

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
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21 May 2025

## NOTICE OF A MEETING OF STOTFOLD TOWN COUNCIL

Please note that a meeting of the **Buildings Management Committee** is to be held in the **Greenacre Centre, Valerian Way, Stotfold SG5 4HG** on **Wednesday 28 May 2025 at 7.30pm** for the purpose of transacting business detailed in the agenda.



**E Payne**  
Town Clerk

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### 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](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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IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

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

## AGENDA

### 1. APOLOGIES FOR ABSENCE

### 2. ELECTION OF VICE CHAIR

To receive nominations for the position of Vice Chair for the Building Management Committee.

### 3. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

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

Members 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.

### 4. PUBLIC SECTION (MAX. 15 MINUTES)

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

### 5. MINUTES OF THE PREVIOUS MEETING

Members are asked to resolve that the Minutes of the Building Management Committee meeting held on **26th March 2025** are a correct record.

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

### 7. REPORTS TO COMMITTEE

#### 7.1. CHRISTMAS FAYRE

Members to receive a report from the Facilities Officer and consider the recommendations within the report.

#### 7.2. SIMPSON CENTRE SECURITY

Members to receive a report from the Public Realm Manager and consider the recommendations within the report.

#### 7.3. CLEANING CONTRACT

Members to receive a report from the Town Clerk with an update on the cleaning contract increase and consider how they wish to proceed.

#### 7.4. GREENACRE CENTRE CAR PARK

Members to receive a report from the Public Realm Manager and consider the recommendations within the report.

#### 7.5. NEURODIVERSE ARTWORK

Members to receive a report from the Town Clerk and consider the recommendations within the report.

### 8. DELEGATED DECISIONS

To receive the Clerk's List of Delegated Decisions related to this Committee.

### 9. WORK PROGRAMME

To receive this Committee's Work Programme.

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

**11. DATE OF NEXT MEETING**

Wednesday 17 July 2025.