



**MINUTES OF THE MEETING OF GOVERNANCE & RESOURCES HELD ON WEDNESDAY 23 OCTOBER 2024 AT 19:15 STOTFOLD TOWN COUNCIL, GREENACRE CENTRE, STOTFOLD SG5 4HG**

**Present:** Cllrs S Buck (Chair), J Smith (Vice-Chair), M Cooper, S Dhaliwal, S Hayes, D Matthews, B Saunders, and J Talbot.

**Also present:**

E. Payne – Town Clerk

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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**

There were no Members of the Public present.

**4 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 2<sup>nd</sup> October 2024 were received.

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

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

The Clerk presented a verbal update on the submitted written report, including advising the Committee that the NJC salary negotiations had been completed, which will be reported to the next meeting.

**6 REPORTS TO COMMITTEE**

**6.1 Code of Conduct**

Members received a report with a review of the Code of Conduct.

**DECISION: It was RESOLVED to recommend to Full Council that the Code of Conduct is re-adopted.**

**6.2 Member & Officer Protocol**

Members received a proposed Member and Officer Protocol.

**DECISION: It was RESOLVED to recommend to Full Council that the Member & Officer Protocol is adopted.**

**6.3 Budget 2025 - 2026**

Members received a proposed budget for 2025 - 2026. Members were advised that the relevant committees had considered these figures. CBC have not yet advised the Town Clerk what the council tax base will be. There is also an unknown matter of employer's NI contribution with the budget on 30 October 2024.

**DECISION: It was RESOLVED:**

- a) That any unspent budget for tree works to be moved into EMR.
- b) To defer budget approval until CBC provides the council tax base.
- c) To submit the budget to Full Council on 4<sup>th</sup> December 2024 after receiving this information.

**7 MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY**

There were no items for information only.

**8 WORK PROGRAMME**

Members received the Work Programme for this Committee.

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

**9 DATE OF NEXT MEETING**

Wednesday 18<sup>th</sup> December 2024.

**10 CONFIDENTIAL ITEMS**

**DECISION: It was RESOLVED that In accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.**

**10.1 VAT Liability**

Members received a confidential report on opting to tax for the Greenacre Centre.

**DECISION: It was RESOLVED to register the Greenacre Centre to levy VAT on hall hire invoices.**

The meeting closed at 19:53

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

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