

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
01462 730064 [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk)



14 March 2025

## Members of Stotfold Town Council Community Engagement Committee:

Cllr J Headington (Chairperson), Cllr J Smith (Vice-Chairperson), Cllr J Bendell, Cllr S Buck, Cllr S Dhaliwal, Cllr L Miller, Cllr B Saunders, Cllr B Woods

**You are hereby summoned** to attend the **Community Engagement Committee Meeting** to be held in the **Council Chamber, Greenacre Centre, Valerian Way, SG5 4HG** on **19 March 2025 at 7.00pm** 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 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, OWW, COUNTY ASSOCIATIONS

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

## AGENDA

### 1. APOLOGIES FOR ABSENCE

To receive apologies for absence from Committee Members.

For Decision

### 2. 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.

For Decision

### 3. 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.

For Information

### 4. MINUTES OF THE PREVIOUS MEETING

Members are asked to resolve that the Minutes of the Community Engagement Committee meeting held on **15 January 2025** are a correct record.

For Decision

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

For Information

### 6. REPORTS TO COMMITTEE

#### 6.1. Website

To consider the quotes in a comparison matrix form with details for additional modules.

For Decision

#### 6.2. The Mill Steam Fair and Country Show

To consider quotes for trailer hire for the Mill Steam Fair & Country Show in May 2025.

For Decision

#### 6.3. Fees for Charity Stalls

To address the charges for charity stalls.

For Decision

#### 6.4. Stotfest Silent Disco Proposal

To consider a proposal for a Silent Disco after the end of Stotfest.

For Decision

**6.5. Youth Football**

To consider a request for funding for a proposal of "get off the street and use your feet".

For Decision

**6.6. Interim Survey Results 2025**

To consider the interim survey results for 2025

For Information

**7. WORK PROGRAMME**

To note this Committee's Work Programme.

For Information

**8. DELEGATED DECISIONS**

To note the Town Clerk's delegated decisions relating to this Committee.

For Information

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

**10. DATE OF NEXT MEETING**

To be confirmed, subject to calendar of meetings being adopted.



**MINUTES OF THE COMMUNITY ENGAGEMENT COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG, ON WEDNESDAY 15 JANUARY 2025 AT 19:00.**

**Present:**

Cllr J Headington (Chair), Cllr J Smith (Vice-Chair), Cllr J Bendell, Cllr S Buck, Cllr S Dhaliwal, Cllr L Miller, Cllr B Saunders, Cllr B Woods.

**In attendance:** Cllr M Cooper (non-Committee Member)

**Also present:**

E. Payne – Town Clerk (virtually)  
S. Hossack – Community Engagement Officer  
S. van der Merwe – Democratic Services Manager

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**1. APOLOGIES FOR ABSENCE**

All members were present.

**2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS**

There were no disclosures of interest.

**3. PUBLIC SECTION (MAX. 15 MINUTES)**

There were no members of the public present.

**4. MINUTES OF THE PREVIOUS MEETING**

Members received the Minutes of the Community Engagement Committee meeting held on 20<sup>th</sup> November 2024.

**DECISION:** It was **RESOLVED** to adopt the Minutes as a true record of the meeting.

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

Members received additional updates on the following items:

**5.1 The Resident's Survey 2024 - 2025**

This Survey is currently underway with 98 responses received to date. The QR codes have been put up in various locations around town and collection boxes are listed on the front of the paper survey.

**5.2 Older Person's Engagement Programme**

The Community Engagement Officer advised members she will attend a future Stotfold Good Neighbour Group meeting to get additional suggestions for events those citizens may be interested in attending.



### 5.3 Lego League

The Democratic Services Manager advised that the Heads of both Roecroft and St Mary's Church of England Academy have expressed interest in the Lego League pack for the 6-to-9-year age category only. Those packs will be purchased as agreed at the Town Council meeting of 20<sup>th</sup> November 2024.

Cllr Cooper asked for an update on the Lego League which she received.

### 5.4 Stotfest

Members were advised that 52 expressions of interest have been received responses from a variety of people and organisations interested in participating in Stotfest 2025. The first advert has been placed in the February edition of the Stotfold News Magazine.

## 6. REPORTS TO COMMITTEE

### 6.1. Programme of Community Engagement

Members received a proposed programme of events for the period April 2025 to March 2026 with an indicative budget spend.

**DECISION:** It was **RESOLVED:**

- a) To proceed with the schedule of events for 2025 – 2026 with the budget spend as indicated in the report
- b) That the Town Clerk has delegated powers of decision over vendors and suppliers for Community Engagement events as approved by this Committee to be reported under Delegated Decisions report.

**ACTION:** The Community Engagement Officer to proceed with scheduling the event and the associated social media and advertisement planning for those events and providing quotes for supporting services to the Town Clerk for final approval.

Members noted that there will be a report at the March 2025 Community Engagement meeting to discuss sponsorship or advertising programmes for Stotfold events.

#### 6.1.1 Augmented Reality Walking Trail

The Community Engagement Officer advised Members this type of event would require families to download an app and do a walking tour with "check in" points where families would have the opportunity to take a photo with an online character. This type of event has recently been hosted by Houghton Regis Town Council and Ipswich Town Council with large numbers of attendees joining those events.

**DECISION:** It was **RESOLVED** to purchase an augmented reality game for Stotfold from High Street Safari at a cost of £599 from the Community Engagement budget, to be held starting end of March 2025 for a six-week period.

#### 6.1.2 Outdoor Cinema

Members discussed the quotes for an outdoor cinema event, with the proposed date being early September 2025.



**DECISION:** It was RESOLVED to:

- a) Implement an outdoor cinema experience with associated film and premises licence costs;
- b) book the large 15m<sup>2</sup> cinema screen from Sundown Cinema at £1,940, with a 25% deposit payable on booking with the balance to be paid in the 2025 – 2026 financial year;
- c) host this as a free to attend event at the Greenacre Recreation Ground in September 2025.

**ACTION:** The Community Engagement Officer to proceed with scheduling the outdoor cinema event, paying the deposit for the 15m<sup>2</sup> screen and the associated social media and advertisement planning for those events and providing quotes for supporting services to the Town Clerk for final approval.

### 6.1.3 VE Day

Members received an update from the Community Engagement Officer regarding logistics for hosting a traditional fish and chip supper at the Memorial Hall, the Con Club or at one of the open-air recreational spaces. Members noted it made sense to host this indoors due to weather conditions and hosting a fish and chip supper at the Conservative Club would appeal to all ages.

Members discussed the supplier used by the Stotfold Bowls Club for their fish and chip supper. Cllr Headington declared an interest at this point as he is a member of the Stotfold Bowls Committee.

**DECISION:** It was RESOLVED for the Community Engagement Officer to work with the Conservative Club to arrange a ticketed Conservative Club VE Day event with fish and chip vans to operate from the Conservative Club parking lot and the Green.

**DECISION:** It was RESOLVED to light the Beacon at the Green at 21:30 in commemoration of VE Day.

**ACTION:** For the Community Engagement Officer to:

- a) arrange a ticketed entry event at the Conservative Club for VE Day 2025; and
- b) book Fish & Chip vans to serve traditional Fish & Chips from the car park at the Conservative Club and on The Green.

### 6.2. New Website Proposal

Members reviewed a report regarding the Town Council's current website and noted it is not compliant with Web Content Accessibility Guidelines ("WCAG 2.2") which were updated and passed into legislation in October 2024 in order to ensure that websites and website contents can be accessible by people of all abilities. Members reviewed three quotes for a new Town Council website and members discussed the merits of content by copywriters.

**DECISION:** It was RESOLVED to draft a specification matrix for additional requirements and send this to Suppliers A and B for their definitive costings.



**DECISION:** It was **RESOLVED** to obtain three quotes for copywriting fees for our new website content.

### 6.3. Councillor Branded Clothing

Members considered the issue of Councillors having branded Town Council clothing for events and resident engagement purposes. Members discussed how this would create a sense of professionalism and help residents easily identify the Councillors at events.

The Town Clerk reiterated that the colours for Councillors should be different to branded items the staff already has.

**DECISION:** It was **RESOLVED** to obtain **STC** branded clothing for Councillors, with a winter and summer option, to be funded from the Community Engagement budget.

### 6.4. Stotfest 28 June 2025

Members were asked to decide on the location for Stotfest 2025. Members debated the locations between The Green, Arlesey Recreation Ground, Greenacres Recreation Ground, Hitchin Recreation Ground and Riverside Recreation Ground.

**DECISION:** It was **RESOLVED** to host this year's Stotfest event at Arlesey Recreation Ground.

**ACTION:** The Community Engagement Officer to update social media with the decision of this Committee to host Stotfest at the Arlesey Recreation Ground and to start the planning process for this site.

### 6.5. Alternative High Street Engagement

Members considered the installation of a Valentine's Day feature piece for two weeks in February to engage with residents.

**DECISION:** It was **RESOLVED** not to proceed with a Valentine's Day feature piece for February.

## 7. WORK PROGRAMME

Members received this Committee's Work Programme.

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

## 8. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

### 8.1 The Mill Event – May 2025

Members asked if The Mill had agreed to a change in location for the Town Council at the Mill event in May this year. Members also discussed ordering a trailer for the event based on the success of last year's engagement.

Members requested the Community Engagement Officer to obtain quotes for a trailer for The Mill event and liaise with The Mill regarding placement in a more prominent position.



**8.2 Citizen’s Award 2025**

Members asked if progress had been made on the Citizen’s Awards for this year. Cllr Buck reminded Members that consultation should be had with the Stotfold News Magazine and Satchell’s, who jointly sponsor the current Citizen’s Award and that this is on the work programme for Officers in the near future.

**9. DATE OF NEXT MEETING**

Wednesday 19<sup>th</sup> March 2025.

The meeting closed at 20:16.

**SIGNED BY CHAIR:** .....

**MINUTES APPROVED (date):** .....

DRAFT

## **Citizens Advice Stotfold Outreach Sessions – November 2024 to March 2025**

Since November of 2024 Stotfold Town Council have kindly hosted us for drop-in advice sessions at the Greenacre Centre. This is now operating regularly on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month with 2 of our advisers in attendance. This follows a successful drop-in session focussed on the Winter Fuel Payment and checking if people over state retirement age were eligible for Pension Credit and the Winter Fuel Payment. This report explains the success of the project so far and highlights the impact that it has already had on some residents lives.

### **Activity**

Since the project started we have started to see an increase in the number of clients attending the sessions. The initial weeks were quiet, which is to be expected, but the number of people attending has steadily increased, which is in part due to word of mouth, us promoting this to clients and also the advertising of the sessions on social media by Stotfold Town Council. We expect that the number of clients accessing this service will continue to increase going forward. In total 18 clients have accessed the service with a total of 79 issues.

The most prevalent 3 issues that clients needed advice on were:

- Benefits – 39 separate benefit related issues
- Debt – 16 debt issues
- Relationships – 11 family and relationship issues

Housing has been an issue that all Citizens Advice offices in Central Bedfordshire have experienced an increase in over the last 6 months of 2024. It has now become one of the top 3 most common issues for Citizens Advice Mid Bedfordshire, however so far it does not appear that the residents of Stotfold are presenting with this as a common issue.

### **Outcomes**

What is important is how the advice we provide benefits the clients. Since 1<sup>st</sup> November 2024 we have seen some excellent outcomes, which included measurable financial outcomes of £16,284.59

In total we helped clients to access £11,959.59 a year of benefits that they were entitled to but had not yet claimed. This includes for those on low incomes as well as those claiming disability benefits.



We helped a client to resolve a disputed consumer issue, which enabled them to obtain a refund of £1325 as well as return the item which had been installed incorrectly.

We were also to refer clients to our debt caseworker. One of these was a vulnerable client and our debt caseworker was able to stop bailiff action against the client, which prevented the enforcement officers from taking goods to the value of £3000.

These highlight how the outreach sessions have the potential to not only deal with client's issues at the outreach session, but also to ensure that clients' complex issues are identified and they can be referred to our specialist advisers as needed. Ultimately this means that they get the advice they need and where possible a positive outcome as a result.

Once again, we would like to thank Stotfold Town Council for their continued support in hosting us and allowing us the opportunity to help the residents of Stotfold.

## Sian van der Merwe

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**From:** Cllr Simon Spoor <CllrSpoor@arlesey-tc.gov.uk>  
**Sent:** 12 March 2025 11:09  
**To:** Sian van der Merwe  
**Subject:** Re: Attention Parish Clerk

**Hi Sian,**

Thanks for your e-mail and please accept my apologies for the delay in replying. I've answered your questions below:

**Have you had any uptake on this proposal from Fairfield please?**

They are discussing the idea at their next council meeting which, I understand, is tonight. The clerk like the idea but obviously had to put it to the council before they agreed.

**It would be great to understand what the insurance ramifications are for volunteers from your side.**

We discussed this with the people at Ampthill. They run as a charity, I don't think that makes any difference though. They don't have any extra insurance, they simply get the people that bring the items to be repaired to sign a 'disclaimer.'

Yes, she is called Leisa Milne. If you want to speak to her I'm sure she would be okay with that.

I hope these answer your questions but if you do have any more I'll be please to help you.

**Simon Spoor**

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**From:** Sian van der Merwe <Sian@stotfoldtowncouncil.gov.uk>  
**Sent:** 07 March 2025 09:41  
**To:** Cllr Simon Spoor <CllrSpoor@arlesey-tc.gov.uk>  
**Subject:** RE: Attention Parish Clerk

Hi Cllr Spoor

Have you had any uptake on this proposal from Fairfield please? It would be great to understand what the insurance ramifications are for volunteers from your side.

Also, do you know the person at Ampthill running the café please?

We're taking this proposal to our 19 March Community Engagement Committee Meeting.

Many thanks

**Sian van der Merwe**  
**Democratic Services Manager**  
**Stotfold Town Council**

Direct Dial: 01462 417 695

Switchboard: Tel: 01462 730 064

[www.stotfoldtowncouncil.gov.uk](http://www.stotfoldtowncouncil.gov.uk)



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**From:** Cllr Simon Spoor <[CllrSpoor@arleseey-tc.gov.uk](mailto:CllrSpoor@arleseey-tc.gov.uk)>  
**Sent:** 24 February 2025 10:28  
**To:** [REDACTED](#)  
**Subject:** Attention Parish Clerk

You don't often get email from [cllrspoor@arleseey-tc.gov.uk](mailto:cllrspoor@arleseey-tc.gov.uk). [Learn why this is important](#)

**Good Morning,**

I am a councillor in Arleseey and the town council are hoping to start a 'Repair Cafe' and wondered if your council would be interested in getting involved?

The nearest "Repair Cafe' to here is based in Ampthill and Flitwick, I've shown below their website so you can see what is involved.

[www.shareflitwickandampthill.org](http://www.shareflitwickandampthill.org)

They also offer a 'Library of Things' where members can borrow useful (and some not so useful!) for a small charge. We are hoping to offer this also.

The plan is to hold a repair cafe every 3 months or so, in Arleseey, Fairfield and Stotfold. If you would be interested in joining us please let me know.

**Simon Spoor**  
**01462-733801**



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## **STOTFOLD TOWN COUNCIL**

**COMMITTEE: COMMUNITY ENGAGEMENT**

**DATE: 19 MARCH 2025**

**OFFICER RESPONSIBLE: SIAN VAN DER MERWE  
DEMOCRATIC SERVICES MANAGER**

**SUBJECT: NEW WEBSITE**

### **1. SUMMARY**

1.1 This report is being brought back to the Committee following a request for additional information so that a decision can be made about which quote the Town Council will proceed with for the new website.

### **2. RECOMMENDATION**

2.1 Members are asked to:

- a) Review the attached comparison matrix for Suppliers A and B and let the Town Clerk know their preferred supplier.
- b) Review draft costs from copywriters for content on the new website.
- c) To give the Chairman of the Committee and the Town Clerk delegated powers to choose a copywriter for new content once final quotes have been received and have met with the copywriters

### **3. BACKGROUND**

#### **3.1 Website Quotes:**

3.1.1 At the Community Engagement Committee Meeting of 15<sup>th</sup> January 2025 Members requested a comparison matrix of suppliers A and B.

3.1.2 The Town Clerk asked for confirmation of how information would be migrated to the new website. The suppliers' information has been added to the bottom of the matrix.

#### **3.2 Preliminary enquiries for copywriter fees are:**

- Supplier 1 - £480 per day, or £75 per hour
- Supplier 2 - Up to 5 pages – £199, 6-10 pages – £349, 11+ pages – Custom quote based on content volume
- Supplier 3 - Website Copywriting Package - up to 2000 - 2500 words of high-quality website content - £199
- Supplier A – from Website creator quote - 3 days at £350 per day, or £45 per hour

## 4. FINANCIAL

4.1 Updated quotes for Suppliers A and B are:

### SUPPLIER A:

#### Setup + Year 1:

Website setup, hosting + support:	£1,473 + VAT
Domain Name Setup:	£55 + VAT
Website Domain Name:	£20 + VAT
Planning Portal Integration:	£0
Ticketing Module Integration (+ 3rd party costs):	£0
Payment Module integration (+ 3rd party costs):	£0

**Total Y1: £1,548**

Optional: Extra migration of content:	£45 p/h + VAT
Optional: Tone and Content Update:	3 days @ £350
Optional: Matomo Statistics:	£60 + VAT per year

#### Year 2 and onwards:

Annual Hosting + Support	£349 + VAT
Domain Name Renewal:	£20 + VAT

**Total Y2: £369**

### SUPPLIER B:

#### Setup + Year 1:

Website setup, hosting, support:	£899 + VAT
Transfer Domain Name:	£100 + VAT once
Planning Portal integration:	£100 + VAT p/year
Ticketing Module Integration (+3 <sup>rd</sup> party cost):	£250 + VAT once
Payment Module (+ 3 <sup>rd</sup> party cost)	£500 + VAT once

**Total Y1: £1,849**

Optional: Additional content upload i.e. 2 <sup>nd</sup> year +:	£10 per page + £1 per document
Optional: Extended support for 12 hours:	£720 + VAT
Optional: compliance scan reports	£299 + VAT/year
Optional: Forms & poll module:	£50 + VAT p/year

#### Year 2 and onwards:

Annual Hosting + 2 hrs Support	£299 + VAT per year
Domain Name Renewal:	£100 + VAT per year
Planning Portal Integration:	£100 + VAT per year

**Total Y2: £499**

4.2 The cost of the new website will be funded from the Stotfest 50<sup>th</sup> Anniversary budget, which currently has £6,748 available. However, this has been earmarked for the new town entrance signage as agreed at the Public Realm Committee on 12 March 2025. Therefore costs would need to be met from General Reserves.

- 4.3 The Year 2 and onwards costings are listed in the quotes above. This would be met from the Subscriptions and Licenses (61/618) budget
- 4.4 None of the website quotes require signing of a contract for a specified length of time for hosting the website.

## 6. IMPLICATIONS

<b>Strategic Plan:</b>	N/A
<b>Risk Management:</b>	Reputation risk of putting to incorrect information on our website.
<b>Legals:</b>	Local Government (Access to Information) Act 1985, Data Protection Act 2018 as the UK's implementation of the General Data Protection Regulation, Local Government Transparency Code 2015, Public Sector Bodies Accessibility Regulations 2018, Openness of Local Government Bodies Regulation 2014, Localism Act 2011.
<b>Resources/Stakeholders:</b>	Website developer and third-party supplier.
<b>Contracts/Financials:</b>	Budget in place.
<b>Crime &amp; Disorder:</b>	N/A
<b>Equalities:</b>	Public Sector Equality Duty, Accessible to all demographics.
<b>Biodiversity:</b>	N/A

## WEBSITE COMPARISON MATRIX

Purple Text denotes costing element

Feature/Function	Supplier A	Supplier B
<b>Compliance</b>	WCAG 2.2 AA, GDPR, SSL	WCAG 2.2 AA, GDPR, SSL.  Supplier offers an optional quarterly report of the site that highlights any pages that may have rendered the website non-compliant and a recommended solution. (excludes uploaded documents).
<b>Hosting</b>	UK-based servers.	UK-based servers.
<b>CMS</b>	Custom-built WCS platform specifically tailored to local government needs.	WordPress-based. This is the most intuitive website content management system – installed across over 100 million websites globally.
<b>Content Management</b>	Unlimited pages, version history, structured document storage.	Page creation tools, document upload, learning centre access.
<b>Training &amp; Support</b>	MS Teams training, email & phone helpdesk, online help docs.	Monthly Zoom training, email/phone support, learning centre.
<b>Backups</b>	We backup every 24 hours, to Acronis Cyber Security (UK based servers), which is on online resource. We week 6 months worth of backups, 30 Days, 8 Weeks and 6 Months. Our system is also written to never Delete data, the data is just flagged as deleted, meaning that we can be very granular and restore data quickly without restoring a full backup. For example a Page is deleted, then we just go into the system and change the Deleted flag to false, and the page reappears etc. There are also versions on pages, so that every edit is recorded.	Automated backups to two separate locations on a 12-hourly basis.

Feature/Function	Supplier A	Supplier B
<b>Firewall Protection</b>	Advanced security firewall. – We use Cloudfire to protect your domain and website. This is a government standard protocol.	CloudFlare + DDOS security measures, also web server security protocols and the website is penetration tested.
<b>Search Engine Optimisation</b>	Built in Search Engine Optimisation tools.	Built in Search Engine Optimisation tools
<b>Analytics</b>	Integrated, monthly email reports, full stats for £60/year - Matomo. This works almost the same as Google Analytics, but we decided to move away from using Google as a conscious decision for all tools of the website (i.e. verification etc). It is £60 for the full year. This is the more advanced analytics. At no cost a report is emailed to you automatically each month. There is a 30-page report showing page activity and source etc.	Google Analytics integration included at no extra cost + free training provided on how to understand Google Analytics.
<b>Social Media Integration</b>	Links to Facebook, Instagram externally only. Any inbound social media integration to a Council website invalidates accessibility compliance as we would have no control over Facebook's content.	Outbound only to Facebook and Instagram. Any inbound social media integration to a Council website invalidates accessibility compliance as we would have no control over Facebook's content.
<b>Search Functionality</b>	Available on all pages.	Available site-wide.
<b>User Management</b>	Secure login for each user, different levels of user permissions, secure document upload portal.	Basic admin access, each person will have their own login (security and GDPR compliance requirement) with different levels of login access.
<b>Customization &amp; Expansion</b>	Scalable platform, unlimited pages.	System has inbuild page-building tool with lots of layouts with up to 30 different content and styles offering unlimited possibility.  Content transfer is a time-consuming process.  1 year transfer included in cost.

Feature/Function	Supplier A	Supplier B
		£1 per document transfer fee for anything over 1 year.
<b>Newsletter Hosting</b>	The platform supports the hosting and management of newsletters for effective community communication. No extra cost for integrating the Town Council's current CRM System into website.	If the newsletter is produced into PDF then there's no extra cost or module required. Things like PDFs, files, images, Words (even videos via a YT or Vimeo channel) don't affect the cost – that's all part of the system.
<b>Timeline</b>	4 – 6 weeks.	Approximately 6-week set up time.
<b>Content Migration (i.e. how are the documents sent to you for inclusion on the website?)</b>	We can take content off the existing website, but it would be safer if you upload those to a secure portal called Acronis. Would send you a link where you can upload all documents in folders or as a zip file etc.	Supplier can upload the documents from the current, live website.
<b>Standard Content Migration included in cost</b>	Agendas & Minutes – 3 years All current Policies and Strategies Councillors' profiles Councillors' Registers of Interest Finance documents – 3 – 5 years dependent on what TC prefers 5 years of AGAR 1 year of news and recent / planned events.	Agendas & Minutes - 1 full year All current Policies and Strategies Councillors' profiles Councillors' Registers of Interest Finance Documents – 1 year 5 years of AGAR 1 year of news and recent / planned events.  <b>Comment:</b> Website content ranges from words and pictures on a page to multiple files for meeting documents and other regulatory aspects. We break the content transfer down into a full year's worth of regulatory content + news, events and other local info. With the exception of AGAR, there are no legal requirements to have a certain number of years' files on a website
<b>Extra Content Migration</b>	Extra Migration of documents: £45 per hour	£10 per page creation & £1 per document uploaded

Feature/Function	Supplier A	Supplier B
<b>Tone &amp; Content Creation</b>	Tone and Content Updates: Supplier estimates 3 days of content & tone creation @ £350 based on current website content.	Not available.
<b>Additional Features</b>	Specific Councillor profiles to access website content directly, audit trail, email notifications.  Integration of CBC's planning portal to our website is included at no extra cost.	Forms & polls (unlimited with £50 + VAT/year) – i.e. for use for market stall applications, Stotfest applications etc.  Planning portal (£100 + VAT/year) – this is popular across a large number of the supplier's customers.
<b>Key functionality</b>	Meeting information and dates, ease of use for registered users, secure document upload area, automatic email of minutes/agendas to members following posting to website, notifications to users about important information or guidelines; notifications for public, digital noticeboards, Council-specific functionality to support transparency, unlimited page numbers.	Meeting information and dates, document links, full page creation and building tools to support your key messaging, announcement tools for major alerts, reporting tools that include forms and redirections to County Council & District services, contact forms, news and other features that include digital noticeboards, events, community areas, community content, venue & feature areas and FAQs.
<b>Events &amp; Calendar</b>	Event directory, notifications.	Digital noticeboard, event tickets module (£250 + VAT)(one-off)(support is included in annual hosting + support fee).
<b>Ticket Module Cost</b>  <b>This Town Council has used <a href="#">Tito   Pricing</a> for recent event ticketing purposes.</b>	Not provided, but we have interfaced with tools such as Eventbrite for ticketing online.  Cost of integration included in quote.  Third party cost for ticketing – Tito is 2.5% for community & non-profit events, free for free events, plus 2.9% + 30c per transaction Stripe Fees.	Bespoke event ticketing module built into Supplier's hosting system which can link to Gov.pay UK portal or any payment portal we choose (estimates approx. 50% of their clients = 250 Councils are on Gov.pay) - £250 + VAT(one-off)(support is included in annual hosting + support fee).  Third party cost for ticketing – Tito is 2.5% for community & non-profit events, free for free events, plus 2.9% + 30c per transaction Stripe Fees.

Feature/Function	Supplier A	Supplier B
<b>Online Payments</b>	<p>Not provided, but we have interfaced with tools such as Scribe etc. for doing this at no cost.</p> <p>Cost of integration included in quote.</p> <p>EUKHost to host the website – but use IFrame for the bridge to the payment portal – this way the data stays on the payment provider’s records only.</p> <p>Costs collated by Officers for various card payment offers are:</p> <p><a href="#">GOV.UK Pay for public sector payments</a> - uses Stripe to facilitate transfers. Currently used by 546 local government entities.</p> <p><a href="#">Stripe</a>: 1.5% of value of transaction + £0.20 per transaction as at 14/3/25</p> <p>Sumup: 1.69% per transaction. The Town Council currently uses this platform for external payments at events.</p> <p>Braintree: 1.9% + £0.20 per transaction</p>	<p>Available via Sum Up/Gov Pay/Stripe/Worldpay only (£500 + VAT) (one-off) (support is included in annual hosting + support fee).</p>
<b>Accessibility Tools</b>	<p>Compliance monitoring, email alerts.</p>	<p>Optional compliance scan reports (£299 + VAT/year).</p> <p><b>WCAG 2.2AA compliant Wordpress framework designed specifically for councils.</b> It is the world’s most popular website platform and allows you to have full control over the site’s pages and content in the most efficient way.</p> <p>The website system is <b>natively search engine friendly</b> and <b>well supported</b>. We ensure that the Core Wordpress framework and its plugins are kept up to date to ensure full functionality is maintained.</p>

Feature/Function	Supplier A	Supplier B
<b>Cost Year 1:</b>	<p><b>Setup + Year 1:</b>  Website setup, hosting + support: £1,473 + VAT  Domain Name Setup: £55 + VAT  Website Domain Name: £20 + VAT  Planning Portal Integration: £0  Ticketing Module Integration (+ 3rd party costs): £0  Payment Module integration (+ 3rd party costs): £0</p> <p><b>Total Y1: £1,548</b></p> <p>Optional: Extra migration of content: £45 p/h + VAT  Optional: Tone and Content Update: 3 days @ £350  Optional: Matomo Statistics: £60 + VAT per year</p>	<p><b>Setup + Year 1:</b>  Website setup, hosting, support: £899 + VAT  Transfer Domain Name: £100 + VAT once  Planning Portal integration: £100 + VAT p/year  Ticketing Module Integration (+3<sup>rd</sup> party cost): £250 + VAT once  Payment Module (+ 3<sup>rd</sup> party cost) £500 + VAT once</p> <p><b>Total Y1: £1,849</b></p> <p>Optional: Additional content upload i.e. 2<sup>nd</sup> year +: £10 per page + £1 per document  Optional: Extended support for 12 hours: £720 + VAT  Optional: compliance scan reports £299 + VAT/year  Optional: Forms &amp; poll module: £50 + VAT p/year</p>
<b>Cost Year 2:</b>	<p><b>Year 2 and onwards:</b>  Annual Hosting + Support £349 + VAT  Domain Name Renewal: £20 + VAT</p> <p><b>Total Y2: £369</b></p>	<p><b>Year 2 and onwards:</b>  Annual Hosting + 2 hrs Support £299 + VAT per year  Domain Name Renewal: £100 + VAT per year  Planning Portal Integration: £100 + VAT per year</p> <p><b>Total Y2: £499</b></p>

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** COMMUNITY ENGAGEMENT

**DATE:** 19 MARCH 2025

**OFFICER RESPONSIBLE:** SARAH HOSSACK  
COMMUNITY ENGAGEMENT OFFICER

**SUBJECT:** STEAM FAIR & COUNTRY SHOW STAND

### **1. SUMMARY**

1.1 It has been agreed that Stotfold Town Council will share a stand with Stotfold Mill in order to support each other. This will be situated in a high traffic area opposite the entrance from the carpark.

### **2. RECOMMENDATION**

2.1 Members are asked to:

- a) Review the stand options and advise the Clerk whether they want to hire/buy a trailer or use existing gazebos
- b) If purchasing a trailer, give the Town Clerk delegated powers with the Chair of the Committee to purchase the appropriate trailer and report to a future meeting.

### **3. BACKGROUND**

- 3.1 Stotfold Mill Steam Fair and Country Show is now in its 21<sup>st</sup> year, raising vital funds to preserve, develop and maintain Stotfold Mill, a building of special architectural and historical interest, as a working watermill and display of rural life artefacts, for the education and benefit of the public.
- 3.2 The stand will be used to highlight the work of the council and for councillors to engage with Stotfold Residents.
- 3.3 The Mill will use the stand to highlight their work and to recruit volunteers to help run the Mill and their events.
- 3.4 Both parties will be involved in the handing out of wrist bands to children which their parents can write their phone numbers on so they can be swiftly reunited with the children should they be separated. This is a simple task which creates an opening to talk to members of the public.

### **4. FINANCIAL**

- 4.1 The events budget agreed at the Community Engagement Committee Meeting of 15.01.25 had an allocation of £500 set aside for this event.
- 4.2 Taking the Town Council's two gazebos would be no cost for the structure, however, there would be some expenditure on graphics, banners or flags as well as looking into the possibility of a small giveaway item.

- 4.3 There are a number of trailer hire quotes from two different companies, which range from £2,205 to £3,175 + VAT depending on the overall size and style of the trailer. There would need to have graphics printed to attach to the trailer. This cost could be split with the Mill. See below
- 4.4 This report also contains costings for buying an exhibition trailer. New trailers start in the region of £16,000 for a 3m unit. Used trailers are available for less but availability changes quickly. See additional document for small trailers that are currently available.

## 5. IMPLICATIONS

<b>Strategic Plan:</b>	N/A
<b>Risk Management:</b>	Risk assessment in place for activity
<b>Legals:</b>	Localism Act 2011
<b>Resources/Stakeholders:</b>	Councillors, Officers, Stakeholders
<b>Contracts/Financials:</b>	Third party suppliers
<b>Crime &amp; Disorder:</b>	Low
<b>Equalities:</b>	N/A
<b>Biodiversity:</b>	N/A

T56 - £2205 (6.5m)



D17 - £2270 (4.2m)



H25 - £2640 (5.4m)



**Used trailers for sale as of 13/03/2025**

4402 – 2.4m – £8,500 - single axle trailer with podium and fitted sofa. Display wings & headboard for graphics (fixed or interchangeable).



4404 – 3.6m - £4,350 – twin axle trailer with roller shutter end. Requires work to convert it to be a display trailer.



4405 – 3m - £3,500 – twin axle trailer with headboard & fold down counter. Fold out steps attached, fitted sofa. Removeable windows for hot days!



4406 – 3m - £4,000 - twin axle trailer with headboard & fold down counter. Resprayed white, fitted sofa and loose steps (this could be changed). Removeable windows for hot days!



## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** COMMUNITY ENGAGEMENT

**DATE:** 19 MARCH 2025

**OFFICER RESPONSIBLE:** SARAH HOSSACK  
COMMUNITY ENGAGEMENT OFFICER

**SUBJECT:** FEES FOR CHARITY STALLS

### **1. SUMMARY**

1.1 The Town Council has agreed a fee structure for commercial organisations attending events. The fees for charity organisations and community groups were also set at the same meeting and the Chair of this Committee has requested a review of this decision. This decision falls within the 6 month timescale for a decision to be reviewed as set out in standing orders.

### **2. RECOMMENDATION**

2.1 Members are asked to:

- a) Consider offering free stand space at events for charities and community groups that directly benefit the residents of Stotfold.
- b) National charities and those that do not have a direct benefit to Stotfold should be reviewed on a case-by-case basis.

### **3. BACKGROUND**

- 3.1 It was agreed at the Community Engagement meeting of 18 September 2024 that charity and community stall holders would pay the same as business stalls. The Chair of the Community Engagement committee is proposing that the Town Council should support local community support groups and charities by offering free stalls at all town council events.
- 3.2 Many of these local groups and charities would not be able to justify paying for space and therefore would not attend our events if we were to charge. These events are an excellent opportunity to fund raise the charity or organisation concerned, as well as a chance to raise their profile within the community.
- 3.3 We did not charge these organisations at Stotfest 2024 and Christmas.
- 3.4 To qualify for a free stall, the organisation must be based in or have significant local activity in Stotfold. The work of the organisation must directly benefit a number of residents of Stotfold. The organisation must be non-party political and non-profit making.

### **4. FINANCIAL**

4.1 Minimal loss of potential income.

## 6. IMPLICATIONS

<b>Strategic Plan:</b>	N/A
<b>Risk Management:</b>	Risk of alienating community organisations
<b>Legals:</b>	N/A
<b>Resources/Stakeholders:</b>	Officers and stake holders
<b>Contracts/Financials:</b>	Minimum impact on income
<b>Crime &amp; Disorder:</b>	Low
<b>Equalities:</b>	Public Sector Equality Duty, Accessibility to all demographics.
<b>Biodiversity:</b>	N/A

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** COMMUNITY ENGAGEMENT

**DATE:** 19 MARCH 2025

**OFFICER RESPONSIBLE:** SARAH HOSSACK  
DEMOCRATIC SERVICES OFFICER

**SUBJECT:** SILENT DISCO PROPOSAL

### **1. SUMMARY**

1.1 A silent disco is an event where attendees wear wireless headphones to listen to music, allowing for a noise-controlled and personalised party experience, often with multiple channels offering different types of music.

### **2. RECOMMENDATION**

2.1 Members are asked to consider offering a silent disco from 21:00 – 23:00 after Stotfest 2025.

### **3. BACKGROUND**

3.1 Silent discos can be run in one of two ways:

- a) just headphone and a laptop where STC would need to create multiple playlists for the duration of the event.
- b) with a DJ in a booth running the event and arranging the music.

3.2 Other cost implications include extending the hours of the security team, the first aid team and that of STC staff.

3.3 Changes to the premises licence for Arlesey Road Recreation Ground will need to be made imminently. Any changes need to be advertised on posters on the site and in the local press. The licence being approved is not guaranteed.

### **4. FINANCIAL**

4.1 a) Cost of silent disco equipment with up to 200 headsets - £350

b) Cost of disco including DJ, lights, smoke machine and up to 200 headsets - £1895

4.2 Other costs - Security - £128

- First Aid - £264

4.3 Ticket prices for option a) are £3.71 per person

Ticket prices for option b) are £11.44 per person

## 5. IMPLICATIONS

<b>Strategic Plan:</b>	N/A
<b>Risk Management:</b>	Additional noise from attendees leaving the site could affect future of licence for site if complaints are received.
<b>Legals:</b>	Licence for site needs to be extended
<b>Resources/Stakeholders:</b>	Contractors, staff
<b>Contracts/Financials:</b>	Fee to attendees should cover all costs
<b>Crime &amp; Disorder:</b>	Low
<b>Equalities:</b>	Public Sector Equality Duty, Accessibility to all demographics.
<b>Biodiversity:</b>	N/A

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** COMMUNITY ENGAGEMENT

**DATE:** 19 MARCH 2025

**OFFICER RESPONSIBLE:** SARAH HOSSACK  
COMMUNITY ENGAGEMENT OFFICER

**SUBJECT:** YOUTH FOOTBALL PROGRAMME FUNDING REQUEST

### 1. SUMMARY

- 1.1 Keeping active and engaging with trusted adults has a positive impact on young people who may otherwise be struggling with their home or school life.

### 2. RECOMMENDATION

- 2.1 Members are asked to:

- a) Consider funding the Youth Engagement project "Get off the street and use your feet" from Dan Gaze Support Services.

### 3. BACKGROUND

- 3.1 DGSS exists to offer support to Young People to fulfil their potential, develop their skills, and be active and positive members of their community.
- 3.2 "Get off the street and use your feet" is a weekly funded football programme for young people that provides meaningful connection and mentoring, a safe space for all, the ability to participate in team sports without needing self-funding, diverts young people away from undesirable influences, showcases positive behaviours and communication skills and signposts a range of community-based support services.

### 4. FINANCIAL

- 4.1 2 qualified staff members for 1 hour per week a

At £45 per hour, per staff member = £90 per week

Funding period:

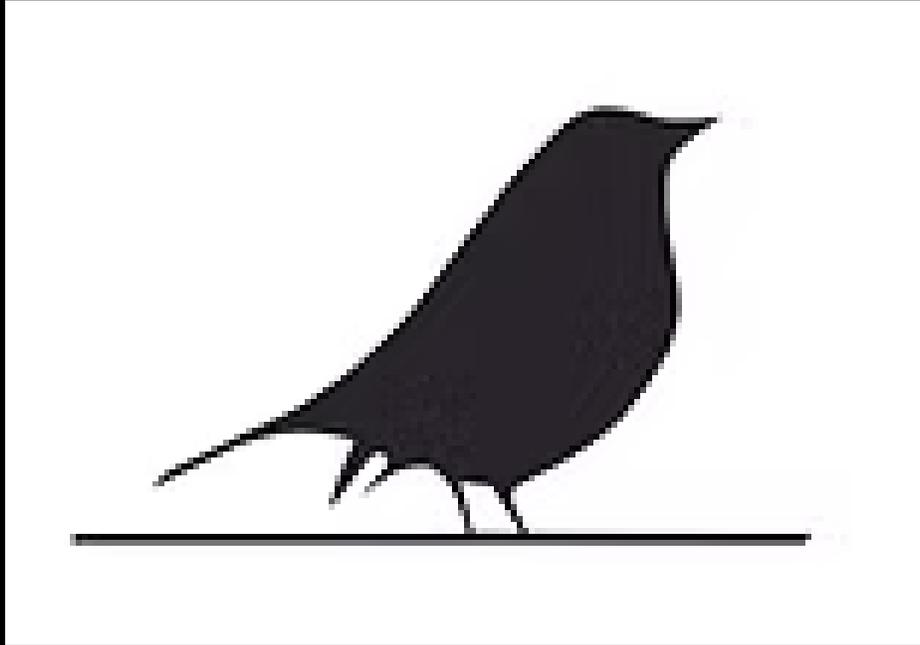
1<sup>st</sup> April 2025 to 31<sup>st</sup> December 2025 = 39 weeks

39 weeks X £90 = **£3,510**

- 4.2 The Youth Engagement Budget for 2025/26 is £10,000.

### 5. IMPLICATIONS

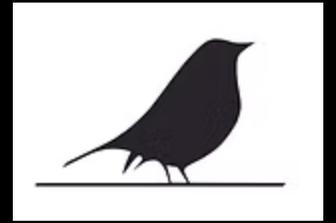
<b>Strategic Plan:</b>	N/A
<b>Risk Management:</b>	Delivered by third party with relevant checks in situ.
<b>Legals:</b>	N/A
<b>Resources/Stakeholders:</b>	Stakeholders
<b>Contracts/Financials:</b>	Budget in situ
<b>Crime &amp; Disorder:</b>	Helps reduce crime and ASB
<b>Equalities:</b>	Open to all
<b>Biodiversity:</b>	N/A



# Proposal for Stotfold Council funding

For provision of weekly 'Get off the street and use your feet' football for young people in the local area

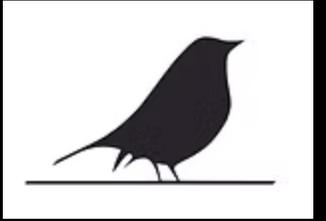
By Laura Wilkinson and Dan Gaze at DGSS Ltd.



# Who are DGSS Ltd.

- DGSS exists to offer support to Young People to fulfil their potential, develop their skills, and be active and positive members of their community. Our key aims are to:
  - Build direct relationships with young people
  - Be positive and consistent role models
  - Support young people to understand their boundaries
  - Coach and Mentor young people to develop their skills
  - Signpost where young people can access ongoing support in their community

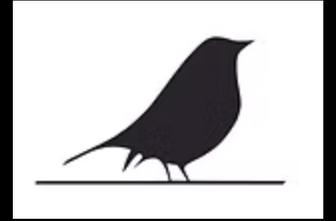




# What is 'get off the street and use your feet'?

- A weekly funded football programme for young people
- Provides meaningful connection and mentoring
- A safe space for all
- The ability to participate in team sports without needing self funding
- Diverts young people away from undesirable influences
- Showcases positive behaviours and communication skills
- Signposts a range of community-based support services



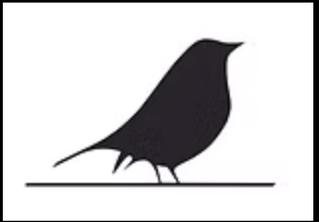


# What is the benefit to the council of providing funding?

- Reduces opportunity for anti-social and criminal behaviour
- Creates a trust-based partnership with young people in the local area
- Regular, repeating time slots become self-fulfilling in terms of attendance
- Gives young people the tools and space to made positive decisions and learn positive behaviours



# Organisations we work with, and impact we have

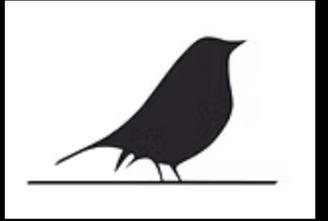


Proudly working alongside:



Parent  
Bedfordshire

"Dan was brilliant with our son. He met him 'where he was', he was open, honest and non-judgemental, whilst consistently encouraging and signposting him to make choices to help him become the best version of himself."

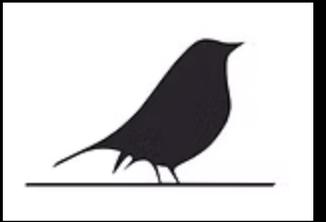


# Investment Required

- 2 qualified staff members for 1 hour per week:
  - At £45 per hour, per staff member = £90 per week
- Funding period:
  - 1<sup>st</sup> April 2025 to 31<sup>st</sup> December 2025
  - 39 weeks
  - 39 weeks X £90 = £3,510



# Thank you!



C/O It All Figures  
14 Coningsbury Lane  
Shortstown  
Bedford  
MK42 0PW

Company's House no: 14235066

[info@dangazesupport.com](mailto:info@dangazesupport.com)

Tel: +44 (0) 730 625 3821



Director  
Dan Gaze



Director  
Holly Powell



Fund Co-ordinator  
Laura Wilkinson



Youth Support Co-Ordinator  
Carolina Azevedo



# Thinking about the town of Stotfold, to what extent do you agree or disagree with the following statements.

● Strongly agree  
 ● Agree  
 ● Neither agree nor disagree  
 ● Disagree  
 ● Strongly disagree  
 ● Don't Know

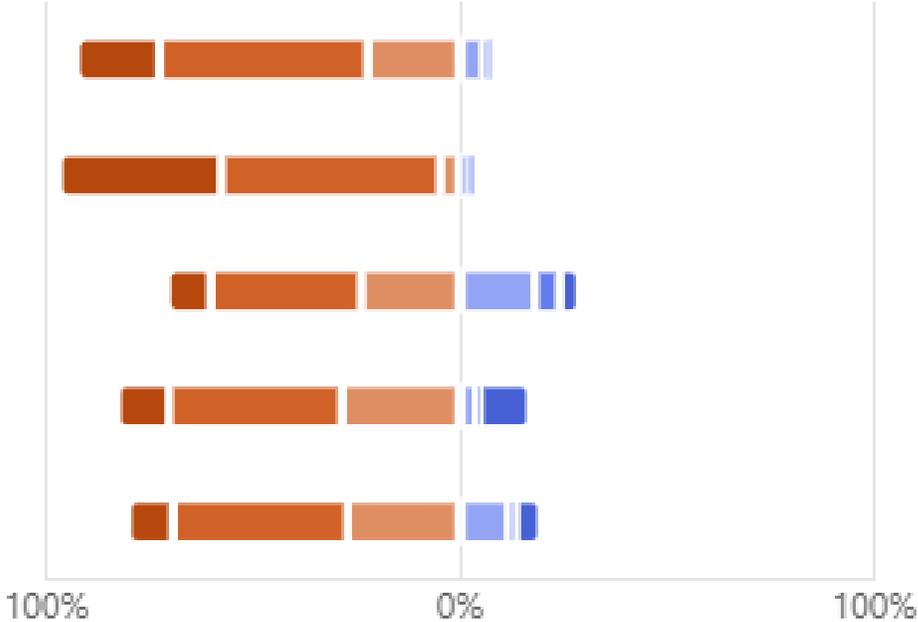
Stotfold is a great place to live.

I feel safe out and about in Stotfold during the day.

I feel safe out and about in Stotfold after dark.

Stotfold is a place where people from different ethnic backgrounds get on well together.

People in Stotfold pull together to improve the local area.



# Thinking about Stotfold, how much of a problem do you think each of the following are?

● No problem at all  
 ● Not a big problem  
 ● Fairly big problem  
 ● Huge problem  
 ● Don't know

Noisy neighbours or loud parties

Rubbish or litter

Vandalism, graffiti and other deliberate damage to property or vehicles

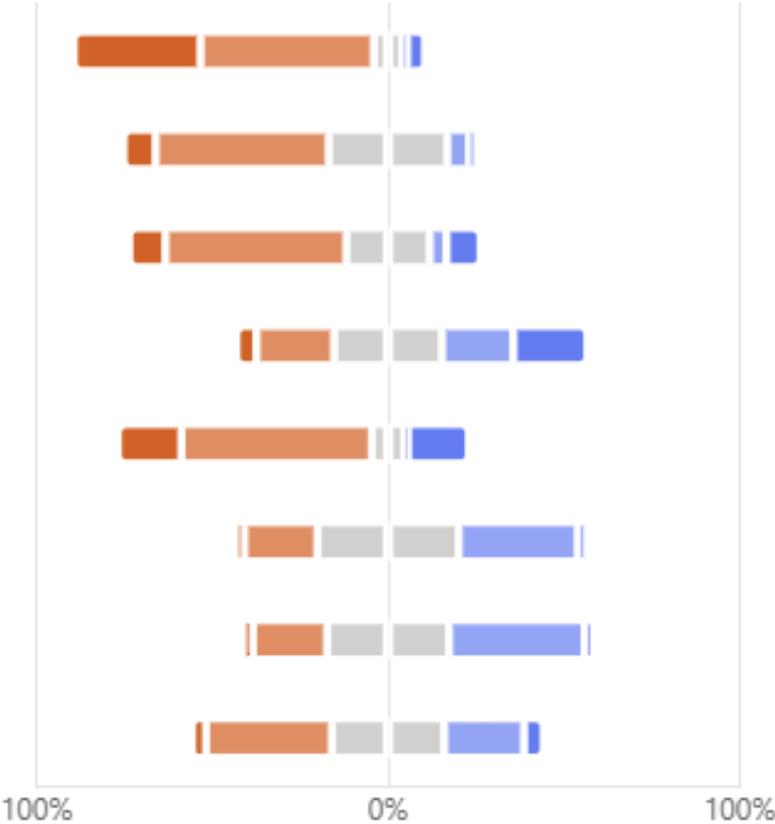
People using or dealing drugs

People being drunk or rowdy in public places

Speeding traffic

Poor parking

Dog fouling





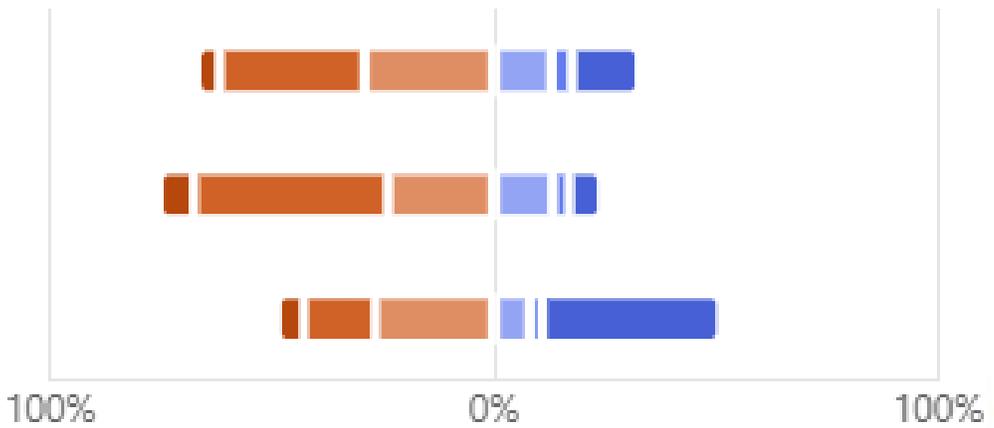
# Thinking about Stotfold Town Council, to what extent do you agree or disagree with the following statements.

● Strongly agree  
 ● Agree  
 ● Neither agree nor disagree  
 ● Disagree  
 ● Strongly disagree  
 ● Don't Know

Stotfold Town Council acts on the concerns of its residents.

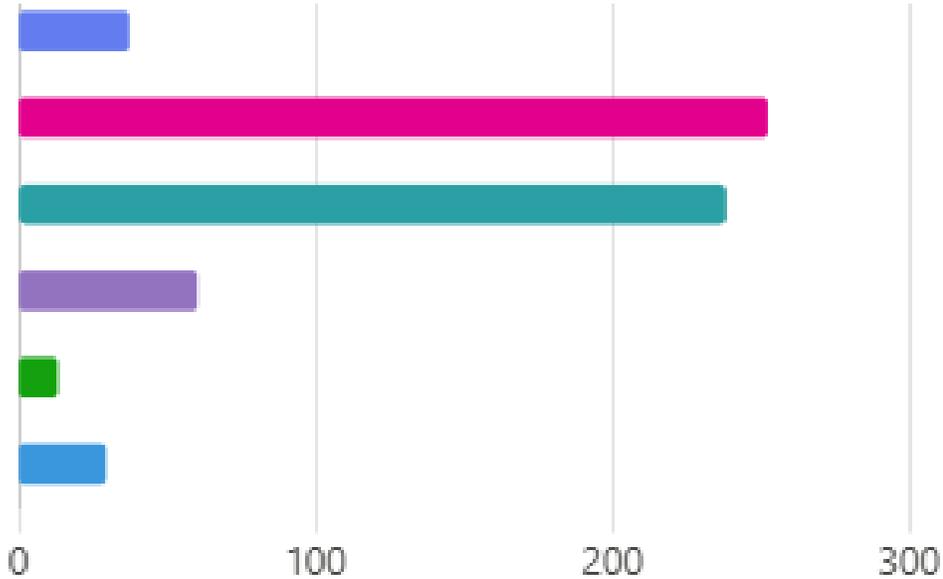
Stotfold Town Council keeps its residents informed about the services and benefits it provides.

It is easy to get hold of Councillors when I need to.



# On balance, which of the following is closest to how you feel about Stotfold Town Council?

Very positive	37
Positive	252
Neither positive nor negative	238
Negative	60
Very negative	13
Don't know	29



# Have you used any of the following, provided by Stotfold Town Council, in the last 12 months?

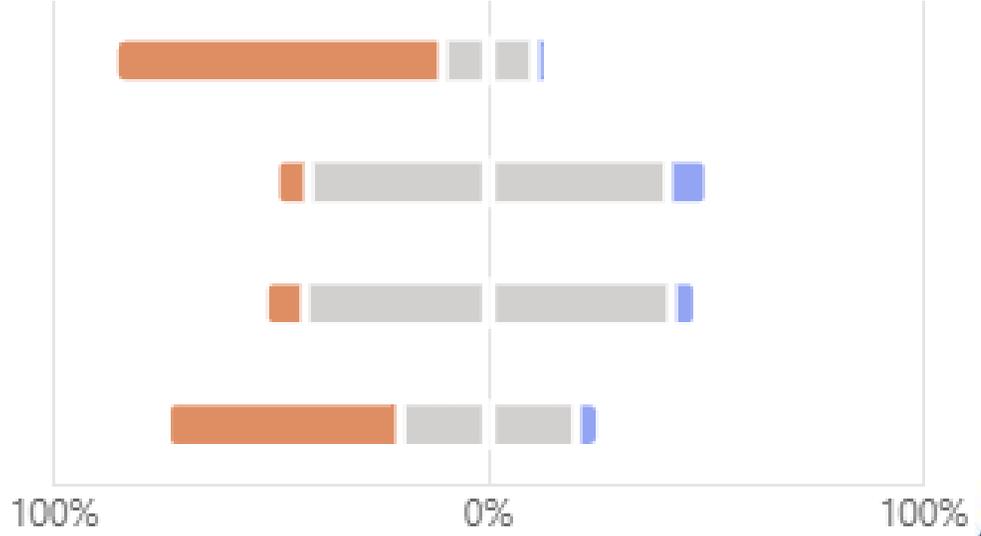
● Yes   ● No   ● Don't know

Play parks/green areas

Services and support for children and young people

Services and support for older people

Council Community events



# How satisfied or dissatisfied are you overall with Stotfold Town Council's ...

● Very satisfied ● Fairly satisfied ● Neither satisfied nor dissatisfied ● Fairly dissatisfied ● Very dissatisfied ● Don't know

Play parks/green areas

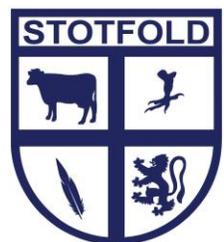
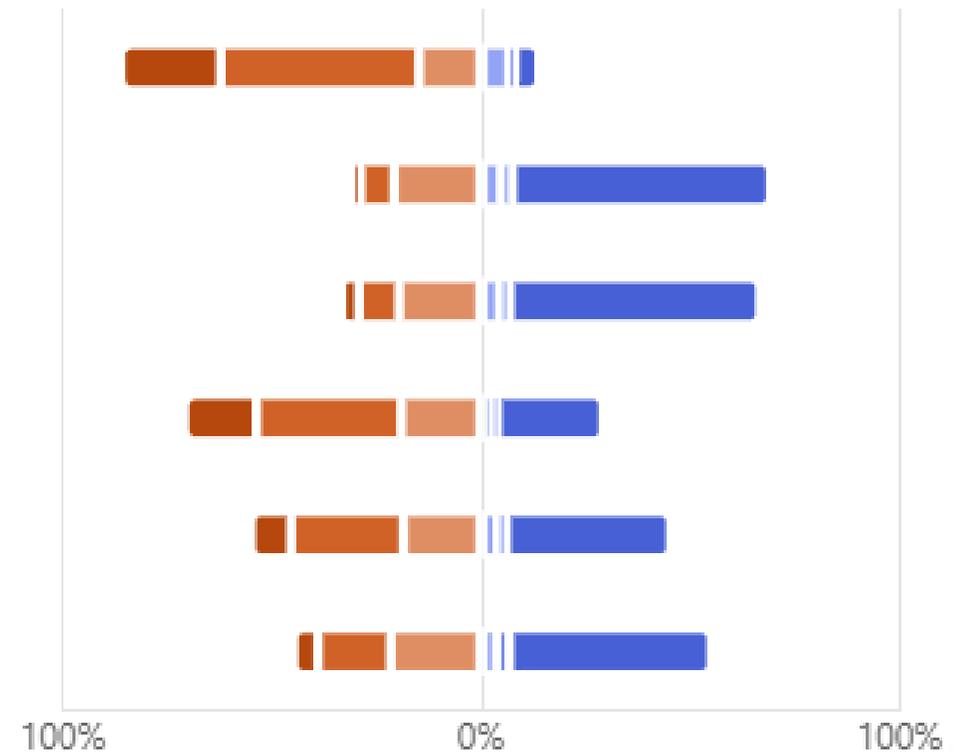
Services and support for young people

Services and support for older people

Council community events

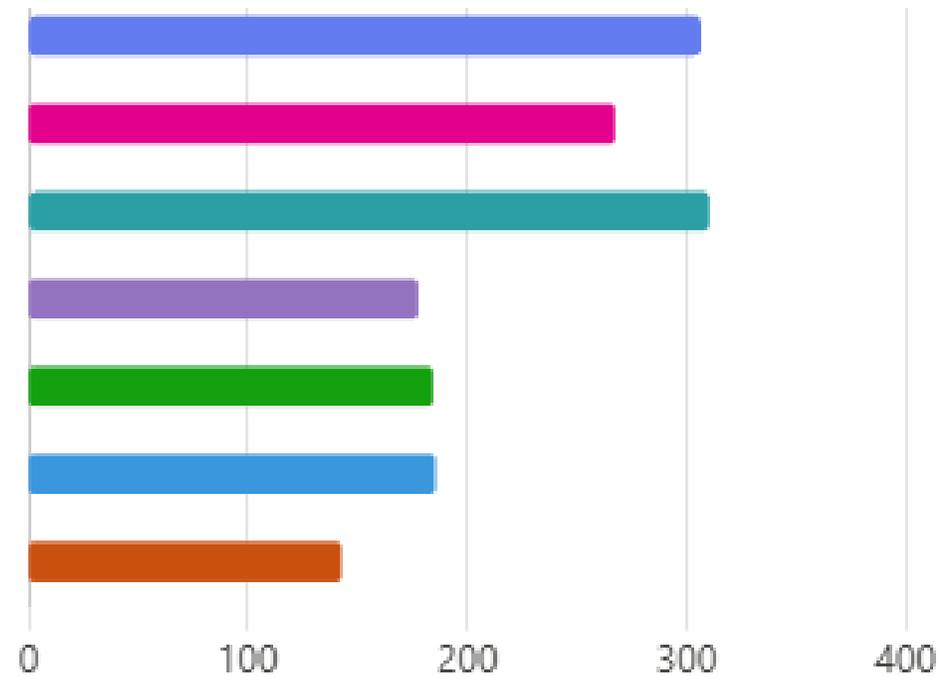
Support for local organisations

Support for local businesses



# Which areas would you like to see Stotfold Town council prioritise?

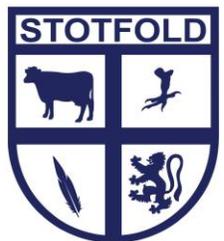
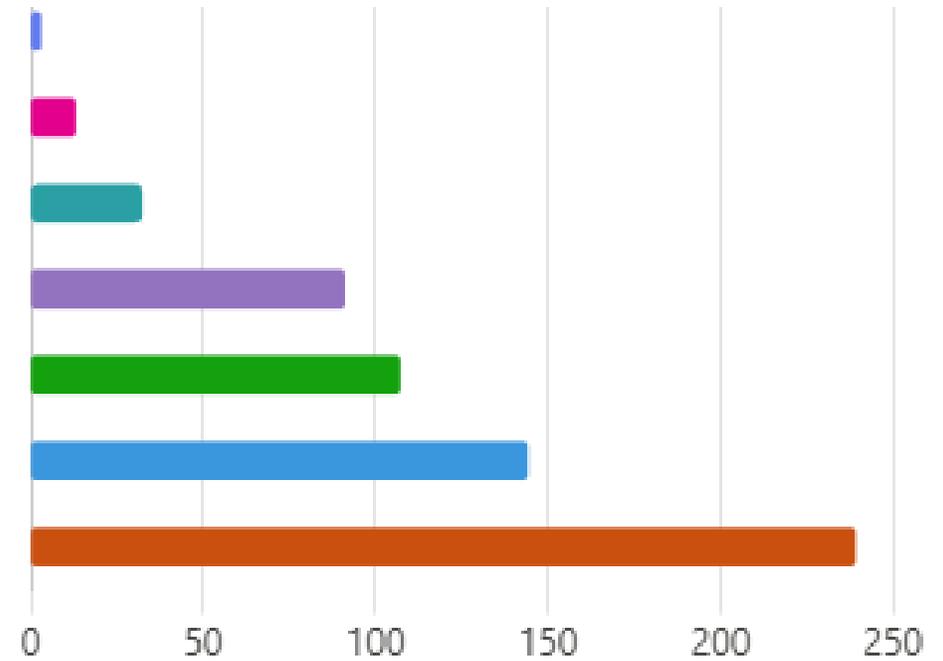
● Play parks and green areas	306
● Services and support for children and younger people	267
● Services and support for older people	310
● Council community events	177
● Support for local organisations	184
● Support for local businesses	185
● Other	142





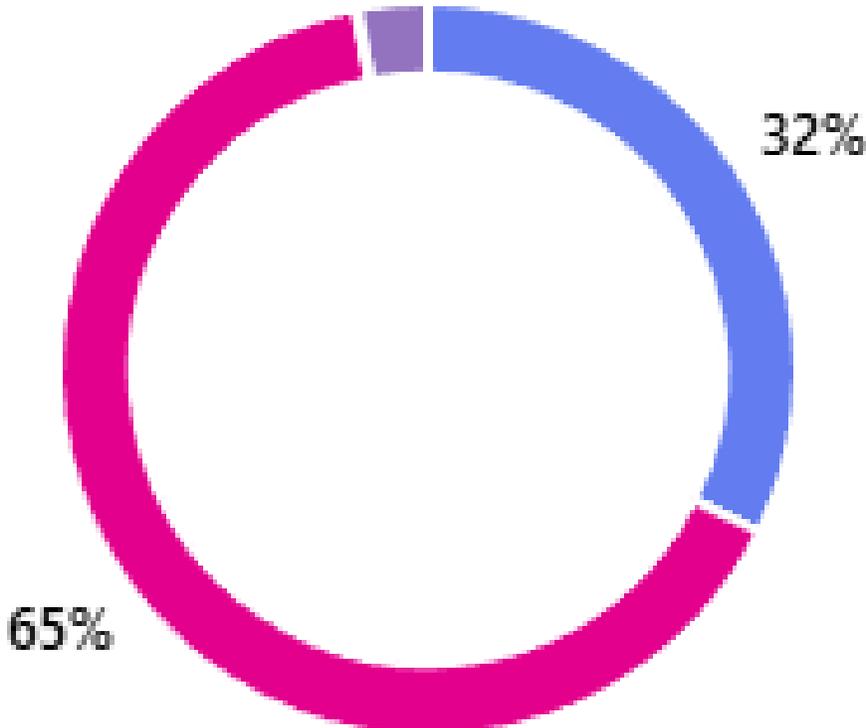
# Demographics - Age

Under 18	3
18-24	13
25-34	32
35-44	91
45-54	107
55-65	144
65 and above	239



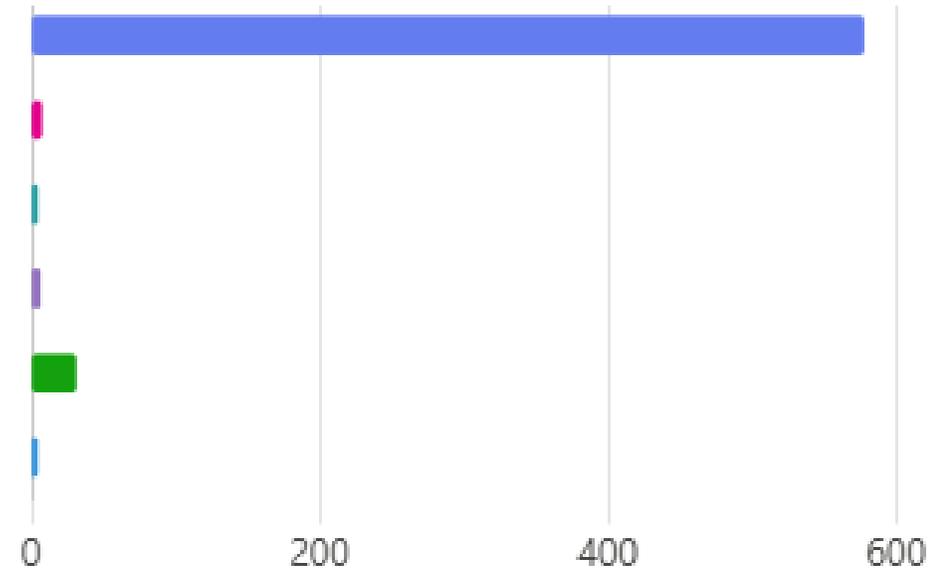
# Demographics - Gender

● Male	203
● Female	406
● Other	1
● Prefer not to say	19



# Demographics - Ethnicity

● White/Caucasian	577
● Asian/Asian British	7
● Black/African/Caribbean/Black British	4
● Mixed/Multiple ethnic groups	6
● Prefer not to say	31
● Other	4



## COMMUNITY ENGAGEMENT COMMITTEE - WORK PROGRAMME 2024-25

Meeting Date	Agenda Item	Description	Responsible Officer
19/03/2025	Policies	To review the following new Policies and recommend their adoption at Full Council: Community Engagement Policy, Social Media Policy	Democratic Services Manager
	Resident's Survey 24/25	To receive the interim results of the Resident's Survey 24/25.	Community Engagement Officer
	The Mill Steam Fair Weekend	To consider quotes for trailer hire for the Mill event.	Community Engagement Officer
	Website	To consider updated quotes including add-on modules for the website.	Democratic Services Manager
	Sponsorship	To consider sponsorship opportunities and a Sponsorship and Advertising Policy.	Democratic Services Manager
	Youth football	Football program funding "get off the street and use your feet "- Dan Gaze	Community Engagement Officer
	Fees for Charity Stalls	To address the charges for charity stalls.	Community Engagement Officer
	Community Repair Café Proposal	To consider a request from Arlesey Town Council to form a Community Repair café.	Democratic Services Manager
	Stotfest: Silent Disco Proposal	To consider a proposal for a Silent Disco after the end of Stotfest.	Community Engagement Officer
	Delegated Decisions	To receive the Clerk's list of Delegated Decisions relating to this Committee as per the Scheme of Delegation.	Town Clerk

<b>Decision Date</b>	<b>Responsible Committee</b>	<b>Contractor/Service Provider</b>	<b>Reason/Authority</b>	<b>Financial Implication</b>	<b>Consultation (if any)</b>	<b>Outcome/Action</b>
20/02/2025	Community Engagement	WF Security	Security for Stotfest	£2,176.00		Delegated Authority from CE Committee
20/02/2025	Community Engagement	21CC	VE Day Beacon	£549.00		Delegated Authority from CE Committee
20/02/2025	Community Engagement	Strawberry Fields	Stage for Stotfest	£2,500.00		Delegated Authority from CE Committee
20/02/2025	Community Engagement	Zulu Safety	First aid for Stotfest	£1,840.00		Delegated Authority from CE Committee
20/02/2025	Community Engagement	Zulu Safety	First Aid for VE Day	£130.00		Delegated Authority from CE Committee
20/02/2025	Community Engagement	Dan Allan	Compere for Stotfest	£250.00		Contractor instructed

# Table of contents

19/03/2025 19:00 - 20:00

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1. - APOLOGIES FOR ABSENCE 4

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2. - DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS 4

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3. - PUBLIC SECTION (MAX. 15 MINUTES) 4

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4. - MINUTES OF THE PREVIOUS MEETING 4

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## **Attachments**

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