



**MINUTES OF THE MEETING OF GOVERNANCE & RESOURCES COMMITTEE  
MEETING HELD IN COUNCIL CHAMBER, GREENACRE PARK, VALERIAN WAY,  
STOTFOLD SG5 4HG ON WEDNESDAY 22 JANUARY 2025 AT 19:15**

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

**In Attendance:** Cllr Bendell

**Also present:** E. Payne – Town Clerk

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**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Headington.

**DECISION:** It was **RESOLVED** to accept apologies.

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

There were no disclosures of interests.

**3. PUBLIC SECTION**

There were no Members of the Public present.

**4. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 23<sup>rd</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 COMMITTEE MINUTES, FOR INFORMATION**

There was no Clerk's Report to note.

**6. REPORTS TO COMMITTEE**

**6.1. Q2 Income and Expenditure Report**

Members received a report with the Q2 income and expenditure for this committee. There were no comments.

**DECISION:** It was **RESOLVED** to note the report.

## 6.2. Developer Contributions S106

Members received a report regarding Developer Contributions. Members considered the update to the Terms of Reference for this committee to include responsibility for the management of this function. Members were keen to see other areas of the town accessing these funds e.g. The Green or Hitchin Road recreation ground. The festoons around the Green could be met from S106 funding. Members raised the lack of funding to finish off the Arlesey Road MUGA and suggested additional flood lighting at the outdoor gym at this location. Other assets could be benches and bin at Arlesey Road.

Members noted the other areas where funding had already been suggested by the Town Council.

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

- a) That the Terms of Reference for this committee are updated to include the management and allocation of S106 funding.
- b) The committed S106 funding allocations as agreed by CBC are noted.
- c) The proposed allocations for S106 funding as proposed by the Town Council are noted.
- d) That future S106 funding could be allocated to:
  - i. the provision of benches and bins at Arlesey Road
  - ii. Flooding lighting at the outdoor gym at Arlesey Road
  - iii. Festoon lighting at the Green

## 6.3. Banking Arrangements

Members received a report on the banking arrangements of the Town Council. It noted that there are currently no balances in a number of Barclays Bank accounts. Members were advised that currently, when the precept is received (in two sums in April and September), it sits in the Unity Trust account, earning 2.5% gross interest. Members were advised that this should be invested in a different account, with a higher level of interest to maximise the income from interest.

It also noted the amount of interest being earned by the CCLA Deposit Fund which was greater than the other suggested investment funds. However, due to the risk to investments and the use of public funds, Members felt that the recommendation to seek professional advice was prudent.

### **DECISION: It was RESOLVED to:**

- a) Note the current banking arrangements
- b) Close 4 Barclays Bank Account listed in the report with zero balances
- c) Seek professional advice on investments and report to a future meeting.
- d) Investigate the CCLA Building Fund and report to a future meeting.

## 6.4. Health and Safety Audit

Members received an update on the latest health and safety audit, which was completed by the health and safety consultant in October 2024. The progress from the previous audit was noted and the new areas for improvement including the management of asbestos were considered.

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

- a) **Note the health and safety audit**
- b) **Note the progress to date**

**6.5. Councillor and Staff Training 2024-25**

Members received a report outlining Councillor and staff training undertaken to date. Members noted the training undertaken to date and the suggestion that all councillors are given access to finance, cyber security, assets and code of conduct training which is outlined in the Training and Development Policy. It was also noted that new Councillors are able to attend the new Councillor training when it's offered by the county association.

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

- a) **To note the report**
- b) **To encourage all councillors to attend training when they felt it would support their role.**

**6.6. Sexual Harassment Policy and Risk Assessment**

Members received a report with a policy and risk assessment for sexual harassment which is now a legal requirement.

**DECISION:** It was **RESOLVED** to recommend to Full Council that the **Sexual Harassment Policy and Risk Assessment** is adopted.

**6.7. Freedom of Information**

Members received a suite of policies to support the Freedom of Information Act and the Town Council's obligations to abide by policies for transparency and access to information by the public.

**DECISION:** It was **RESOLVED** to recommend to Full Council that

- a) **The following are adopted:**
  - i. **Information and Data Protection Policy**
  - ii. **Privacy Notice**
  - iii. **Publication Scheme**
  - iv. **Subject Access Request**
  - v. **Data Breach Policy**
- b) **The Disclosure Log is published on the website.**

**6.8. NJC Pay Award 2024-25**

Members received a report on the settlement of the pay award for 2024-26.

**DECISION:** It was **RESOLVED** to note the report.

**6.9. Bank Reconciliations**

Members were advised that Cllr Cooper had signed the bank reconciliations for October and November.

**7. WORK PROGRAMME**

Members received the work programme for this committee.

**DECISION:** it was **RESOLVED** to note the report.

**8. MEMBER’S ITEMS FOR INFORMATION PURPOSES ONLY**

There were no items.

**9. DATE OF NEXT MEETING**

Extra Governance & Resources Committee 12<sup>th</sup> February 2025

Wednesday 2<sup>nd</sup> April 2025

**10. CONFIDENTIAL ITEMS**

**10.1. HR Investigation**

Members received a confidential item with quotations for an HR investigation. Members sought clarification on where the report would be received and as it had been agreed by the Extra Full Council meeting on 18 December 2024, it would be reported to Full Council. Members were also keen that the interviews were held in person and noted that this would incur mileage costs.

**DECISION:** It was **RESOLVED** to commission Contractor A, Local Government Resource Centre to undertake the HR investigation at a cost of £500 per day plus Employers NI, expenses and VAT.

**10.2. Staff Recruitment**

Members received a confidential report on the recruitment of staff.

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

- a) Recruit the position of Public Realm Manager as outlined in the report.
- b) Recruit the position of Open Spaces Officer as outlined in the report.
- c) Approve the new staff structure
- d) Approve the timescale for recruitment
- e) Appoint an interview panel with delegated powers to appoint the Public Realm Manager comprising of The Mayor, the Town Clerk and Cllr Hyde, or in their absence, Cllr Smith.

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

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