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

**34/23 MINUTES OF PREVIOUS MEETING**

**RESOLVED** that the minutes of the Buildings Management Committee meeting held on 19<sup>th</sup> July 2023 are confirmed as a correct record.

**35/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

- Members received a request from the Need Project to temporarily use the Oak Hall for storage of their approx. 120 Christmas food parcels. Their normal location has been double booked this year.

**RESOLVED:** the Need Project will be given access to the Oak Hall free of charge to store their Christmas Food parcels for the public. Members saw this as not a hire of the hall, but a free of charge charitable donation to the project. The Need Project would be asked to check if their insurance covers their storage in the Oak Hall. The Town Council's insurance will also be checked if storage is covered. The Need project will be asked to use the kitchen entrance to the building. There would also be no public drop off or pick up.

It was also noted that this facility would be a one off facility for this year, as the Library move will be in place next year.

- Members received a request from Just Out Youth Centre to hire the Maple Room at the Greenacre Centre. Their normal location of the Roecroft Centre is closing due to renovations. The group have requested a special concessionary charge of £25.00 per session that they usually pay at the Roecroft centre, rather than the £17.00 per hour hiring fee for the Maple Room.

**RESOLVED** members agreed to a concessionary hire rate of £25.00 per session for the Just Out Youth Centre to match their hiring fee at the Roecroft Centre.

### **36/23 UPDATE ON ENERGY SUPPLY/COSTS**

Members were updated on the Town Councils energy costs. We are advised of current rates of Gas and Electricity by Utility Aid. 7 of our utility accounts are currently in need of renewal. Members felt that due to the current changes in tariffs for energy, a fixed 1 year contract would be a better option, to be reviewed in 1 year.

Utility Aid has quoted a total of £28,953 for a 1-year fixed contract.

A 2nd quotation has been sourced from another company of £34,400.

**RESOLVED** that the quotation from Utility Aid of £28,953 for a 1 year fixed contract be agreed. Gas contract will be with Crown Energy. Electric Contract will be with SSE.

### **37/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

- Stotfold Library Move – currently not on the list to be discussed at Development Management Committee of 18<sup>th</sup> October. The Application is also showing “undecided” online. There is a further discussion meeting being held on 4<sup>th</sup> October. Councillor Hayes thanked everyone involved in this community project for their help.
- It was also noted that the surface of the road leading into the Memorial Hall car park was breaking up in places. It was also noted that the electricity supply to the vehicle chargers in the car park had not yet been connected. The electric source will be taken from Hitchin Road and fed to the car park, meaning that the road surface will have to be dug up at some point.

Members agreed to patch any areas in the surface for the immediate future, until the road itself is dug up for the main electric work, then resurfaced.

There being no further business, the meeting was closed at 7.50pm.

**MINUTES APPROVED (date):**

**SIGNED BY CHAIRMAN:**

## **CLERKS REPORT - BUILDING COMMITTEE 18 OCTOBER 2023**

1. Clerk is liaising with CBC on repairs to the Memorial Hall access road. Whilst it is appreciated that CBC should be repairing the surface of the road following the installation of electric charging points, it is now becoming an issue which may impact on the TC should there be an accident with a MOP.
2. The Clerk is looking at line marking of the disabled bays at the Memorial Hall/Library and GAC.

**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** BUILDING  
**DATE:** 18 OCTOBER 2023  
**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK  
**SUBJECT:** PIX GYMNASTIC CLUB

**1. SUMMARY**

- 1.1 Pix Gymnastics are hiring the Memorial Hall for gymnastics classes on Tuesdays from 0845 to 1130.
- 1.2 They have requested to be only charged for the time that the classes are run, not the set-up time.

**2. RECOMMENDATION**

- 2.1 Members are asked to consider the request and advise the Clerk how they wish to proceed.

**3. BACKGROUND**

- 3.1 The gymnastic club also hires at Pix Brook Academy who do not charge them for their set up times. The hirer says that due to the size of the hall, they are limited with the numbers of attendees. This means that the class only breaks even if they have full numbers. With an hour of set up/tidy up time, it means that the class is uneconomic to run.

**4. FINANCIAL**

- 4.1 The hourly hall hire rate for the Memorial Hall is £17 per hour and the length of hire with the set/up tidy up time is 2.75 hours. The total hire is £46.75. Since making a regular booking, they are entitled to the regular hirer's discount of 10% which means the hall hire will be £42.07.

		Last Year's Actuals	Actual YTD (mth 6)	Current Annual Budget	Variance	Forecast for 2023/24	Proposed Budget 2024/25
<b>Buildings Management</b>							
<b><u>51 SIMPSON CENTRE</u></b>							
5003	Income - Simpson Centre	4,140	4,570	0	-4,570	-4,570	4,570
5004	Income - library utilities	2,000	0	0	0	0	0
5005	Income - Library lease	2,565	0	0	0	0	0
	Total Income	8,705	4,570	0	-4,570	-4,570	0
505	Rates - Simpson	8,483	8,907	8,750	-157	8,750	9,100
507	Water Charges - Simpson	710	197	250	53	750	800
510	Electricity - Simpson	4,228	1,220	2,500	1,280	4,000	4,500
	Total Exp	13,421	10,324	11,500	1,176	13,500	14,400
	<b>Net Exp over Inc</b>	<b>-4,716</b>	<b>-5,754</b>	<b>-11,500</b>	<b>-5,746</b>	<b>-18,070</b>	<b>14,400</b>
<b><u>52 MEMORIAL HALL</u></b>							
5001	Income - Memorial Hall	18,801	10,715	8,000	-2,715	15,000	16,000
	Total Income	18,801	10,715	8,000	-2,715	15,000	16,000
504	Rates Memorial Hall	4,790	4,491	5,100	609	4,491	5,100
506	Water Charges - Memorial Hall	1,214	345	1,500	1,155	1,500	1,600
508	Gas - Memorial Hall	2,185	539	3,500	2,961	3,500	3,750
509	Electricity - Memorial Hall	528	1,192	1,800	608	1,800	2,000
	Total Exp	8,717	6,567	11,900	5,333	11,291	12,450
	<b>Net Exp over Inc</b>	<b>10,084</b>	<b>4,148</b>	<b>-3,900</b>	<b>-8,048</b>	<b>3,709</b>	<b>3,550</b>
<b><u>53 Buildings General</u></b>							
501	Staff Wages	12,478	0	0	0	0	0
512	Maintenance	19,681	3,352	12,000	8,648	12,000	12,000
516	Handyman Contract	9,299	0	0	0	0	0
518	Bin Hire	2,320	1,054	5,000	3,946	5,000	5,000
538	Services Contracts	15,556	6,173	13,000	6,827	15,500	16,000
	Total Exp	59,334	10,579	30,000	19,421	32,500	33,000
	<b>Net Exp over Inc</b>	<b>59,334</b>	<b>10,579</b>	<b>30,000</b>	<b>19,421</b>	<b>32,500</b>	<b>33,000</b>
<b><u>55 GREEN ACRE CENTRE</u></b>							
5008	Income	11,136	195	250	55	195	
5009	Income - Solar Panels FIT	349	369	250	-119	400	400
	Total Inc	11,485	564	500	-64	595	400
504	Rates	13,224	15,207	14,300	-907	15,207	15,400
506	Water charges	884	213	3,000	2,787	3,000	3,000
508	Gas	3,982	1,590	6,000	4,410	6,000	6,000
509	Electricity	8,889	3,080	15,000	11,920	17,500	18,000
537	Cleaning contract	13,245	5,938	13,000	7,062	13,300	13,500
	Total Exp	40,224	26,028	51,300	25,272	-26,028	55,900
	<b>Net Exp over Inc</b>	<b>-28,739</b>	<b>-25,464</b>	<b>-50,800</b>	<b>-25,336</b>	<b>26,623</b>	<b>55,900</b>

Library Lease

	Last Year's Actuals	Actual YTD (mth 6)	Current Annual Budget	Variance	Forecast for 2023/24	Proposed Budget 2024/25
<b>Building Management Summary</b>						
Income	20,190	5,134	500	-4,634	-3,975	400
Expenditure	121,696	53,498	104,700	51,202	31,263	115,750
<b>Net Exp over Income</b>	<b>101,506</b>	<b>48,364</b>	<b>104,200</b>	<b>55,836</b>	<b>-48,364</b>	<b>115,350</b>
<b>Ear Marked Reserves</b>						
	<b>Opening Balance</b>	<b>Transfers</b>	<b>Closing Balance</b>			<b>Capital Reserve 2024/25</b>
9004 Mossman	4,457		4,457			
9006 Building Fund	130,428		130,428			
9025 GAC Sinking Fund	122,735		122,735			
9025 S106 GAC	199,510		199,510			
						0

## Detailed Income &amp; Expenditure by Budget Heading 13/10/2023

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Buildings Management</u></b>								
<b><u>51 Simpson Centre</u></b>								
5003 Income - The Simpson Centre	0	4,570	0	(4,570)			0.0%	
Simpson Centre :- Income	<b>0</b>	<b>4,570</b>	<b>0</b>	<b>(4,570)</b>				<b>0</b>
505 Rates - Simpson	0	8,907	8,750	(157)		(157)	101.8%	
507 Water Charges - Simpson	0	197	250	53		53	78.7%	
510 Electricity - Simpson	0	1,220	2,500	1,280		1,280	48.8%	
Simpson Centre :- Indirect Expenditure	<b>0</b>	<b>10,324</b>	<b>11,500</b>	<b>1,176</b>	<b>0</b>	<b>1,176</b>	<b>89.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(5,754)</b>	<b>(11,500)</b>	<b>(5,746)</b>				
<b><u>52 Memorial Hall</u></b>								
5001 Income - Mem Hall	0	10,715	8,000	(2,715)			133.9%	
Memorial Hall :- Income	<b>0</b>	<b>10,715</b>	<b>8,000</b>	<b>(2,715)</b>			<b>133.9%</b>	<b>0</b>
504 Rate	0	4,491	5,100	609		609	88.1%	
506 Water Charges	0	345	1,500	1,155		1,155	23.0%	
508 Gas	0	539	3,500	2,961		2,961	15.4%	
509 Electricity	0	1,192	1,800	608		608	66.2%	
Memorial Hall :- Indirect Expenditure	<b>0</b>	<b>6,568</b>	<b>11,900</b>	<b>5,332</b>	<b>0</b>	<b>5,332</b>	<b>55.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>4,147</b>	<b>(3,900)</b>	<b>(8,047)</b>				
<b><u>53 Building - General</u></b>								
512 Maintenance	0	3,352	12,000	8,648		8,648	27.9%	
518 Bin Hire	0	1,054	5,000	3,946		3,946	21.1%	
538 Service Contracts	0	6,173	13,000	6,827		6,827	47.5%	
Building - General :- Indirect Expenditure	<b>0</b>	<b>10,579</b>	<b>30,000</b>	<b>19,421</b>	<b>0</b>	<b>19,421</b>	<b>35.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(10,579)</b>	<b>(30,000)</b>	<b>(19,421)</b>				
<b><u>55 Greenacre Centre</u></b>								
5008 Income -GAC	0	195	250	56			77.8%	
5009 Income - Solar Panels FIT	0	369	250	(119)			147.5%	
Greenacre Centre :- Income	<b>0</b>	<b>563</b>	<b>500</b>	<b>(63)</b>			<b>112.7%</b>	<b>0</b>
504 Rate	0	15,207	14,300	(907)		(907)	106.3%	
506 Water Charges	0	213	3,000	2,787		2,787	7.1%	
508 Gas	0	1,590	6,000	4,410		4,410	26.5%	
509 Electricity	0	3,080	15,000	11,920		11,920	20.5%	

## Detailed Income &amp; Expenditure by Budget Heading 13/10/2023

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
537 Cleaning Contract	0	5,938	13,000	7,062		7,062	45.7%	
Greenacre Centre :- Indirect Expenditure	<u>0</u>	<u>26,028</u>	<u>51,300</u>	<u>25,272</u>	<u>0</u>	<u>25,272</u>	<u>50.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(25,465)</u>	<u>(50,800)</u>	<u>(25,335)</u>				
Buildings Management :- Income	0	15,848	8,500	(7,348)			186.4%	
Expenditure	0	53,499	104,700	51,201	0	51,201	51.1%	
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>(37,651)</u>						
Grand Totals:- Income	0	15,848	8,500	(7,348)			186.4%	
Expenditure	0	53,499	104,700	51,201	0	51,201	51.1%	
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(37,651)</u>	<u>(96,200)</u>	<u>(58,549)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>(37,651)</u>						

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
9002 EMR - Working Capital	5,849.97	-958.54	4,891.43
9003 EMR - SE Forum	17.00		17.00
9004 EMR - Mossman	4,457.00		4,457.00
9005 EMR - Town Strategy	9,808.93		9,808.93
9006 EMR - Building Fund	130,428.00		130,428.00
9008 Pitch Power Football pitch gra	0.00	11,784.00	11,784.00
9009 EMR - Cemetery Projects	242,912.92	6,635.29	249,548.21
9010 EMR - Teasel	450.00		450.00
9015 EMR - Rec Rolling Imprv.	57,487.06	28,805.02	86,292.08
9017 EMR - Street Lights	34,890.00	10,000.00	44,890.00
9018 EMR - Rec MUGA	27,935.03	-26,335.88	1,599.15
9020 EMR - Estab Office Equip	4,345.55	3,500.00	7,845.55
9021 EMR - Estab Election	15,858.00	-220.05	15,637.95
9022 EMR - Cmty Leisure Centre	5,000.00		5,000.00
9023 EMR - Handyman Role	8,139.52		8,139.52
9024 EMR - Christmas Lights	807.35	10,000.00	10,807.35
9025 EMR - GAC Sinking Fund	122,735.00		122,735.00
9026 EMR - Youth Work	2,438.00	11,260.00	13,698.00
9027 EMR - S106 GAC	199,510.00	4,000.00	203,510.00
9028 EMR - S106 Pix Brook PA	434,385.00		434,385.00
9029 EMR - Clerk of Works A Rd	119.00		119.00
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	1,257.00	10,000.00	11,257.00
9033 EMR - S106 Greenacre Park	827,872.30		827,872.30
9036 EMR - Facilities Team Set Up	0.00	13,732.69	13,732.69
	<b>2,311,702.63</b>	<b>82,202.53</b>	<b>2,393,905.16</b>

**BUILDINGS COMMITTEE WORK PROGRAMME 2023-24**

Meeting Date	Agenda Item	Description	Necessity
18/10/2023	Strategic Plan	To review the progress on the Council's adopted strategic plan	Internal Control
	Legionella Testing	To receive a report on legionella testing of Town Council buildings	H&S
	Budget 2024-25	To review this Committee's budget	Internal Control
	Review of Q2	To review the Council's expenditure at Q2	Internal Control
15/11/2023	Review of Charges 2024-25	To consider the fees and charges for hire	Internal Control
17/01/2023			
20/03/2024			