



**MINUTES OF THE MEETING OF THE GOVERNANCE & RESOURCES COMMITTEE HELD ON WEDNESDAY 29<sup>th</sup> MAY 2024 IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG AT 19:00**

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Committee Members present: Cllr S Buck (Chairperson), Cllr J Smith (Vice-Chairperson), Cllr S Hayes, Cllr M Cooper, Cllr J Headington, Cllr B Saunders, Cllr J Talbot, Cllr S Dhaliwal, Cllr D Matthews.

Also present:

E. Payne – Town Clerk  
S. van der Merwe – Democratic Services Manager

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**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

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

No disclosures were made and there were no requests for dispensations.

**3. PUBLIC SECTION**

There were no members of the public present.

**4. MINUTES OF THE PREVIOUS MEETING**

The Minutes of the previous Establishment Committee Meeting held on 13<sup>th</sup> March 2024 were received and it was **RESOLVED** to **ADOPT** them as a correct record of the meeting.

**5. ELECTION OF THE VICE-CHAIRPERSON**

Following nominations by Members, it was **RESOLVED** that Cllr J Smith be Vice-Chairperson for the forthcoming year.

**6. TERMS OF REFERENCE**

Members reviewed the Terms of Reference.

It was **RESOLVED** to **RECOMMEND TO FULL COUNCIL THAT** the amended Terms of Reference for the Governance & Resources Committee are adopted.

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

Cllr Headington requested that "Chairman" and "Vice-Chairman" be corrected to "Chairperson" and "Vice-Chairperson" going forward.

**8. REPORTS TO COMMITTEE**

**8.1 Outsourcing Payroll**

Members were advised the Finance Officer's position is a part-time position, but she works overtime when the need arises and schedules holidays to be able to process payroll. Members were in support of the proposal to outsource the payroll and asked for:

a) a breakdown of the current hours spent on this function and the cost to the Council,

b) for the Town Clerk to ask the remaining contractors to quote for the pension calculations.

Members **RESOLVED** to defer this matter to the next Governance & Resources Committee meeting on 24<sup>th</sup> July 2024.

## 8.2 Civic Regalia

Members discussed whether the Council's Standing Orders should include a limit to the number of times Councillors can be a Mayor or Deputy Mayor for succession planning reasons. Member asked for a review of the Standing Orders in order to bring the discussion regarding limitation of mayoral elections.

Members preferred the option of a Consort's ribbon in the form of a brooch and asked Officers to bring artwork and costs to the next Governance & Resources Committee meeting on 24<sup>th</sup> July 2024.

It was **RESOLVED** that:

- a) *The Town Council would purchase a new double-strand Mayoral Chain with engravable discs; and*
- b) *a new Deputy Mayoral disc would be added to the re-purposed current Mayoral Chain of Office.*
- c) *A review of Standing Orders would be undertaken regarding the number of times a Councillor can be Mayor.*

## 8.3 Grant Application and Policy

Members reviewed the amended Grant Application Form and the Policy.

Members requested that Officers replace "*Please state how many members of the Stotfold Community will benefit from the funds you are requesting*" with "*How does Stotfold benefit from the work your organisation undertakes?*".

Members were advised this new application process will be added to the Town Council's website for online applications going forward.

It was **RESOLVED** that:

- a) *any grant funding monies unspent in a financial year should be rolled over to an earmarked fund.*
- b) *All suggested corrections to the Grant Funding Guidance Note and the Grant Application Form be carried through*
- c) *the Grant Application Policy is adopted*

## 8.4 Defibrillator Grant

The Rooms have requested funding to put towards the purchase of a defibrillator and Members were advised it will be placed outside the building for easy access. The next closest defibrillator is inside the Co-Op building and therefore inaccessible after trading hours. Cllr Buck stated the management of The Rooms has agreed to cover the cost of the installation fees.

The Town Clerk confirmed this defibrillator will be recorded on an online defibrillator management site which allows for technical monitoring of the defibrillator and its pads/equipment. The Rooms have agreed to monitor the defibrillator and replace any of the parts where necessary.

It was agreed that the Town Clerk engages with BT Assets to apply to turn the telephone box opposite 22 Baldock Road into a defibrillator site.

It was **RESOLVED**:

- a) To approve a grant award of £1,500 to The Rooms for a defibrillator, on the understanding that a completed Grant Application is received by the Town Clerk.**
- b) For Officers to investigate whether the BT would consider a proposal to turn the old BT Telephone Kiosk on Baldock Road into a defibrillator point.**

#### **8.5 SLCC National Conference**

It was **RESOLVED** that:

***The Town Clerk attends the National Conference on 8<sup>th</sup> to 9<sup>th</sup> October 2024 on the gold package option.***

#### **8.6 IDB Co-Working with Stotfold Town Council**

The Internal Drainage Board (“IDB”) approached the Town Council to request assistance from the Town Rangers with various tasks related to water courses running through Stotfold. The Town Clerk advised Members that IDB will provide training to the Town Rangers related to the work, and the work will not involve them entering the water at all.

It was agreed that the Town Clerk should make a request of the IDB that the same training be offered to the Stotfold Community Emergency Response Team.

It was **RESOLVED** that:

***The Town Council approves the request for assistance from the IDB provided the Town Rangers are properly trained to deal with the work allocated and only between 08:00 and 16:00 Monday to Friday. The IDB will maintain responsibility for actionable items outside of those hours/days.***

#### **8.7 Insurance Renewal**

Members received a report regarding the renewal of the Town Council’s insurance schedule. It was noted that due to the short notice before the renewal date, the Town Clerk had renewed the insurance at its current level. Members requested the Town Clerk to contact Surveyors to commence a review on the Town Council’s assets.

It was **RESOLVED**:

***That the Town Clerk will renew the insurance policy for the 2024 – 2025 financial year.***

#### **8.8 Financial Regulations**

Members noted a section of text missing at Item 1.7 on the “financial regulations” page and the Town Clerk will contact BAPTC to request the information.

Members noted the extra work for the Town Clerk every year to review the Financial Regulations in advance of approving the AGAR (Item 2.4).

Regarding Item 3.2, Members discussed a cyclical programme for maintenance and that it is essential to put aside enough funding into earmarked reserves to deal with assets maintenance. It was agreed that the Town Council’s banking arrangements are brought to a future meeting.

It was **RESOLVED** to:

- a) *Defer the review of the Financial Regulations until such time as the missing section is resolved.*
- b) *Approve the issue of a credit card to the Public Realm Manager and to the Democratic Services Manager.*
- c) *The credit card limit should be increased to £5,000 across all three cards.*

#### **8.9 Copier / Shredder Replacement**

Members **NOTED** the replacement of the office equipment.

It was **RESOLVED** that:

*The Town Council pay the rental fee on an annual basis and to offer the current reprographics machine and shredder to a local charity, after the memory has been wiped and the machine serviced.*

#### **8.10 Appointment of Internal Auditor**

Members received a report on the appointment of a new internal auditor. It was **RESOLVED** to:

*Seek quotations for an Internal Auditor with quotes to be considered by this Committee on 24<sup>th</sup> July 2024. This would on a one-year basis, with the option to extend to three years.*

#### **9. WORK PROGRAMME**

The Work Programme was **NOTED**.

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

There were no items for information for this Committee.

#### **11. DATE OF NEXT MEETING**

Wednesday 24<sup>th</sup> July 2024.

#### **12. CONFIDENTIAL ITEMS**

It was **RESOLVED** to exclude the press and public for the consideration of the following item under the Public Bodies (Admissions to Meetings) Act 1960:

**12.1 Staff Update**

Members received a staff update from the Town Clerk. Members noted the report.

The meeting closed at: 20.05.

**SIGNED BY CHAIRMAN:** \_\_\_\_\_

**MINUTES APPROVED (date):** \_\_\_\_\_