

# STOTFOLD TOWN COUNCIL

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



11<sup>th</sup> July 2024

**Members of the Building Management Committee:** Cllr S Hayes (Chairperson), Cllr D Matthews (Vice-Chairperson), Cllr J Bendell, Cllr M Cooper, Cllr J Hyde, Cllr B Saunders, Cllr J Talbot, Cllr N Venneear.

**You are hereby summoned** to attend the Building Management Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 17<sup>th</sup> July 2024 at 19:30** for the purpose of transacting business detailed in the Agenda.

**Emma Payne**  
Town Clerk

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## 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](#). 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 (MAXIMUM 15 MINUTES)

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

### 4. MINUTES OF THE PREVIOUS MEETING

Members are asked **to resolve** that the Minutes of the **Building Management Committee** meeting held on **22<sup>nd</sup> May 2024** are a correct record.

5. **CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION**
6. **REPORTS TO COMMITTEE**
  - 6.1 **Hirer's Feedback Form**  
To receive a proposed hirer's feedback form for implementation.
  - 6.2 **Memorial Hall Car Park**  
To receive a report about repairs to potholes and line marking.
  - 6.3 **AED at Mossman Centre**  
To consider the installation of an AED at the Mossman Centre.
  - 6.4 **Building Walk Round Survey**  
To note the cancellation of the annual walk round survey due to the current situation with the buildings.
7. **WORK PROGRAMME**  
To receive this Committee's Work Programme.
8. **CONFIDENTIAL ITEMS**  
To resolve to exclude the press and public for the consideration of the following item under the **Public Bodies (Admissions to Meetings) Act 1960**:
  - 8.1 **Slimming World Hiring Arrangements**  
To receive a report on this item.
8. **ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**  
Correspondence received and matters arising from previous Minutes, for information.
9. **DATE OF NEXT MEETING**  
Wednesday 25<sup>th</sup> September 2024.