

STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
01462 730064 enquiries@stotfoldtowncouncil.gov.uk



29 May 2025

Members of Stotfold Town Council:

Cllr S Buck (Mayor), Cllr J Smith (Deputy Mayor), Cllr L Anderson, Cllr J Bendell, Cllr M Cooper, Cllr S Hayes, Cllr J Headington, Cllr D Matthews, Cllr J Talbot

You are hereby summoned to attend the **Governance & Resources Committee** meeting to be held in the **Greenacre Centre, Valerian Way, Stotfold** on **Wednesday 4 June 2025 at 7.30pm** for the purpose of transacting business detailed in the agenda.

Central Bedfordshire Council Ward Members, representative of the press and electorates of Stotfold, for information.

E Payne
Town Clerk

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 or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

The seven principles of public life

Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

AGENDA

1. APPOINTMENT OF CHAIR AND VICE CHAIR

To receive nominations for the position of Chair and Vice Chair of the Governance & Resources Committee

For Decision

2. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence from Members of the Committee.

For Decision

3. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Members are reminded of their obligations to declare interests in accordance with the Code of Conduct. The Town Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a Councillor's interest, the Councillor has the responsibility to declare that interest in accordance with the adopted Code of Conduct.

- a. To receive Member's declarations of interest in items on the agenda.
- b. To consider any requests for dispensations.

For Decision

4. PUBLIC SECTION

Members of the public to speak are entitled to be at this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1, extended by the Local Government Act 1972, Section 100 unless precluded by the Council by resolution during the whole or part of the proceedings. 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

5. MINUTES OF PREVIOUS MEETING

To approve the minutes of the Governance & Resources Committee meeting held on 2 April 2025 as a true record of the meeting.

For Decision

6. CLERK'S REPORT

To receive the Clerk's report and tracker for this committee.

For Information

7. REPORTS TO COMMITTEE

7.1. Internal Auditor

To review the appointment of the Internal Auditor and recommend to Full Council that their contract is extended.

For Decision

7.2. Policy Adoption

Members are asked to consider the following policy and recommend its adoption to Full Council:

- Anti Fraud and Corruption Policy

For Decision

7.3. Policy Review



**MINUTES OF THE MEETING OF GOVERNANCE & RESOURCES COMMITTEE
HELD AT THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON
WEDNESDAY 2 APRIL 2025 AT 19:00**

Present:

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

Also Present:

E Payne - Town Clerk
1 Member of the Public

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Talbot.

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

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interests.

3. PUBLIC SECTION

There were questions asked.

4. MINUTES OF PREVIOUS MEETING

The minutes of the Governance & Resources Committee meeting held on 12th February 2025 were presented for approval.

DECISION: The minutes of the Governance & Resources Committee meeting held on 12th February 2025 were approved unanimously.

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

The Clerk reported that there was no correspondence received and no matters arising from previous council minutes that needed to be addressed.

6. REPORTS TO COMMITTEE

6.1. Policy Review

The committee reviewed amended policies including the Grants Policy, Credit Control and Bad Debt Policy, and Equality and Diversity Policy. Members discussed these policies briefly and a proposal was made to recommend their adoption by the Full Council. The proposal was seconded and approved unanimously.

DECISION: It was **RESOLVED** to recommend to Full Council that the following policies are adopted:

a) Amended Grants Policy



- b) Credit Control and Bad Debt Policy
- c) Equality and Diversity Policy.

6.2. Policies for Adoption

The committee considered new policies, namely the Vexatious Policy and Internal Control Statement. Councillor Smith pointed out a typo under section 4.2, which was noted for correction. A proposal was made to recommend these policies for adoption by the Full Council, seconded, and approved unanimously.

DECISION: It was **RESOLVED** to recommend to Full Council that the following policies are adopted:

- a) Vexatious Policy
- b) Internal Control Statement

6.3. Financial Regulations

The updated Financial Regulations were reviewed by the committee. Members noted the updates to the regulations which related to the Procurement Act.

DECISION: It was **RESOLVED** to recommend to Full Council that Financial Regulations are adopted.

6.4. Staff Handbook

The new staff handbook from Worknest was presented to the committee. Additionally, a neonatal leave policy had been circulated separately mentioned, which will be incorporated into the handbook.

DECISION: It was **RESOLVED** to note the new staff handbook.

6.5. Performance Management

Members considered a report updating them on the staff's performance management. Members noted that all staff had achieved a satisfactory performance review.

DECISION: It was **RESOLVED** to note the performance management has been undertaken

6.5 Staff Performance - Sickness Absence and Holiday Leave

A report on staff performance, specifically focusing on sickness absence and holiday leave, was received. The committee noted the information provided, including the impact of long-term sickness absence on overall statistics.

DECISION: It was **RESOLVED** to note the sickness absence and holiday level report.

6.6. Bank Reconciliations

The committee acknowledged that the bank reconciliations for January and February had been signed off by Cllr Cooper.



DECISION: It was RESOLVED to note the bank reconciliations for January and February have been signed.

7. MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY

There were no items raised.

8. WORK PROGRAMME

The work programme for the committee was noted. Members were invited to add any items to the programme, with Cllr Headington expressing interest in being involved in the driving policy.

DECISION: It was RESOLVED to note work programme.

ACTION: Town Clerk to liaise with Cllr Headington regarding the driving policy.

9. DELEGATED DECISIONS

The Town Clerk's delegated decisions were noted.

Decision: It was RESOLVED to note the delegated decisions report.

10. DATE OF NEXT MEETING

The date of the next meeting was to be confirmed once the calendar of meetings was ratified.

11. CONFIDENTIAL ITEMS

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, were excluded from the meeting due to the confidential nature of the business to be transacted.

11.1. Staff Recruitment

A confidential report on staff recruitment was received. Members asked the Town Clerk to investigate other alternatives for the Facilities Officer role which were discussed at the meeting.

DECISION: Alternative facilities management options to be considered at the next meeting.

ACTION: Town Clerk to investigate further facilities management options.

The meeting closed at 19:33

SIGNED BY CHAIR:

MINUTES APPROVED (date):

Group Democratic Services
Last Updated 29/05/2025 14:14

Due	Meeting Date	Meeting	Task	Assigned	Status	Task Description
26/06/2025	02/04/2025	Governance & Resources Committee Meeting	Town Clerk to liaise with Cllr Headington regarding the driving policy.		Not Started	
	22/01/2025	Governance & Resources	S106 allocations	Emma Payne,Susan Riley		Note future allocations for S106 funding a) Benches and bins at Arlsey Road b) Flooding lighting at outdoor gym, Arlesey Road c) Festoon lighting at The Green
31/10/2025					Not Started	
02/06/2025	22/01/2025	Governance & Resources	H&S audit	Emma Payne	Not Started	All actions from H&S Audit

STOTFOLD TOWN COUNCIL

COMMITTEE: GOVERNANCE AND RESOURCES

MEETING DATE: 4 JUNE 2025

REPORTING OFFICER: EMMA PAYNE, TOWN CLERK

REPORT TITLE: APPOINTMENT OF INTERNAL AUDITOR

1. PURPOSE OF THE REPORT

- 1.1 This report is to ask Members to extend the contract for the Internal Auditor for a further 2 years.

2. RECOMMENDATION

- 2.1 Members are asked to resolve to recommend to Full Council that the contract for the internal auditor awarded to Parish and Town Auditing Services (PATAS) is extended for a further two years, expiring after the end of year audit for period 2026-27.

3. BACKGROUND

- 3.1 Members may want to refer to the previous reports regarding this matter:

24 July 2024 [6.3 Appointment of Internal Auditor.docx](#)

29 May 2024 [8.10 Appointment of Internal Auditor.docx](#)

- 3.2 The decision of this committee at their meeting held on 24 July 2024 was to appoint Parish and Town Auditing Services for an initial 1-year contract, to be extended to 3 years in total.

6.3 Appointment of Internal Auditor

Members received quotations for the appointment of an internal auditor. Members queried why the proposed internal auditors were not based locally and were advised that it is about having an internal auditor who is suitably competent to undertake the role. The Clerk had used the Internal Auditing Services website to obtain these quotations.

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

Appoint Parish and Town Auditing Services as the Town Council's Internal Auditor for 1 year, with an option to extend to 3 years in total at a cost of £700 per annum.

- 3.3 At the time of writing this report, PATAS have undertaken an interim internal audit, and are due to undertake the end of year audit w/c 2 June 2025. The interim internal audit can be found on the website [Interim Internal Audit 2024-25](#)

4. FINANCIAL IMPLICATIONS

- 4.1 The cost per audit from PATAS is £700. There is a budget for internal and external audits (61/612) of £3,200. This includes the external audit.
- 4.2 The fee for the external audit is set by the Smaller Authorities Audit Appointments Ltd (SAAA) is for the turnover of the town council is set at £2,100 if the income and expenditure exceeds £1m. Additional questions are charged
- 4.3 If 4.2 is confirmed, then the budget will be exceeded by £300 if there are no additional charges.

5. IMPLICATIONS

Strategic Plan	N/A
Risk management	Regular review of internal auditor appointment.
Legal	Accounts and Audit Regulations 2015
Resources/Stakeholders	Officers
Financial Implications	Budget in situ
Contracts/Procurements	Contract to be agreed.
Crime and Disorder	N/A
Biodiversity and environment	N/A
Equalities	N/A
Residents Impact Assessment	Residents have the right to view the accounts and can seek additional information from the external auditor, which incurs a charge paid for by the town council.
Sustainability/Climate Impact	N/A
Data Protection and Privacy	N/A.

STOTFOLD TOWN COUNCIL

COMMITTEE: **GOVERNANCE AND RESOURCES**

MEETING DATE: **4 JUNE 2025**

REPORTING OFFICER: **EMMA PAYNE, TOWN CLERK**

REPORT TITLE: **POLICY ADOPTION**

1. PURPOSE OF THE REPORT

- 1.1 This report outlines a proposed Anti-Fraud and Corruption Policy for implementation by the Town Council.

2. RECOMMENDATION

- 2.1 Members are asked to review the policy and recommend its adoption to Full Council.

3. BACKGROUND

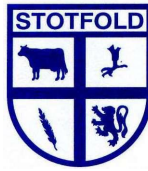
- 3.1 The Anti-Fraud and Corruption Policy is designed to promote high ethical standards, encourage prevention, and promote detection of fraud and corruption within the Council. The policy outlines the responsibilities of the Town Clerk, employees, and Members in preventing and addressing fraud and corruption.
- 3.2 It also defines key terms such as fraud, corruption, theft, money laundering, and bribery, and provides guidelines for reporting and investigating suspected fraudulent activities.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications of this policy.

5. IMPLICATIONS

Strategic Plan	N/A
Risk management	Part of internal control
Legal	Fraud Act 2006; Bribery Act 2010
Resources/Stakeholders	Officers, Members
Financial Implications	N/A
Contracts/Procurements	N/A
Crime and Disorder	Fraud Act 2006; Bribery Act 2010
Biodiversity and environment	N/A
Equalities	N/A
Residents Impact Assessment	N/A
Sustainability/Climate Impact	N/A
Data Protection and Privacy	N/A



STOTFOLD TOWN COUNCIL

ANTI-FRAUD & CORRUPTION POLICY

1. Introduction

- 1.1 Stotfold Town Council is committed to preventing fraud and corruption, whether from external sources or within the organisation. This policy promotes high ethical standards, encourages prevention, and supports effective detection.
- 1.2 The Town Clerk, as Section 151 Officer under the Local Government Act 1972, is responsible for ensuring sound financial arrangements and advising on the legality of Council decisions. All employees must follow Council policies to ensure transparency and compliance.
- 1.3 Any allegations of fraud, corruption, or theft will be investigated thoroughly and dealt with consistently and proportionately.

2. Definitions

- **Fraud:** Includes false representation, failure to disclose information, and abuse of position (Fraud Act 2006). Related offences include deception, theft, bribery, and embezzlement.
- **Corruption:** The misuse of one's position for personal gain, including offering or accepting inducements.
- **Theft:** Dishonest appropriation of property with the intent to permanently deprive the owner.
- **Money Laundering:** Concealing the origins of illegally obtained money.
- **Bribery:** As defined in the Bribery Act 2010, includes offering, receiving, or failing to prevent bribes. The Council must have procedures to mitigate these risks.

3. Reporting Procedure

- 3.1 The Council's expectation is that Members and employees at all levels will comply with Standing Orders, Financial Regulations and Council Policies.
- 3.2 The Council recognises that the primary responsibility for the prevention and detection of fraud rests with management. It is essential that employees of the Council report any irregularities, or suspected irregularities to the Town Clerk.
- 3.3 The Town Clerk will, depending on the nature and anticipated extent of the allegations, determine how the allegations are to be investigated. The Town Clerk will then determine the method of further investigation and will then initiate an investigation team where appropriate. The Town Clerk will:
 - Determine the appropriate investigation method.
 - Record and secure all evidence.
 - Notify relevant authorities (e.g. Police, insurers).
 - Implement disciplinary procedures if necessary.

The Council will co-operate with Internal and External audit, HMRC, and relevant bodies.

4. Culture and Prevention

- 4.1 The Council expects all individuals and organisations associated with it to act with integrity. Employees and Members must lead by example and report concerns confidentially.
- 4.2 Preventative measures include:
- Rigorous recruitment checks.
 - Adherence to Council policies and professional standards.
 - Maintenance of robust internal controls and risk management systems.
 - Compliance with the Members' Code of Conduct.

5. Cyber Security and Financial Vigilance

- 6.1 All employees should be vigilant against digital threats such as phishing, ransomware and social engineering could be used for money laundering and illicit requests for money through e-mails.
- 6.2 Any Service that receives money from any external person or body is potentially vulnerable to a money laundering operation. The need for vigilance is vital and if there is any suspicion concerning the appropriateness of the transaction then advice must be sought.
- 6.3 E-mail scams can take the form of either requests for personal financial information such as bank account details or a suggestion of the depositing of funds for money laundering purposes. Employees are advised to forward the email to the Town Clerk and to then immediately delete the email without responding or copying the email to any other person.
- 6.4 The Town Clerk will decide what further action, if any, needs to be taken, including possible referral to the police.

6. Detection and Investigation

- 7.1 Internal controls have been established for financial and other systems within the Council. They are designed to prevent fraud and provide indicators of any fraudulent activity. We also rely on employees, Members, and the public to be alert and to report suspicion of fraud and corruption.
- 7.2 The Town Clerk will be expected to act in accordance with the Council's Disciplinary Procedures where the outcome of the investigation indicates improper behaviour. They will be responsible for referring the matter to the police.

7. Reporting Arrangements and Post Investigation

- 7.1 Where a suspected irregularity is material or could seriously affect the reputation of the Council then the Members must be informed of this by the Town Clerk.
- 7.2 The format and content of reports to the Council will depend on the nature of the alleged fraud. While these reports are confidential, they may need to be shared with relevant parties such as the police, officers, or Members. Reports may be oral or written, and either interim or final. Typically, a preliminary investigation is followed by a brief report, which may recommend a more detailed inquiry. Interim updates may be issued as needed, but the final report will supersede all others and form the basis for the Town Clerk's actions..
- 7.3 For major incidents of fraud or corruption, the Town Clerk will present a summary report to Members in a closed session within six months of the final investigation report. This summary

will outline the area investigated, findings, actions taken to prevent recurrence, any financial losses, and recovery efforts. As Section 151 Officer, the Town Clerk will also include a summary of control issues from completed investigations in the annual report to Members, informed by Internal Audit. Depending on the case, informal briefings may also be provided to officers and Members.

- 7.4 The Council will want to see that following an investigation action is taken to minimise future occurrence. This may be a change in the management of specified area, IT systems, procedures in place and the retraining of employees.

8. Training

- 8.1 The Council supports ongoing training for Members and staff, particularly those in control roles, to ensure awareness of fraud risks and procedures.

9. Conclusion

- 9.1 The Council maintains a strong framework of systems and procedures to combat fraud and corruption. These will be regularly reviewed to ensure they remain effective and up to date.

Document History

Date Adopted	May 2025	Reviewed against best practice through SLCC and NALC
Date for Review	May 2027	

To review the following policies and recommend their re-adoption by Full Council:

- Operation London Bridge
- Document Management and Retention Policy

For Decision

#operationlondonbridge #documentmanagement

7.4. Town Council Investments

To consider a proposal for investment advice.

For Decision

7.5. Bank Mandate

To resolve to add Cllr Bendell to the bank mandate for Unity Trust (verbal report)

For Decision

8. BANK RECONCILIATIONS

To note that the bank reconciliations have been signed by a Councillor.

For Information

9. MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

For Information

10. WORK PROGRAMME

To note the work programme for this committee.

For Information

11. DELEGATED DECISIONS

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

For Information

12. DATE OF NEXT MEETING

Wednesday 30 July 2025.

For Information

13. CONFIDENTIAL ITEMS

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.

For Decision

13.1. Facilities Management

To consider a confidential report on the management of the town council's built assets and their compliance.

For Decision

13.2. Community Engagement Support

To consider a confidential matter regarding additional support for community engagement.

For Decision

STOTFOLD TOWN COUNCIL

COMMITTEE:	GOVERNANCE AND RESOURCES
MEETING DATE:	4 JUNE 2025
REPORTING OFFICER:	EMMA PAYNE, TOWN CLERK
REPORT TITLE:	POLICY REVIEW

1. PURPOSE OF THE REPORT

- 1.1 Regular review of the Council's policies ensures they remain compliant with legal requirements and reflect current best practice.

2. RECOMMENDATION

- 2.1 Members are asked to recommend to Full Council that the following policies are re-adopted:
- a) Operation London Bridge
 - b) Document Retention

3. BACKGROUND

- 3.1 The Document Management and Retention Policy outlines the procedures for managing and retaining Council documents. Given the evolving legal landscape and the increasing importance of data protection, it is crucial to ensure that this policy is up to date. Similarly, the policy relating to the death of the monarch must be reviewed regularly to ensure that it reflects current protocols and respects the significance of such an event.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications in the implementation of these policies.

5. IMPLICATIONS

Strategic Plan	N/A
Risk management	Risk of GDPR breach Risk to reputation.
Legal	Data Protection Act 2018; UK General Data Protection Regulations (UK GDPR); Freedom of Information Act 2000; Public Records Act 1958; VAT Act 1994; Audit Commission Act 1998; Local Government Act 1972, S225
Resources/Stakeholders	Officers, Residents, Employees
Financial Implications	Budgetary implications for disposal of documents
Contracts/Procurements	Not known at present
Crime and Disorder	N/A
Biodiversity and environment	N/A
Equalities	Equalities Act
Residents Impact Assessment	Handling of resident's data
Sustainability/Climate Impact	Reduce reliance on paper
Data Protection and Privacy	Data protection

STOTFOLD TOWN COUNCIL

MOURNING PROTOCOL

SECTION 1 – SENIOR NATIONAL FIGURES AND HOLDERS OF HIGH OFFICE

1.1 Members of the royal household

- HM The King
- HM The Queen
- HRH The Prince of Wales
- HRH The Princess of Wales
- HRH The Duke of Cambridge
- HRH The Duchess of Cambridge
- HRH Prince George of Wales
- HRH Princess Charlotte of Wales
- HRH Prince Louis of Wales
- HRH The Duke of Sussex
- HRH The Duchess of Sussex
- HRH The Duke of York
- HRH The Duke of Edinburgh
- HRH The Princess Royal

1.2 Local or other holders of high office

- The Prime Minister
- Serving Member of Parliament for
- A serving Mayor of Stotfold Town Council
- A serving Member of Stotfold Town Council

SECTION 2 – IMPLEMENTATION OF THE PROTOCOL ON HEARING OF THE DEATH

Action required	Authorised by	Other notes
Stotfold Town Council's Mourning Protocol will be implemented on the formal announcement of the death of any one of those persons named in Section 1	Implementation will be authorised by the Town Clerk, or in their absence, a delegated officer of the Council	

SECTION 3 – FLAG FLYING

Action required	Implemented by	Other notes
Immediately, at the request of the Town Clerk, the Union Flag will be lowered to half-mast at the Greenacre Centre	Town Ranger or in their absence, a delegated officer of the Council	See Appendix A for the correct procedure for flying a flag at half-mast If the death falls on St George's Day or the period of mourning includes St George's Day, the flag of the Patron Saint should be replaced by the Union Flag at half-mast
Applicable only following the death of the Sovereign: On Proclamation (D+1) (the day following the death of the Sovereign when the new Sovereign is proclaimed) flags will – at 1100 – be raised to full mast and flown throughout the day at full mast. On the day following Proclamation Day (D+2) they will be returned to half-mast at 1300	Town Clerk's office to advise the Town Ranger	
On subsequent days: Following the death of the Sovereign or other members of the Royal Family identified in Section 1.1, flags will continue to be flown at half-mast until 0800 on the day following the funeral For all others identified in Section 1.2, flags will fly at half-mast on the day of the announcement of the death. On subsequent days, the usual local arrangements will resume (see note opposite), until the day of the funeral when they will again fly at half-mast	Town Clerk's office to advise Town Rangers	The funeral of the Sovereign will take place 10 days after the day of death. For other senior members of the Royal Family the number of days will be fewer. The phrase 'usual local arrangements' should be read as meaning that where a flag is usually flown it can, on the day following the funeral, again be flown at full mast. If no flag is usually flown, the flag can be taken down.

SECTION 4 – BOOKS OF CONDOLENCE

Action required	Implemented by	Other notes
<p>On the day following the announcement of the death of the Sovereign or The Prince of Wales, a Book of Condolence will be opened at the Town Council office – Greenacre Centre</p> <p>Consideration will be given at the time of each death on whether Books of Condolence should be opened for other members of the Royal Family</p> <p>Books of Condolence will be available at the Town Council Offices, Greenacre Centre, Valerian Way, Stotfold between 0900 and 1700 Monday to Friday and will remain open until the day following the funeral.</p> <p>A table and chair will be positioned in a suitable location at the Greenacre Centre. Book of Condolence (loose leaf) will be supplied by the Town Council as will a tablecloth and suitable photograph</p> <p>Flower arrangers to be invited to provide a small floral display</p> <p>St Mary's Church will also hold Books of Condolence, and the Church will be open extended hours</p>	Town Clerk's office	<p>Town Clerk's office to ensure that there is adequate paper available in the book. Pages that have been defaced or include offensive or other questionable comments should be quietly removed until such time as a decision can be taken by the Town Clerk on whether they should be permanently excluded.</p> <p>Downloadable images of the Royal Family are available from www.royal.gov.uk</p>
The Mayor will issue a statement via the Council office, expressing the sadness of the Council and the people of Stotfold at the news of the death of The statement will also appear on the Town Council's website	Statement to be issued by the Town Clerk, who will ensure copy appears on the home page of the Council's website	Guidance on the content of the statement is set out in Appendix 2

<p>The statement will confirm that flags are to be flown at half-mast and will give details of Books of Condolence. In the case of the death of the Sovereign or a member of the Royal Family it will also mention any arrangements for an e-Book of Condolence on the Royal website</p> <p>On the death of any other significant person, the Town Clerk will discuss with the Town Mayor whether an e-Book of Condolence should be opened on the Council's website</p>		
When the Book of Condolence has been closed, the Town Clerk will arrange for the pages to be bound and plan for the final bound version to be lodged	Town Clerk	

SECTION 5 – EVENTS DURING THE PERIOD OF MOURNING

Action required	Implemented by	Other notes
Review the programme of engagements undertaken by the Mayor to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood	The Mayor with the Mayor's Secretary in discussion with the Town Clerk	Consideration will also be given to working with local faith groups to arrange some sort of service on the eve of the funeral

SECTION 6 – PROCLAMATION DAY

Action required	Implemented by	Other notes
<p>The Proclamation will be read as follows:</p> <p>By the Mayor at 1600 on the day following Proclamation Day on the front of the Town Council Offices – Greenacre Centre</p> <p>All those listed in Appendix 3 to be invited to be present. All</p>	<p>Notification of the reading of the Proclamation to be given by the Town Clerk's office to those identified in Appendix 3</p> <p>Town Clerk's office to arrange microphone and speaker system</p>	<p>Wording of the Proclamation to be read out will easily be available from the Buckingham Palace website (www.royal.gov.uk) and the Privy Council website (www.privacy-council.org.uk)</p>

men to be dark lounge suit/jacket and trousers. Black tie. Reading of the Proclamation to be publicised.	facility for the reading of the Proclamation Town Clerk's office to ensure that the public are informed by way of a press release and item on the Council's website	
-----------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

SECTION 7 – DRESS CODE

Action required	Implemented by	Other notes
On the death of the Sovereign, the chain of office will not be worn by the Mayor and instead badges of office will be worn on black neck ribbons	The Town Clerk's office will have a stock of black ribbon	
On the death of the Sovereign, the Town Clerk's office staff shall wear appropriate colour clothing for mourning, as shall Council Members when attending to Council duties. If a Council meeting falls during the period of mourning, Councillors are to wear a black tie.	Town Clerk to organise	

SECTION 8 – MARKING A SILENCE

Action required	Implemented by	Other notes
Where the death of a senior member of the Royal Family is to be marked by a two-minute silence, Buckingham Palace will make an announcement Consideration will be given at the time of each death on whether a silence will be kept for other members of the Royal Family The Mayor will lead a public silence from the front of the Town Council Offices – Greenacre Centre unless otherwise stated by the current Mayor All those listed in Appendix 3 to be invited to be present. All	Town Clerk to ensure that the public are informed by way of a press release and item on the Council's website Town Clerk's office to arrange microphone and speaker system facility	

men to be in dark lounge suit/jacket and trousers. Black tie		
The public observing of silence to be publicised		

SECTION 9 – LETTERS OF CONDOLENCE

Action required	Implemented by	Other notes
As soon as practical, a letter of condolence will be drafted and circulated to the Mayor and the Town Clerk before dispatch	Town Clerk	

SECTION 10 – PUBLIC FLORAL AND OTHER TRIBUTES

Action required	Implemented by	Other notes
By agreement with St Mary's Church, a suitable space will be made at the Church for the placing of floral and other suitable tributes by members of the public	Vicar of St Mary's Church	A request is to be made for floral tributes to not include plastic/cellophane.
The location for the placing of tributes will be publicised, together with a date for removal of tributes	Vicar and Town Clerk to ensure public are informed by way of the Council's notice boards, website, and other social media The Town Clerk will provide appropriate signage directing members of the public to the Church for tributes	Consideration to be given to composting the flowers, and to planting a memorial tree using the composted floral tributes at a later date

APPENDIX 1

Flying flags at half mast

Authoritative information on flag flying can be found on the website of the Department for Culture, Media, and Sport.

Information is also carried on the website of the Flag Institute (www.flaginstitute), but bear in mind that the Institute is not an official body and whilst its guidance can assist, it does not carry the same weight as information from the Government.

Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45 degrees from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown unless their country is also observing mourning.

APPENDIX 2

Statement to be issued by the Mayor/Chair on the announcement of the death of a senior national figure or other prominent figure

The statement should begin with a suitable expression of the sadness of the Council on hearing the announcement.

It might go on to state that flags will be flown at half-mast.

If it is an occasion when Books of Condolence will be opened, then reference could be made to that.

When a decision has been taken on the civic head's programme of events and engagements it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, do not rush out a statement which commits the Council to action before that action has been discussed and has the necessary agreement from the Council leadership and Town Clerk.

APPENDIX 3

Those who might be invited to be present at the Reading of the Proclamation on the accession of a new Sovereign and at the Public Observance of a Two Minute Silence

The Mayor/Chair and all Members of the Council

Stotfold Town Council
Mourning Protocol

Date Reviewed: May 2025
Date to be reviewed: May 2027

Or after the death of the any member of the Royal Household mentioned in this policy

- Senior Council officers
- Deputy Lieutenants
- Past Mayors

The High Sheriff will have read the proclamation at County level but that does not prevent a Town Council from also inviting the High Sheriff to be present at a subsequent reading and that may be especially appropriate if the High Sheriff is a resident of the Town.

APPENDIX 4

Notes to accompany 'Marking the death of a senior national figure'

These notes offer guidance to local authorities on marking the death of a senior national figure. They set out the protocols to be observed on the death of the Sovereign, which involves the greatest number of ceremonial elements.

All parts of the protocol apply on the death of the Sovereign, beyond that implementation of the protocol is a matter to be decided locally.

The King will be given a State Funeral.

The Prince of Wales will be given a Ceremonial Royal Funeral.

Other members of the Royal family mentioned in this policy will be given Non-Ceremonial Royal Funerals.

High Sheriffs have responsibility for reading the Proclamation within their counties and so questions about that aspect of the arrangements can be directed to the local High Sheriff or Under Sheriff.

It might also be appropriate to use elements from this guidance when responding to an incident which has led to a large number of deaths, for example, a train crash or terrorist attack.

PART 1 – Implementation of the protocol on hearing of the death

Plans to mark a death should be implemented only when a formal announcement has been made. So, for instance, if news agencies are saying that “reports are coming in of the death of ...” it must be treated with caution. If possible, wait for a more definite announcement (along the lines that “it has been announced by Buckingham Palace/Downing Street that ...”)

The local protocol should identify those who are authorised to implement the plans. For the Sovereign or another senior member of the Royal Family the decision might be delegated widely. For other figures, there may need to be consultation at the time on the ways in which the death should be marked.

PART 2 – Flag flying (also see Part 5 – Proclamation Day)

The local protocol should identify which flags are to be flown at half-mast and give clear guidance on what is meant by ‘half-mast.’ It should show who is responsible for physically lowering the flag and the contact list should list all relevant contact details.

On the formal announcement of the death, all flags are to be lowered to half-mast until 0800 on the morning following the funeral.

In the case of the death of the Sovereign, the day following the death will be Proclamation Day (the day when the new Sovereign is proclaimed). On Proclamation Day flags will, at the start of the day, be flying half-mast.

All flags will then be flown at the masthead from 1100 on D+1 (Proclamation Day) to coincide with the Reading of the Principal Proclamation and until 1300 the following day, i.e. D+2. This is because the Proclamation, having been read in London on Proclamation Day, will then be read in Belfast, Edinburgh and Cardiff on the day following Proclamation Day.

PART 3 – Books of Condolence

Books of Condolence should be opened on the first working day after the day of death. Depending on the anticipated demand, consider whether one or two books should be available. It or they should be in an easily accessible place, but quiet enough to enable those signing the books a moment of privacy and quiet reflection whilst doing so. Consideration should also be given to whether books should be available in more than one location.

Consider the setting and what should be provided: e.g. a good-sized table, covered with a cloth, a chair, a clean blotter, a supply of pens and a desk lamp if necessary. If a suitable photograph is available that might be in a frame on the table, or a small flower arrangement.

Loose leaf books /folders allow for the pages to be re-ordered, so that if the Mayor/Chair and others cannot be the first to sign the book, their signatures can nevertheless be on the first page of the bound book. Loose leaf also offers an opportunity to act if the book is defaced or offensive comments included. Pages including any questionable comments should be quietly removed until such time as a decision can be taken at senior level on whether they should be permanently excluded.

The civic head may wish to agree a form of words for a message, expressing sorrow at the news of the death. This may be the form of words that is included in a press release, Twitter, or Facebook message and on the home page of the Council's website.

Dependent on local circumstances it is suggested that Books of Condolence should be closed at the end of the day following the day of the funeral (i.e. if the funeral falls on a Thursday, Books should close at 1700 on the Friday).

Such Books of Condolence are a local record of the sentiments expressed by local people on the death of a national figure. As such, they should form part of the Council's archive, so that future generations are able easily to gain access to them and find out the way in which national events were marked in the area. It is simply not feasible for every from all such sad occasions to form part of the Royal Archives. However, in any letter of condolence from the Mayor/Chair reference should be made to the Book of Condolence and its existence in the local archives which then ensures that when that letter goes into the Royal Archives it acts as an effective cross reference.

PART 4 – Events during the period of mourning

From the day of death until the day after the funeral, careful thought should be given to the types of events and activities which Mayors/Chair should host or attend. Lunches, dinners, receptions and

Stotfold Town Council
Mourning Protocol

Date Reviewed: May 2025
Date to be reviewed: May 2027

Or after the death of the any member of the Royal Household mentioned in this policy

so on may not fit with the mood of the nation and as a mark of respect may need to be cancelled or postponed. This is a local decision and one which needs to be reached with great sensitivity. Where school visits are planned it might be helpful for the Mayor/Chair to spend time with the children, talking about the events that are unfolding. This again will need to be done with great sensitivity and should not be pressed upon a Mayor/Chair who does not feel comfortable taking on such a role.

There is value in bringing people together at these times and Councils may wish to consider arranging a church service, on the eve of the funeral, when local people can join in an act of remembrance.

PART 5 – Proclamation Day

As stated in Part 2 above, Proclamation Day is set to be the day following the death of the Sovereign (Day of Death plus 1).

The Proclamation will be made at St James' Palace at 1100 (or 1400 if it is a Sunday – **but this is to be confirmed**). The Proclamation is then “cascaded.”

At noon on Proclamation Day, it will be read at the Royal Exchange in the City of London.

At noon on D+2 it will be read:

In Edinburgh by Lord Lyon King of Arms at Mercat Cross and at the drawbridge to Edinburgh Castle;
In Cardiff by Wales Herald Extraordinary at Cardiff Castle;
In Belfast by Norroy and Ulster King of Arms

Once those Proclamations have been made it is appropriate for the Proclamation to be read at County, City, Borough, and Parish level. High Sheriffs will cause the Proclamation to be read at County level, and it is likely that Lord-Lieutenants will be alongside them.

Most High Sheriffs are expected to make their Reading at 1400 on D+2.

It is suggested that local civic leaders should therefore make their Readings at or after 1600.

In all cases, following the County-level Proclamation, where a local authority wishes to make the Proclamation, it is important that, before the need arises, careful thought is given to issues such as:

- Who will read the Proclamation;
- From where it will be read (one location, or more across the area?);
- The arrangements that will be made to tell the public in advance of the Reading of the Proclamation;
- Who will be invited to be present;
- Who will be in the platform party

These are local decisions but ones which require careful thought ahead of inevitable pressures at the time of the Succession.

It is hoped that the wording of the Proclamation to be read out will be easily available and a watch should be kept on the Buckingham Palace website (www.royal.gov.uk) and the Privy Council website (www.privy-council.org.uk). The High Sheriff will also have a copy of the Proclamation.

PART 6 – Dress code

A view should be taken locally on what is the correct dress in the event of the death of a Senior National figure. Whilst flags are at half mast, it might be appropriate for black ties to be worn by civic leaders and senior officers. An adequate supply of black ties should be available in the Council office.

On the day of the death and on the day of the funeral and on days between when public mourning is observed, thought should be given to the way in which the Chain of Office is worn.

PART 7 – Marking a silence

A National Two Minute Silence may mark the death of a Senior National figure.

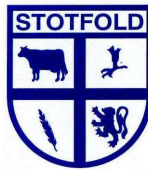
On the death of the Sovereign there will be a Two Minute Silence at 1100 on the day of the funeral (D+10).

It may be that Silence will be kept for other members of the Royal Family, on the day of the funeral as part of the funeral service. However, action on a Silence for members of the Royal Family other than the Sovereign should await an announcement from Buckingham Palace.

Civic heads may wish to lead the Silence in an appropriate public place and thought needs to be given as to where there that might be, who will be present and how the beginning and end of the Silence will be marked (perhaps the firing of a maroon, a drum roll, bugle call or similar). It should also be established in the protocol how this information will be made public.

PART 8 – Letters of Condolence

It is usual, in the case of the death of a member of the Royal Family, for letters to be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the family (except in the case of the Sovereign's death, in which case they should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign). In each case, other than exceptional local circumstances, one letter of condolence only should be sent.



STOTFOLD TOWN COUNCIL

DOCUMENT MANAGEMENT AND RETENTION POLICY

1. Purpose

Stotfold Town Council retains essential documents in appropriate formats and for durations that ensure legal compliance. Document storage should ensure security, protect privacy, enable access, optimise space, be cost-effective, and support timely disposal of redundant records.

- 1.2 The Town Council recognises its records as vital public assets essential for accountability and effective operations.
- 1.3 These records require careful management. This policy sets out the Council's responsibilities and activities in regard to the management and retention of its records.

2. Scope

- 2.1 This Policy applies to users of Stotfold Town Council information records, both paper and electronic and includes Councillors, residents and employees.
- 2.2 Effective records management relies equally on timely disposal and long-term preservation.

3. Statutory requirements

- 3.1 Stotfold Town Council will comply with all legal requirements governing the retention and disposal of records. This is including, but not limited to the:

- Data Protection Act 2018
- UK General Data Protection Regulations (UK GDPR)
- Freedom of Information Act 2000
- Public Records Act 1958
- VAT Act 1994
- Audit Commission Act 1998
- Local Government Act 1972, S225

- 3.2 Documents subject to a statutory period of retention are identified by their associated legislation in Annex A.

3. Personal Data

- 3.1 Personal data will only be retained as long as necessary to fulfil its intended purpose, in line with data protection laws.
- 3.2 Details related to the lawfulness of holding data for this Town Council can be found in the Information and Data Protection Policy published on the website.

4. Employee's privacy

The privacy of personnel records will be appropriately assured.

5. Availability and access

Stotfold Town Council
Document Retention Policy 2025

Date Adopted: [May 2025]
Review Date: [May 2027]



All records necessary to Stotfold Town Council's business will be retained for a period of time that assures the availability of records needed.

The Town Council abides by the Limitations Act 1980's 6-year Statute of Limitations for holding certain documents in the event of litigious action, either by the Town Council or a third party.

6. Security of documents

- 6.1 The Council maintains data security through internal policies, access controls, cloud based storage and encryption.
- 6.2 The Town Council records are held in paper and/or electronic format. To minimise the risk of accidental loss of valuable records, masters, or copies (as deemed appropriate) will be stored off site.

7. Storage space and cost

Redundant records may be destroyed in order to reduce the cost of storage, indexing and handling the vast quantity of documents that would otherwise accumulate. Destruction of documents will be undertaken in accordance with the provisions of this Policy to avoid any inference that a document was destroyed in anticipation of a problem.

8. Electronic data storage

- 8.1 The Town Council's online data records are stored in various electronic forms (e.g. .pdf, .jpg, .docx) on Microsoft SharePoint.
- 8.2 All electronic data records, including emails are be subject to the same rules of retention and security as paper records. Access is role-based and encryption and cloud based storage is in place.

9. Disposal of records

- 10.1 All records containing personal information, such as personal names and addresses, will be disposed of through shredding as confidential waste. Where the volume of documents is too large for Town Council facilities, other means of record destruction will be used, such as commercial data shredding services. Non-confidential records, such as correspondence from other government bodies, trade publications, etc will be recycled as paper recycling.
- 10.2 Computer hardware will be professionally cleaned of data prior to disposal or the destruction of the hardware. The Town Council will implement electronic data disposal in accordance with cybersecurity measures.

10. Implementation of the Policy

The Town Clerk will be responsible for the implementation of the Policy.

11. Monitoring and review

The Policy will be reviewed every two years in order to monitor its effectiveness and in order to align with UK Data Protection legislative changes.



This Policy should be read in conjunction with the following Stotfold Town Council policies and documents:

- Information and Data Protection Policy
- CCTV Policy
- Information Security Policy
- Information Security Asset Inventory
- Stotfold Town Council Privacy Notice

12. Equality Considerations

- This Policy will ensure equal treatment for all protected groups under the Equality Act 2010 and does not disproportionately impact any group.

Document History

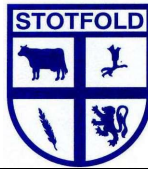
Date Adopted	May 2018	
Date Reviewed	May 2025	Reviewed in line with current legislation
Next Review Date	May 2027	



ANNEX A Document	Minimum retention period	Reason
Signed minutes of Council meetings (hard copies)	Indefinite	Archive
Scale of fees and charges	6 years	Management
Receipt and payment accounts (hard copy)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Statute of Limitations
Paid invoices	6 years	VAT
Paid cheques	6 years	Statute of Limitations
VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Statute of Limitations
Timesheets	Last completed audit year 3 years	Audit (requirement) and personal injury (best practice)
Wages books/payroll records	12 years	Superannuation
Pension records	6 years (except record of opt-outs – 4 years)	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	Indefinitely	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases	Indefinite	Audit, Management
Members allowances	6 years	Tax, Statute of Limitations



Accident books	25 years from closure	Management
Equipment inspection records	25 years	Management
Premises inspection records	25 years	Management
Risk assessment	3 years from last assessment	Management
Register of Members' interests	18 months after individual ceases to be a Member	Management
Complaints	5 years after closure of case	Management
Press releases	1 year	Management
Public consultation – survey and returns	3 years	Management
Reports, newsletters, etc	Retain as long as useful	Management
Correspondence	6 months	Management
Planning applications where granted, plans and decision letters	Held on CBC planning portal	Planning and enforcement
Appeal decision notices	Held on CBC planning portal	Planning and enforcement
Planning applications where refused, plans and decision letters	Held on CBC planning portal	Planning and enforcement
Structure plans, Local Plans and similar	Indefinite	Audit and Management
For halls, recreation grounds: Application to hire halls, recreation grounds, etc Copies of bills to hirers Lettings diaries	6 years	VAT
Allotments register and plans	Indefinite	Audit, Management
Allotments waiting list	As long as in force and updated	Management



Burial ground: Applications for interment Applications for right to erect memorials Copy certificates of grant of exclusive right of burial Disposal certificates Register of fees collected Register of burials Register of purchased graves Register of memorials Register/plan of grave spaces	Indefinite	Archives, Cemeteries Orders, Cremations Regulations
Documentation for legal purposes (unless extended)		
Negligence	6 years	Statute of Limitations
Defamation	1 year	Statute of Limitations
Contract	6 years	Statute of Limitations
Sums recoverable	6 years	Statute of Limitations
Leases	12 years	Statute of Limitations
Personal Injury	3 years	Statute of Limitations
To recover land	12 years	Statute of Limitations
Rent	6 years	Statute of Limitations
Breach of trust	None	Statute of Limitations

STOTFOLD TOWN COUNCIL

COMMITTEE: GOVERNANCE AND RESOURCES

MEETING DATE: 4 JUNE 2025

REPORTING OFFICER: EMMA PAYNE, TOWN CLERK

REPORT TITLE: TOWN COUNCIL INVESTMENTS

1. PURPOSE OF THE REPORT

At this committee's meeting held on 2 October 2024, the Town Clerk was asked to investigate further investment opportunities. This report outlines a potential investment advisor.

2. RECOMMENDATION

- 2.1 Members are asked to consider a further meeting with Arlingclose to discuss Town Council investments, attended by two councillors and the Town Clerk.

3. BACKGROUND

- 3.1 The background to this item can be found in the previous report to this committee on 2 October 2024

[6.6 Town Council Banking Arrangements & Investment Policy.docx](#)

- 3.2 The Clerk has met with Arlingclose Limited, [Parish Councils - Services - Arlingclose](#) who have provided the attached information sheet (NB this is confidential information and is protected from disclosure).
- 3.3 The list of services offered by Arlingclose is detailed in the information sheet and in this instance, the investment advice would be the one that the town council is most relevant to ensure that the Town Council's investments are maximised.
- 3.4 References have been requested.
- 3.5 The Barclays accounts identified in the report and subsequent minutes have been closed.

4. FINANCIAL IMPLICATIONS

- 4.1 Not known at present.

5. IMPLICATIONS

Strategic Plan	N/A
Risk management	Registered with FCA, references sought
Legal	Local Government Act 2003
Resources/Stakeholders	Members, Officers
Financial Implications	Interest earnt can offset precept
Contracts/Procurements	TBC
Crime and Disorder	N/A
Biodiversity and environment	N/A
Equalities	N/A
Residents Impact Assessment	Offset potential precept increase
Sustainability/Climate Impact	N/A
Data Protection and Privacy	N/A

GOVERNANCE & RESOURCES COMMITTEE WORK PROGRAMME 2025-26

Meeting Date	Agenda Publication Date	Agenda Item	Description	Responsible Officer	Report Deadline
04/06/25	29/05/2025	Internal Auditor	To ratify the appointment of the internal auditor for a further 2 years	Town Clerk	23/05/2025
		Policy Review	Operation London Bridge, Document Retention Policy	Town Clerk	
		Policy Adoption	Anti Fraud and Corruption Policy,	Town Clerk	
		Vehicle Insurance	To receive quotes for fleet insurance	Public Realm Manager	
		Town Council investments	To receive a proposal for investment advice	Town Clerk	
		Facilities Management	To consider how to manage a short term Facilities role within the organisation	Town Clerk	
30/07/2025	24/05/2025	Overview and Scrutiny Committee	To receive a report on the formation of an Overview and Scrutiny Committee to review the services of the Town Council	Town Clerk	21/07/2025
		Policy Review	To review policies relevant to this committee	Town Clerk	
		Policy Adoption	Civic Protocol, Councillor Long Service Recognition, Customer Care Policy, Driving Policy	Town Clerk	
		Q1 Review	To note the first quarter budget performance for this committee	Town Clerk	
		Allowances	To consider a report about councillors allowances	Town Clerk	
01/10/2025	25/09/2025	Policy Review	Information Security Asset Inventory	Town Clerk	22/09/2025
		Policy Adoption	Customer Care Policy, Guide to Meetings	Town Clerk	
		Christmas Hours of Operation	To note the operating hours for the Town Council offices during the festive season	Town Clerk	
		Q2 Income & Expenditure Review	To review this Committee's budget after Q2	Town Clerk	
		G&R Budget	To review this Committee's budget including staff salaries and pension contributions	Town Clerk	
29/10/2025 BUDGET	23/10/2025				20/10/2025

Decision Date	Responsible Committee	Contractor/Service		Reason/Authority	Financial	
		Provider			Implication	Outcome/Action
02/01/2025	Governance & Resources	Wellers Hedley		Lease for library café	£1,250.00	Solicitor instructed
02/01/2025	Governance & Resources	Wellers Hedley		Lease for Box of Cakes	£900.00	Solicitor instructed
				Lease for Library and licence for alterations	£2,500.00	Solicitor instructed
02/01/2025	Governance & Resources	Wellers Head				
07/01/2025	Governance & Resources	Copycare		Maintenance Charge - Printer	£231.27	Contractor instructed
07/01/2025	Governance & Resources	Copycare		Maintenance Charge - Printer	£416.97	Contractor instructed
20/01/2025	Governance & Resources	Wellers Hedley		First registration of Cemetery	£890.00	Solicitor instructed
21/01/2025	Governance & Resources	Herts Fullstop		Various supplies	£191.69	Contractor instructed
23/01/2025	Governance & Resources	Ocean Creative		Budget Infographic	£175.00	Contractor instructed
11/02/2025	Governance & Resources	SMG		Professional Services for IT	£270.00	Contractor instructed
				Water Coolers, supplies and service	£528.22	Contractor instructed
17/02/2025	Governance & Resources	Culligan UK Ltd				
19/02/2025	Governance & Resources	S Riley		Window cleaning	£170.00	Contractor instructed
27/02/2025	Governance & Resources	Rogers of Bedford		Izuzu Service	£435.50	Contractor instructed
17/03/2025	Governance & Resources	Strawberry Fieldz		AV equipment for ATM	£375.00	Contractor instructed

Table of contents

4/6/25 7:30 PM - 8:30 PM

1. - APPOINTMENT OF CHAIR AND VICE CHAIR	4
------------------------------------------	---

2. - APOLOGIES FOR ABSENCE	4
----------------------------	---

3. - DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS	4
----------------------------------------------------------	---

4. - PUBLIC SECTION	4
---------------------	---

5. - MINUTES OF PREVIOUS MEETING	4
----------------------------------	---

Attachments

2025-04-02 - Governance _ Resources Committee Meeting - Minutes	5
-----------------------------------------------------------------	---

6. - CLERK'S REPORT	4
---------------------	---

Attachments

G_R Tracker June 2025	8
-----------------------	---

7. - REPORTS TO COMMITTEE	4
---------------------------	---

7.1. - Internal Auditor	4
-------------------------	---

Attachments

Appointment of Internal Auditor	9
---------------------------------	---

7.2. - Policy Adoption	4
------------------------	---

Attachments

Policy Adoption	11
-----------------	----

Anti-Fraud _ Corruption Policy - DRAFT	12
7.3. - Policy Review	4
<hr/>	
Attachments	
Policy Review	16
Mourning Protocol 2025	17
Document Management and Retention Policy - 2025 - DRAFT	28
7.4. - Town Council Investments	15
<hr/>	
Attachments	
Town Council Investments	34
7.5. - Bank Mandate	15
<hr/>	
8. - BANK RECONCILIATIONS	15
<hr/>	
9. - MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY	15
<hr/>	
10. - WORK PROGRAMME	15
<hr/>	
Attachments	
G_R Work Programme	36
11. - DELEGATED DECISIONS	15
<hr/>	
Attachments	
G_R 02042025 Delegated Decisions	37
12. - DATE OF NEXT MEETING	15
<hr/>	
13. - CONFIDENTIAL ITEMS	15
<hr/>	
13.1. - Facilities Management	15
<hr/>	
