

STOTFOLD TOWN COUNCIL

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



20th June 2024

Members of Stotfold Town Council: Cllr S Buck (Chairperson), Cllr S Hayes (Vice Chairperson), Cllr J Bendell, Cllr M Cooper, Cllr S Dhaliwal, Cllr S Hayes, Cllr J Headington, Cllr M Hyde, Cllr D Matthews, Cllr J Smith, Cllr B Saunders, Cllr J Talbot, Cllr B Woods, Cllr N Venneear

You are hereby summoned to attend the Stotfold Town Council meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 26 June 2024 at 7.15pm** 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:

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).

AGENDA

1. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence from Town Council members.

2. 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 requests for dispensations from Cllr Hayes and Cllr Hyde.

3. CO-OPTION OF TOWN COUNCILLOR

To receive an application from a member of the public to be a co-opted Town Councillor.

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.

5. MEMBERS ON OTHER AUTHORITIES

To receive and note the reports of CBC Ward Councillors.

6. COUNCIL MINUTES

To approve the Minutes of the Council meeting held 1st May 2024 as a true record of the meeting.

7. MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

Civic Attendance report attached for information.

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

9. COMMITTEE MINUTES

To **receive** the Minutes of the following Committee meetings and note any recommendations:

9.1 Public Realm – 8th May 2024

To receive the Minutes of this Committee and resolve to:

Adopt the amended terms of reference for the Public Realm Committee.

9.2 Community Engagement – 15th May 2024

To receive the draft Minutes of this Committee and resolve to:

Adopt the amended terms of reference for the Community Engagement Committee

9.3 Building Management – 22nd May 2024

To receive the draft Minutes of this Committee and resolve to:

Adopt the amended terms of reference for the Building Management Committee.

9.4 Governance & Resources – 29th May 2024

To receive the draft Minutes of this committee and note any recommendations:

Adopt the amended terms of reference for the Governance and Resources Committee.

9.5 Public Realm – 5th June 2024

To receive the draft Minutes of this Committee. There are no recommendations.

10. FINANCE & RISK MANAGEMENT

- 10.1 To receive the updated Risk Register for 2023-24 for approval.
- 10.2 To receive the Internal Auditor's Report for end of year Audit 2023-24
- 10.3 To approve the Annual Governance Statement 2023-24
- 10.4 To approve the Accounting Statements for 2023-24 including Income & Expenditure, Earmarked Reserves and Balance Sheet for the period ending 31/3/2024.
- 10.5 To note the dates for the exercise of public rights
- 10.6 To review and note the year-to-date income and expenditure report and Earmarked Reserves as at 20/06/2024.

11. REPORTS

To note the following reports:

- 11.1 Member and Nominated Representatives on Outside Bodies
- 11.2 Other Member Representative reports

12. MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

13. WORK PROGRAMME

To note the Work Programme for Council.

14. CONFIDENTIAL ITEMS

To resolve to exclude the press and public for the consideration of the following items under the Public Bodies (Admissions to Meetings) Act 1960:

- 14.1 Wheeled Sports Facility Tenders
- 14.2 Library Lease

14. DATE OF NEXT MEETING

Extra Council Meeting – 31 July 2024 TBC

4 September 2024

ANNEX 1

REQUEST FOR DISPENSATION

Councillors seeking dispensations under Section 33 of the Localism Act 2011 may do so using this form.

The matter for which dispensation is sought (refer to agenda item number if appropriate)	DISCUSSION OF ALLOTMENTS
Details of your interest in that business: TRUSTEE OF ELEEMOSYNARY CHARITY - COMMON ROAD ALLOTMENTS	
Date of meeting or time period (up to 4 years) for which dispensation is sought.	4 YEARS
Dispensation request to: Participates, or participate further, in any discussion of that business.	<input checked="" type="radio"/> Yes / No
Dispensation requested to: Participate in any vote , or further vote, taken on that business.	<input checked="" type="radio"/> Yes / No
Reason(s) for Dispensation:	
33(2)(a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.	<input checked="" type="radio"/> Yes / No
33(2)(c) the dispensation is in the interests of persons living in the Council's area	<input checked="" type="radio"/> Yes / No
33(2)(c) that is it otherwise appropriate to grant a dispensation Reason:	Yes / No

Print Names: ELIZABETH JANE HYDE

Signature: Date: E-Jay Hyde

Decision:	
Dispensation given: Yes / No	Length of Dispensation:
Date	Minute reference:
Signed:	Town Clerk:

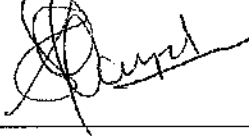
ANNEX 1

REQUEST FOR DISPENSATION

Councillors seeking dispensations under Section 33 of the Localism Act 2011 may do so using this form.

The matter for which dispensation is sought (refer to agenda item number if appropriate)	
Details of your interest in that business:	
TRUSTEE OF ELEMOSYNARY CHARITY THAT OWNS COMMON ROAD ALLOTMENTS.	
Date of meeting or time period (up to 4 years) for which dispensation is sought.	8/5/2024.
Dispensation request to: Participates, or participate further, in any discussion of that business.	Yes / No
Dispensation requested to: Participate in any vote , or further vote, taken on that business.	Yes / No
Reason(s) for Dispensation:	
33(2)(a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.	Yes / No
33(2)(c) the dispensation is in the interests of persons living in the Council's area	Yes / No
33(2)(c) that is it otherwise appropriate to grant a dispensation Reason:	Yes / No

Print Names: STEVE HAYES

Signature: 8/5/2024 

Decision:	
Dispensation given: Yes / No	Length of Dispensation:
Date	Minute reference:
Signed:	Town Clerk:



STOTFOLD TOWN COUNCIL

CO-OPTION AS A COUNCILLOR

Eligibility form

Before you can be considered for co-option as a Member of Stotfold Town Council, this form must be completed and returned to the Council Offices.

Your application should also include a supporting letter giving details on your background, why you wish to become a member of this council and what you feel you can give to the council and residents of Stotfold.

NAME (in full) LISA MILLER

ADDRESS: REDACTED

Telephone: REDACTED

You must be able to answer "YES" to at least one of the following four questions (it is recommended that you answer as many as possible, in case there is an issue with one):

- | | |
|---|-----|
| (a) Are you registered as a Local Government Elector at the above address? | YES |
| (b) Do you reside in the Parish of Stotfold, or within 3 miles of it? | YES |
| (c) Do you occupy land or premises within the Parish of Stotfold?
Give details if not current home address:..... | YES |
| (d) Is your main place of work within the Parish of Stotfold?
Give employer contact details:..... | NO |

If you answer "YES" to any of the following six questions, please supply full details on a separate sheet. You may not qualify to serve as a Town Councillor. All information will be treated in the strictest confidence.

- | | |
|--|----|
| (a) Do you now, or have you in the last 12 months, held any paid office or any other position of profit with this Council? | NO |
| (b) Have you ever been surcharged by the District Auditor for £500 or more? | NO |
| (c) Have you ever been disqualified by a Court from holding Public Office? | NO |
| (d) Have you ever been declared bankrupt? | NO |
| (e) Have you ever been convicted of any offence where the sentence was more than 3 months (even if sentence suspended) | NO |
| (f) Have you ever been found guilty of corrupt or illegal practices under Election Laws? | NO |

Signed REDACTED Dated 15/06/25

Please return the completed form, together with your supporting letter, to the Council Offices by the deadline date:
The Town Clerk, Stotfold Town Council, Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts, SG5 4HG. You may also email
to enquiries@stotfoldtowncouncil.gov.uk

Dear Councillors,

I have lived in Stotfold for approximately 20 years. My two daughters attended local schools and the youngest, REDACTED, owns a business in

Stotfold.

My interest in wishing to join you as a councillor came about following a recent conversation with Mayor. His enthusiasm was obvious and it made me think about ways in which I could be more supportive (I did participate in a litter pick he organised last year). I've always taken an interest in matters affecting the town and it occurred to me that perhaps my skills and qualifications could be of use away from my workplace. I'm a recently qualified Social Worker and before that I worked in child protection for 20 years. That role was a natural follow on from working in a nursery school/children's centre. As a Social Worker it's essential to be able to communicate effectively and to have knowledge of the various Acts of Parliament relevant to my work. Whilst studying I enrolled as a Special Constable with Bedfordshire Constabulary. My duties have been many and varied, from policing a Luton Town v Millwall football match to patrolling the Luton and Bedford Night Time Economy (NTE). As you can imagine, this involved engaging with members of the public in very stressful situations, meaning communication and decision making are extremely important, especially when trying to defuse potentially violent situations. On patrol, I preferred to engage with members of the public with a view to preventing anti social behaviour rather than dealing with the consequences.

Throughout my working life I've never shirked from hard work. I've never been afraid to try new things or learn new skills (i.e. aerobics instructor, cycling proficiency instructor).

I believe that as well as being a good communicator and decision maker, I'm innovative and supportive and would be an asset to the Town Council to the benefit of my fellow Stotfold residents.

Kind regards,

Lisa J Miller



MINUTES OF ANNUAL TOWN COUNCIL MEETING OF STOTFOLD TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD ON WEDNESDAY 1ST MAY 2024 AT 19:00

Present:

Cllr Buck (Chairman), Cllr S Hayes (Vice-Chairman), Cllr J Bendell, Cllr M Cooper, Cllr S Dhaliwal, Cllr J Headington, Cllr J Hyde, Cllr D Matthews, Cllr B Saunders, Cllr J Smith, Cllr J Talbot, Cllr N Venneear, Cllr Wightwick.

Also present:

E. Payne – Town Clerk
Cllr K Woodfine – CBC Ward Councillor
S. van der Merwe – Democratic Services Manager

247/24 Election of Chairman

Following nominations by Members of the Town Council, it was **RESOLVED** that Cllr Buck be appointed as the Chairman and Mayor of the Town Council for the 2024 – 2025 municipal year.

248/24 Declaration of Acceptance of Office

The Declaration of Acceptance of Office for the Chairman and Mayor of the Town Council for the 2024 – 2025 municipal year was signed by Cllr Buck and countersigned by the Town Clerk.

Cllr Buck extended his thanks to the Councillors for their continued support for the Town Council over the last year. Cllr Buck wished Members and staff a happy 50th Year of the Town Council.

249/24 Election of Vice-Chairman

Following nominations by Members of the Town Council for Cllrs Hayes and Cllr Smith, it was **RESOLVED** that Cllr Hayes be appointed as the Vice-Chairman and Deputy Mayor of the Town Council for the 2024 – 2025 municipal year.

250/24 Declaration of Acceptance of Office

The Declaration of Acceptance of Office for the Vice-Chairman and Deputy Mayor of the Town Council for the 2024 – 2025 municipal year was signed by Cllr Hayes and countersigned by the Town Clerk.

251/24 Apologies for absence

Apologies were received from Cllr Anderson who was unable to join the meeting in person but did join the meeting remotely. It was **RESOLVED** to:

Accept apologies.

252/24 Disclosures of Members' Interests and Dispensations

There were no declarations of interest on any item on this Agenda.

Standing Orders were suspended whilst the Public Section was opened.

253/24 Public Section (max. 15 minutes)

There were no members of the public present.

254/24 Members on other Authorities

Cllr Kathryn Woodfine updated the Town Council on the current progress on various CBC initiatives, including the Highways Annual Plan, road adoptions across Stotfold, River Ivel, road safety, green waste, current consultations and the Larksfield Medical Partnership engagement. Cllr Woodfine's presentation included slides with information related to CBC's 23/24 budget spend by category and CBC's Strategic Plan as reported in their Council meeting of 18th April 2024.

Cllr Wightwick also advised Members of the Town Council of CBC's recent resolution to divest the Central Bedfordshire Pension Scheme fund from fossil-fuel related investment Schemes by 2030, in line with the Government's Carbon Neutral Policies.

255/24 Committees, Sub-Committees, Working Parties and Steering Groups

255/24.1 Town Strategy Committee – Motion by Cllr Steve Buck

Cllr Buck put forward a motion to dissolve the Town Strategy Committee as much of the work that fell under the Committee's Terms of Reference is now included into the streamlined Committee structure.

Cllr Wightwick put forward a counter proposal for a Strategic Plan Task and Finish Group to plan what the Committee should be working on, which will be time-limited and answerable to the Community Engagement Committee.

It was **RESOLVED** by the Town Council that the Town Strategy Committee be dissolved.

It was agreed that the Community Engagement Committee should make a decision on the implementation of the Strategic Plan Task and Finish Group.

255/24.2 Committees

Cllr Hyde put forward a motion to amend Standing Orders in order that the Chairman of each Committee be elected at this meeting in order to inform the membership of the Governance & Resources Committee.

It was **RESOLVED** to **AMEND** Standing Orders so that the Chairman of each Committee can be elected at this meeting.

It was **RESOLVED** that the Governance & Resources Membership be set at nine Members of the Town Council.

The Town Clerk confirmed that the Chairman and Vice-Chairman of the Council, as ex-officio Members of each Committee, will not be counted into the membership of the Committees.

It was **RESOLVED** to **ADOPT** the constitution of the following Committees:

- a) Buildings Management Committee: 8 Members
- b) Planning Committee: 10 Members
- c) Community Engagement Committee: 8 Members
- d) Public Realm Committee: 10 Members

- e) Governance & Resources Committee: Membership shall be made up of the Chairman and Vice-Chairman of the Council, together with the Chairmen of the Committees and up to two other Members.

It was agreed at this point to bring item 10 on the Agenda forward to this point in order to elect the Chairmen of each Committee:

256/24 Formation of Committee Membership

It was **RESOLVED** that the Membership of the Committees be made up as follows:

- a) Public Realm Committee: Cllrs Anderson, Cooper (Chairman), Buck, Headington, Hayes, Hyde, Smith, Saunders, Talbot, Woods.
- b) Community Engagement Committee: Cllrs Buck, Bendell, Dhaliwal, Headington (Chairman), Saunders, Smith, Wightwick, Woods.
- c) Buildings Management Committee: Cllrs Bendell, Hayes (Chairman), Hyde, Cooper Matthews, Saunders, Talbot, Venneear.
- d) Planning Committee: Cllrs Anderson, Bendell, Dhaliwal, Hayes, Headington, Hyde, Cooper, Saunders (Chairman), N Venneear, Wightwick.
- e) Governance & Resources Committee: Cllrs Buck, Hayes, Cooper, Headington, Saunders, Dhaliwal, Matthews.

257/24 Appointment of Sub-Committees, Working Party and Steering Group Membership

- a) Etonbury Green Wheel: Cllrs Anderson and Wightwick.
- b) Stotfold Neighbourhood Plan Steering Group: Cllrs Buck, Matthews, Bendell, Anderson.

258/24 Proposed Committee Structure and Meetings Calendar

Members received the proposed Committee Structure and a further amended Meetings Calendar for the 24/25 municipal year. It was **RESOLVED** to **ADOPT** the Committee Structure and amended dates for ordinary Council and Committee Meetings for the period May 2024 to April 2025.

259/24 Appointment of Member or Nominated Representatives on outside bodies

It was **RESOLVED** that the following Member representatives (where role/s continue) be appointed to the following outside bodies:

- a) Community Governor for St Mary's Academy: Cllr Anderson
- b) Community Governor for Roecroft Lower School (Governorship limited to 3 years): Cllr Venneear
- c) Community Governor for Etonbury Academy: Cllr Bendell
- d) Stotfold Football Club Committee: Cllrs Dhaliwal and Smith
- e) Stotfold Junior Football Club Committee: Cllrs Dhaliwal and Smith
- f) Mossman Management Committee: Cllr Saunders
- g) Stotfold Bowls Club Committee: Cllr Cooper
- h) Stotfold Scouts Committee: Cllrs Talbot and Venneear
- i) Trustees of the Eleemosynary Charity of William Field: Cllrs Hyde and Hayes
- i) Bedfordshire Association of Town & Parish Councils: Cllr Smith

260/24 Appointment of Member representatives to service the Town Council

It was **RESOLVED** that the following Member representatives be appointed to serve the following civic functions:

- a) Tree Warden: Cllr Cooper
- b) Highways Representative: Cllr Smith
- c) Bedfordshire Police & Priority Setting: Cllr Talbot and Venneear

- d) Area 5 Representative: Cllrs Talbot and Venneear
Stotfold Community Safety Plan Group: This initiative by CBC no longer appears to be operative so this item will be suspended.

261/24 Town Council Policies

Members were requested to note the Town Council's Policy Documents as per the Town Council's website and their relevant review dates.

The Town Clerk advised Members that future policies for review will be added to the Committee meetings that are responsible for those functions rather than at Town Council meetings. The schedule of policies is on Sharepoint and is currently under review.

It was **RESOLVED** that the Policies were **NOTED**.

262/24 Adoption of Standing Orders and Financial Regulations

Subject to the amendment of Standing Orders as per item 255/24.2 above, it was **RESOLVED** to **ADOPT** the Standing Orders and Financial Regulations for the Municipal Year 2024-2025.

263/24 Town Council's Staff Management Policy and Procedures

The Town Clerk advised Members this was currently reviewed by the Establishment Committee and is currently being reviewed by the HR Advisor.

It was **RESOLVED** to **NOTE** the Staff Handbook.

264/24 Authorise regular / Annual payments

It was **RESOLVED** to **APPROVE** the indicative schedule of payments related to contract, statutory duty or obligation, including subscriptions and Memberships.

265/24 Asset Register

The Town Clerk confirmed this will be updated this year.

It was **RESOLVED** to **NOTE** the Asset Register.

266/24 Insurance Cover

The Town Clerk pointed out that the insurance is due for renewal at the end of May 2024 and that this is the third year of a three-year deal. There will be no updates to the insurance schedule until such time as the Town Council has been able to formally evaluate its assets.

It was **RESOLVED** to **NOTE** the Town Council's insurance cover documents in respect of all insurable risks.

267/24 Review the Council's and/or Staff's Membership to other bodies

It was **RESOLVED** to **NOTE** the Town Council's Table of Membership.

268/24 Mayor's Announcements and civic attendance

Members received and **NOTED** the list of civic attendances. There were no Mayoral announcements.

269/24 Clerk's Report, correspondence received & matters arising from previous Council Minutes, for information

The Town Clerk updated Members on the Baldock Road issue and thanked Cllr Wightwick for assisting with identifying ownership of the road.

Members **NOTED** that future Town Council Minutes will have the recorded Minute numbering and future Committee Minute numbering will be as per the Agenda numbering.

270/24 Town Council and Committees Minutes

a) **Town Council Meeting – 3rd April 2024**

It was **RESOLVED** that the Minutes of the Town Council Meeting held on Wednesday 3rd April 2024 were **APPROVED** as a true and correct record.

b) **Buildings Management Committee – 20th March 2024**

It was **RESOLVED** that the draft Minutes are **NOTED** and will be presented to the Building Management Committee Meeting of 29th May 2024 for approval.

c) **Cemetery Committee – 21st February 2024**

It was **RESOLVED** that the Minutes of the Cemetery Committee Meeting of 21st February 2024 were **APPROVED** as a true and correct record.

d) **Community Engagement Committee – 13th March 2024**

It was **RESOLVED** that the draft Minutes are **NOTED** and will be presented to the Community Engagement Meeting of 15th May 2024 for approval.

e) **Community Engagement Committee – 10th April 2024**

It was **RESOLVED** that the draft Minutes are **NOTED** and will be presented to the Community Engagement Meeting of 15th May 2024 for approval.

f) **Establishment Committee – 17th April 2024**

It was **RESOLVED** that the draft Minutes are **NOTED** and will be presented to the Governance & Resources Committee Meeting on 22nd May 2024 for approval.

g) **Planning Committee Meeting – 13th March 2024**

It was **RESOLVED** that the draft Minutes are **NOTED** and will be presented the Planning Committee Meeting of 17th April 2024 for approval.

h) **Planning Committee Meeting – 17th April 2024**

It was **RESOLVED** that the draft Minutes are **NOTED** and will be presented to the next scheduled Planning Application Committee Meeting for approval.

i) **Recreation, PPL Committee Meeting – 13th March 2024**

It was **RESOLVED** that the draft Minutes are **NOTED** and will be presented to the Public Realm Meeting on 8th May 2024 for approval.

271/24 Finance & Risk Management

It was **RESOLVED** to:

- a) **APPROVE** the Expenditure
- b) **NOTE** the schedule of Income Received
- c) **NOTE** the year-to-date income and expenditure report and EMR Schedule.

272/24 Car Park Extension quotes

Cllr Hayes put forward a motion to defer the Car Park Extension Tenders until such time as the Town Council has been able to meet with the Planning Team at Central Bedfordshire Council to discuss the parking requirement for the skate park.

It was **RESOLVED** to **DEFER** the Car Park Extension project in order to arrange a meeting with the Planning Team at CBC.

273/24 Reports

Cllr Talbot advised Members that Area 5 Parish & Town Councils have been invited to meet with Detective Liz Spurling regarding understanding organised crime within communities, identifying those and how to report this. The invitation is open to all Town & Parish Councillors, schools and all community groups.

274/24 Items for information purposes only

There were no items for information.

275/24 Next Meeting

Wednesday 26th June 2024.

There being no further business, the meeting was closed at 20:36.



MINUTES OF THE MEETING OF THE PUBLIC REALM COMMITTEE MEETING HELD ON WEDNESDAY 8TH MAY 2024 AT 19:00 AT IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD. SG5 4HG

Committee Members present:

Cllr M Cooper (Chairperson), L Anderson (Vice-Chairperson), S Buck, J Headington, M Hyde, J Smith, J Talbot, S Hayes, B Saunders, B Woods.

Also present:

E. Payne – Town Clerk

S. van der Merwe – Democratic Services Manager

Mr V. Melani – Member of the public

1. APOLOGIES FOR ABSENCE

All Members were present at the Meeting.

2. DISCLOSURES OF MEMBERS' INTERESTS

Cllrs Headington and Talbot requested dispensation regarding items 8.8, 8.9 and 8.10 on the Agenda as they are allotment tenants, and Cllrs Hyde and Hayes as they are Trustees for the Eleemosynary Charity which owns the land on which the Common Road Allotment is sited.

3. PUBLIC SECTION

Mr Vladimir Melani was present in the Chamber to discuss item 8.3.

4. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the Minutes of the Recreation Grounds, Public Lands & Lighting Committee held on 13th March 2024 were ADOPTED as a true and accurate record of the meeting.

5. ELECTION OF VICE CHAIRPERSON

Following nominations from Members, Cllr Liz Anderson was elected as Vice-Chairperson for the forthcoming year.

At this point Cllr Cooper brought item 8.3 on the agenda forward to allow Mr Melani to address the Committee.

6. HAND CAR WASH

Mr Melani submitted a request to be able to use part of the land at the Stotfold Football Club parking lot for a hand car wash business. Mr Melani put forward a list of reasons he thought this spot may be most suitable. Cllr Buck provided information on an additional site that Mr Melani may be interested in near Fen End. Members felt that this site would not be suitable due the constant use of the site for football session parking, sustainability and ecological reasons.

It was **RESOLVED** that permission to use this land for a hand car wash is **NOT granted**.

7. TERMS OF REFERENCE

The Town Clerk advised Members this item was not addressed at the Annual Statutory Meeting on 1st May 2024 as there were many items on the Agenda for that Meeting. These Terms of Reference will be reviewed here and then taken back to the next Town Council meeting for final approval.

The following amendments to be made:

- Street Lights: Change the contract length to three-yearly.
- Cemetery: Move “To review the leases for the Chapel of Rest and Mast, and renew, reissue or seek new tenants as required.” to the Buildings Management Committee Terms of Reference. In addition, all items related to the maintenance and management of the Chapel, Cemetery Toilet and lease should now fall within the scope of the Buildings Management Committee.
- Cemetery: Inspection of memorials: This will be amended to read that a section of the cemetery will be inspected every year and a report issued to the Public Realm Committee for consideration of the scope of work to be carried out. This will be a rolling 5-year plan for the inspection of memorials.
- Change “spraying of foreign growth” to “Arrange removal of foreign growth on footpaths as designated by the Committee”.
- Remove “Job description” as staff resource falls under the Governance & Resources Committee.

It was **RESOLVED** to **ADOPT** the amended Terms of Reference for the Public Realm Committee.

8. CLERK’S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION

- 8.1 Members were advised the snagging item listed is that one of the bags in the culvert as being dislodged.
- 8.2 Members expressed their thanks to the Town Rangers for removing the mattress from the river.
- 8.3 Cllr Anderson requested the toad sign should be closed as the seasonal migration of the toads is complete.

9. REPORTS TO COMMITTEE

9.1 Notice boards

Members reviewed a report regarding installing noticeboards at The Green, Hallworth Drive, Norton Road Allotments and Brook Street Car Park. Members were provided a number of options and supporting costs and photographs.

It was **RESOLVED** that the Town Clerk will provide final costings for the following to the next Public Realm meeting:

- a) Stainless Steel double door Noticeboards at The Green and Memorial Hall, painted in blue with the Stotfold Town Council logo and a finial or ball above;
- b) a single notice board for side of the toilets at Brook Street Car Park to provide notices in the town centre;
- c) a single notice board for the allotments.

9.2 Disc Golf Pitch at Riverside

Cllr Anderson advised there would be lighting impact on the site and there would be an effect on biodiversity on the site. Members expressed concerns about a number of risks to the public by players.

The Committee requested the Town Clerk to investigate footgolf at the Greenacres Recreation Ground.

It was **RESOLVED** not to proceed with the Disc Golf provision at the Riverside.

9.3 Hand Car Wash

This item was presented at item 6 above.

9.4 Play Area Signage

It was **RESOLVED** to purchase the blue and white signage such as the Greenacre Park Play Area sample, and add a What3Words location, a QR Code and a telephone number to be able to report faults or defects.

9.5 Community Litter Pickers

Community Litter Pickers requested a means of disposal of the litter collected.

It was **RESOLVED** that the Town Council would arrange for printed Litter Angels labels with a telephone number to report waste to be collected by the Town Council Town Rangers to Community litter pickers.

9.6 Squirrell Taverners Logo

The Squirrels team applied for permission to add its logo at the Football Club.

It was **RESOLVED** that all the football teams are permitted to add their logos to the blank wall at the end of the building at their own expense.

Members requested that the Town Clerk assess the condition of the building wall and also obtain a cost from the artist who painted the container for similar artwork and to pass that on to the Football Club.

9.7 The Squirrell Pub – 2nd Team – Use of HRR

The Football Club have requested additional facility use for a second team.

It was **RESOLVED** that the Committee declines the application for use of additional facilities at Hitchin Road Recreation Ground.

Members requested that the Squirrel Pub team manager approach the Stotfold Juniors management team to request use of the facilities at the Stotfold Football Club as this is a Community football space and the Football Club does not have exclusivity over the Arlesey Road football facilities.

9.8 Allotment Security

A living hedge was installed at the Norton Road Allotments, and this is still growing. Officers have photographic evidence of damage to the fence by the public in order to get access to the allotments.

It was **RESOLVED** that the Town Clerk should obtain quotes for a 2-metre-high fence as per an example of fencing at the Baldock allotments.

9.9 Allotments – Review of Paperwork and Procedures

The report proposed the review of the Town Council's Allotments management documentation by a Task and Finish Group made up of Town Councillors appointed by the Public Realm Committee.

It was **RESOLVED** that an Allotments Task and Finish Group be implemented to include Cllrs Hayes, Hyde, Talbot and Headington.

9.10 Allotment Awards

Members were asked to consider a proposal for an annual Allotment Plots Competition to foster engagement with allotment plot tenants across both allotment sites.

Members requested that the Town Clerk write to the Clerk of the Eleemosynary Charity to add the competition awards to its July 2024 Agenda.

It was **RESOLVED** to implement an Annual Allotment Plots Competition for each allotment site, with two categories for each site – Best Kept Allotment for each site and Best eco-friendly plot.

It was **RESOLVED** that each category winner would be awarded £25 garden vouchers.

9.11 Use of the Green

Members discussed use of the green in recent events and the lack of damage deposits requested.

Cllr Hyde requested that the second weekend of May every year be set aside permanently for the use of the green by Stotfold Mill for its Steam Fair & Country Show.

Members and officers suggested that consideration should be given to creating a Policy for hiring the space that would into account:

- a) payment of a damage deposit;
- b) limit use of the Green to summer – after April and before the start of the football season;
- c) restricting hires to a maximum/set time period;
- d) there being an inspection of the Green's ground conditions the day before a hire starts;
- e) event hire being subject to weather conditions for the duration of the hire.

It was **RESOLVED** to **DEFER** this item to a future Public Realm Committee Meeting in order to allow for creation of a Policy governing event hire of the Green.

9.12 St. Mary's School – Use of the Green

It was **RESOLVED** that St. Mary's C of E Academy is granted permission to use the Green for its annual sports day on 8 and 9 July 2024 and in the event of inclement weather, the school would notify the Town Council of the re-schedule dates.

9.13 Cemetery Toilet Project

It was **RESOLVED** to **DEFER** this item to the Buildings Management Committee Meeting as per the change to this Committee's Terms of Reference at Item 7 on these Minutes.

9.14 Stotfold Youth FC

It was **RESOLVED** that the Town Council would write a letter of congratulations to Mr Andy Bainbridge for his long service to the Stotfold Junior Football Club which could be presented to him at the Football Club's awards ceremony in June 2024.

9.15 Stotfold Mill Weekend – Use of the Green

It was **RESOLVED** that Stotfold Mill is granted permission to use the Green as overflow parking for its annual Steam Fair & Country Show events.

10. HIGHWAYS REPORT

Cllr Smith advised Members that repairs are underway on Vaughan Road and Hitchin Road. Cllr Smith has requested a list of repairs to be effected in advance from Central Bedfordshire Council.

Cllr Smith asked Members to forward any reference numbers for fixmystreet.co.uk reports they make to him.

11. WORKS PROGRAMME

The report was **NOTED**.

12. PUBLIC REALM WORKS

There were no comments.

13. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

Members commented on the need for benches at the Arlesey Road Recreation Ground and this is on the agenda for 5th June 2024.

14. DATE OF NEXT MEETING

Wednesday 5th June 2024.

The meeting closed at 20:47

SIGNED BY CHAIRPERSON: _____

MINUTES APPROVED (date): _____



PUBLIC REALM COMMITTEE

TERMS OF REFERENCE

Membership of Committee

- Ten Town Councillors resolved at the Annual Meeting of the Town Council held in May annually.
- Five members shall constitute a quorum for meetings.
- The Mayor and Vice Mayor are ex-officio on all committees
- All non-Committee Members may attend Committee meetings and speak at the Chairman's discretion, but not vote.

Frequency of Meetings

- Monthly meeting, except August.
- All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

Decision/Delegated Powers

The Public Realm Committee has delegated authority (Local Government Act 1972 S101):

Open Spaces

- Management, control, and development of all playing fields, sports grounds, open spaces, play areas, skate parks and other leisure and recreational facilities.
- Prepare and maintain grass cutting schedules *for all open spaces and recreational facilities*.
- Arrange repairs and maintenance of the following sites:
 - Hitchin Road Recreation Ground
 - Riverside Playing Fields
 - Greenacre Park
 - Arlesey Road Recreation Ground
 - Multi Use Games Areas (Arlesey Road and Riverside)
 - The Green
 - Pix Brook Play Area
 - Prince Charles Avenue Play Area and open space, associated play equipment
 - Jubilee Meadow and open space, ~~associated play equipment (once area is adopted)~~
 - Public conveniences and car park at Brook Street/High Street
 - Public conveniences at Arlesey Road Recreation Ground.
- Liaise with and support the local environmental group, TEASEL, particularly with their support work on Town Council open space, including Centenary Wood.
- Maintain and improve landscape throughout the town.
- Monitor and protect the footpath and bridleway network within the town.
- Arrange spraying of foreign growth on footpaths as designated by the committee.

- Have overall responsibility for Town Council owned sporting facilities and public open spaces.
- Provision and maintenance of litter bins, bus shelters and seats within the town.
- Maintenance of flowerbeds, tubs, troughs, and any other areas held by the Council on lease or licence.
- Maintain a rolling programme of maintenance and major projects.
- Review contracts for maintenance for MUGAs and all-weather pitches, Pix Brook play area, Arlesey Road, Hitchin Road recreation ground, Greenacre Park, and Riverside Recreation ground.
- To ensure that the Town Council complies with health and safety regulations *in relation to open spaces, streetlights, cemetery, and recreational facilities*.
- Review all documents pertaining to this Committee.
- In all considerations and actions, follow the council's adopted corporate strategic plan.

Highways

- Liaise with Central Bedfordshire Council on matters relating to improvements on roadways, footways, footpaths, car parking and drains within the town.

Allotments

- Management of Town Council owned allotments.
- Management of Common Road Allotments on behalf of the Eleemosynary Charity of William Field.

Streetlights

- Responsibility for the maintenance and supply of Stotfold Town Council owned street lighting.
- To liaise with Central Beds Council for the repair and upkeep of all lighting columns within the town, owned by them.
- Responsibility for the street lighting maintenance contract and tenders on a six-yearly basis.
- In all considerations and actions, follow the Council's adopted corporate strategic plan.

Trees

- To take decisions on landscaping and tree planting in consultation with the Town Council's Tree Warden and following inspections as per council's Tree Management Policy.
- Maintain and manage trees on Town Council owned land, according to the council's adopted Tree Management Policy.

Cemetery

- To continue improvements to the site for its use as a burial ground.
- To monitor, review and determine the Rules and Regulations pertaining to Interments and Memorials.
- To monitor the capacity of the present site and consider future expansion.
- To review the leases for the Chapel of Rest and Mast, and renew, reissue or seek new tenants as required.
- To undertake visits to the Cemetery for monitoring and assessments of maintenance and repair works needed.
- To arrange an inspection of the stability of the memorials every five years.
- Maintain a rolling programme of maintenance and major projects relating to the cemetery.

Finance

- Resolve actions incurring expenditure within its budget.

- Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Council, via the Establishment Committee.
- Conduct a half yearly appraisal of the budgets based on September figures.
- Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
- To review and determine the list of charges annually relating to the cemetery fees and open spaces
- Responsibility for the leases relating to Town Council owned land and their review, as required.
- Review and set charges and lease rents.

This Committee may make recommendations to the Town Council on relevant matters for which it has no delegated authority and may be given delegated powers by full Council to act on relevant matters.

Reviewed May 2024



MINUTES OF THE MEETING OF THE COMMUNITY ENAGEMENT COMMITTEE HELD ON WEDNESDAY 15TH MAY 2024, IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG AT 19:00

Committee Members present:

Cllr J Headington (Chairperson), Cllr J Smith (Vice-Chairperson), Cllr S Buck, Cllr S Hayes, Cllr S Dhaliwal, Cllr B Saunders, Cllr B Woods.

Also present:

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

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Wightwick and Bendell. It was **RESOLVED** to:
Accept the apologies.

2. DISCLOSURE OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATION

There were no declarations made.

3. PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

There were no members of the public present.

4. MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** that the Minutes of the Community Engagement meeting held on 10th April 2024 are a correct record.

It was **RESOLVED** that the Minutes of the Community Engagement meeting held on 13th March 2024 are a correct record.

5. ELECTION OF VICE-CHAIRMAN

Following nominations by Members, Cllr J Smith was elected Vice-Chairman of the Community Engagement Committee for the forthcoming year.

6. TERMS OF REFERENCE

The Town Clerk drew Members' attention to the items to be removed and the highlighted items, which this Committee was asked to approve.

It was **RESOLVED** to accept the amended Terms of Reference and refer them to the Town Council Meeting of 26th June 2024 for final approval.

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

There were no items under this section.

8. REPORTS TO COMMITTEE

8.1 Strategic Plan Task and Finish Group

It was **RESOLVED** that membership of this Task and Finish group be made up by Cllrs Woods, Headington, Smith and Buck.

It was **RESOLVED** that the Terms of Reference for this Task and Finish Group be **ADOPTED**.

8.2 Stotfest 50 – Anniversary Weekend

The Town Clerk updated Members on the action items from the Community Engagement Working Party Meeting of 22nd April 2024.

The report was **NOTED**.

Members discussed the gin and beer pricing following the Stotfold Steam Fair & Country Show. Gin would be priced at £39 per bottle going forward and £33 per crate of beer.

The Town Clerk asked Members to consider the admissions process, with a nominal contribution as ticket price and proceeds to go in support of the Mayor's Charity. It was **AGREED** that staff would monitor the number of tickets sold online as a means of monitoring numbers of attendees.

8.3 Walking Market

The Walking Market is gaining in popularity and the Town Council is looking to provide support to the community by way of providing copies of maps to stall holders from a Town Council "hub", which should also include an ice cream van and a tea/coffee stand.

It was **RESOLVED** that the Town Council will support Stotfold News with arrangements for the Stotfold Walking Market.

8.4 Community Survey

It was **AGREED** this item be deferred to the next Community Engagement Committee Meeting.

8.5 Christmas Lights Tender

The Town Clerk had circulated the Christmas Light Tender proposal including a list of potential product combinations and locations. Members agreed this proposal should be extended to a five-year period. A visit to the Green highlighted an option to add festoon lights to a catenary wire with which could also be used for future events.

Members requested that the tender specification should list the costs by itemised list, with a schedule of rates to allow the Town Council to determine the financial provision for installation of infrastructure and the cost of the lights across the five-year period.

It was **RESOLVED** that the Town Clerk should publish the Tender with the specification provided, including the need for an itemised list with a schedule of rates.

8.6 D-Day Commemoration

Officers updated Members on the current status of plans for this event.

It was **RESOLVED** that Stotfold Town Council donate £250 for the D-Day Commemoration wreath.

9. WORK PROGRAMME

The report was **NOTED**.

10. PUBLIC REALM WORKS

There were no comments to add.

11. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

The Democratic Services Manager asked Members to give some thought to items they wish to add to the Work Programme for future and these could be emailed to her.

Cllr Woods suggested engagement with older residents about scams and it was **AGREED** that it would be worth doing a collaborative article with Central Bedfordshire Council's Community Safety Team and getting it into the Stotfold News Magazine.

12. DATE OF NEXT MEETING

10th July 2024.

The meeting closed at 19:37

SIGNED BY CHAIRMAN: _____

MINUTES APPROVED (date): _____



COMMUNITY ENGAGEMENT COMMITTEE

TERMS OF REFERENCE

Membership of Committee

- Eight Town Council Members of the Community Engagement Committee are established at the Annual Meeting of the Town Council.
- Up to two Co-opted members of the public may join during year if authorised by Town Council. These persons do not have a right to vote or to move or second a motion.
- The Chairman and Vice Chairman of the Council are ex-officio members of all meetings.
- Four members shall constitute a quorum for meetings.
- All non-Committee Members may attend Committee meetings and speak at the Chairman's discretion, but not vote.

Frequency of Meetings

- At least 6 six meetings in each full municipal year.
- All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

Decision/Delegated Powers

- The committee has delegated powers to deal with all the implementation and management of events that are promoted by the Town Council and its partners.
- To consider all aspects relating to planning and hosting of Council events, including health and safety requirements, road closures and notifications to Safety Advisory Group.
- To monitor and review each event.
- To include the annual Christmas celebration including the provision of festive lights.
- The Committee will endeavour to ensure that the Town Council and its committees make decisions, take actions, and carry out projects that support the diverse communities within Stotfold.
- The Committee is to deal with day-to-day events related matters; making recommendations to Council when required.
- To formulate a budget request for revenue expenditure/capital for the next financial year, ready to recommend to Governance and Resources Committee's November meeting. This includes any charges for events including vendors, funfairs, catering etc.
- The Committee has delegated powers to spend within budget, other requests will be forwarded to the Establishment Committee.
- The Committee is authorised to establish time expired sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
- Communication and Consultation, including website, social media and surveys.

- To seek nominations and decide on winner of the Citizens Award scheme – to be kept confidential within committee until the Annual Town Meeting, when award presentations will take place.
- Delegated authority is given to the Town Clerk, Democratic & Governance Services Manager, and the Community Engagement Officer to take decisions on the arrangements for council events.
- To report to the Establishment Committee on the outcome of its deliberations.

Reviewed May 2024



MINUTES OF THE MEETING OF THE BUILDING MANAGEMENT COMMITTEE HELD ON WEDNESDAY 22nd MAY 2024 IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG AT 19:00

Members present: Cllr S Hayes (Chairperson), Cllr D Matthews (Vice Chairperson), Cllr J Bendell, Cllr S Buck, Cllr J Hyde, Cllr B Saunders, Cllr J Talbot.

Also present:

E. Payne –Town Clerk

S. van der Merwe – Democratic Services Manager

1. ELECTION OF THE VICE-CHAIRPERSON

Following nominations by Members, it was **RESOLVED** that Cllr D Matthews is Vice-Chairperson for the forthcoming year.

2. TERMS OF REFERENCE

Members reviewed the Terms of Reference, noted any amendments and recommended these be referred to Full Council for adoption.

3. APOLOGIES FOR ABSENCE

All Members were present.

4. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

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

5. PUBLIC SECTION

There were no members of the public present.

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

6.1 Repairs to the Memorial Hall Car Park

Officers are in the process of seeking quotations for the lining and car park repairs. One quotation has been received to date.

6.2 Relocation of Kitchen Equipment

The relocation of equipment and crockery between the Greenacre Centre, Memorial Hall and Roecroft Centre has now been completed. Cllr Hyde extended her thanks on behalf of The H.O. Roe Charity to the Facilities Officer and the Town Rangers for their efforts in this project.

6.3 Arlesey Road Toilets

The radar lock has now been fitted to the toilets and the timer mechanism reprogrammed so it is opening and closing automatically.

6.4 Repairs to the Memorial Hall Car Park

An email was received from this hirer regarding reconfiguration of the Memorial Hall. They had been advised that there is asbestos in the building and that there is currently no budget this year to undertake any works on the building.

6.5 Thermostat at the Memorial Hall

The location of the thermostat is an issue, and this is still ongoing.

7. MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous meeting held on 13th March 2024 were received and it was **RESOLVED** to **ADOPT** them as a correct record of the meeting.

8. REPORTS TO COMMITTEE

8.1 Asbestos Reports

Members noted the contents of the asbestos reports for the Memorial Hall, the Mossman Centre, the Simpson Centre, Cemetery Chapel and Toilets, Hitchin Road changing rooms and the Tractor Shed.

It was **RESOLVED** that the Facilities Manager will create an Asbestos Management Plan.

8.2 EICR – Simpson Centre & Memorial Hall

Members noted the contents of the reports.

8.3 Refurbishment of the Memorial Hall

Members considered a report on the future of the Memorial Hall. Members are keen to ensure that the facility is improved to meet for the future needs of the community. Members requested that the homeowner at the ex-Police House be informed of any agreed plans for changes to the Memorial Hall.

It was **RESOLVED** to commission a feasibility study of the Memorial Hall.

8.4 Choir Free Let

Members received a report requesting a free let for the Stotfold Christian Choir on 28th June 2024.

It was **RESOLVED** to **APPROVE** the request for a free let of the Memorial Hall, with donations raised going to Respite At Home which is the mayor's Charity for the year 2024 – 2025.

8.5 Fence at Stotfold FC

Members received a report with a request from Stotfold Town Football Club to modify the acoustic fence adjacent the club house to allow the insertion of gates to allow access onto the open space. Members noted that as the acoustic fence installation was part of the planning permission, the Football Club should take advice from CBC about the modification, as well as seeking permission from CBC as the landowners.

It was **RESOLVED** that Stotfold Town Council has no objection to the Football Club to allow access from the bar to the outside space.

8.6 Redecoration of the Greenacre Centre

Members received a report with quotations for the redecoration of certain areas of the Greenacre Centre. Members considered that the maintenance of public buildings should be considered as a cyclical repair and maintenance programme. Members felt that a harder wearing, endurance paint be quoted for.

It was **RESOLVED** to defer any decoration until the Library Tender consideration period is complete.

8.7 Cemetery Toilet Update

Members received a report with the works undertaken to date on the cemetery toilet project. It was noted that the discovery of bats in the building had been an added complication and noted the works undertaken to date regarding safeguarding this species. Members noted the previous resolution of the Cemetery Committee to reconfigure the toilets with an accessible toilet and storage space.

It was **RESOLVED** to note that the Town Clerk is drawing up a specification for a tender process.

8.8 Library update

The Town Clerk advised Members that contractors have been on site at various points across the last week for the proposed work. Cllr Hayes notified the anticipated completion of works is before Christmas.

9. WORK PROGRAMME

Members noted the programme.

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

There were no items raised.

11. DATE OF NEXT MEETING

Wednesday 17th July 2024.

The meeting closed at: 19:44.

SIGNED BY CHAIRMAN: _____

MINUTES APPROVED (date): _____



BUILDING MANAGEMENT COMMITTEE

TERMS OF REFERENCE

Membership of Committee

- Eight Town Councillors resolved at the Annual Meeting of the Town Council held in May annually.
- Four members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members then the meeting will continue as a working party, with all recommendations to be ratified by Council.
- The Mayor and Vice Mayor are ex-officio on all committees
- All non-Committee Members may attend Committee meetings and speak at the Chairman's discretion, but not vote.

Frequency of Meetings

- At least six meetings in each full municipal year.
- All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

Decision/Delegated Powers

The Building Management Committee has delegated authority (Local Government Act 1972 S101) to:

- Be responsible for the overall management and maintenance of:
 - Memorial Hall
 - Greenacre Centre
 - Simpson Centre
 - Mossman Centre
 - Site leased to Stotfold Scouts
 - Site leased to Stotfold Bowls Club
 - Stotfold Football Club clubhouse and surrounding areas (excluding grass and planting) including car park.
 - Cemetery Toilets and Chapel
- To ensure development and maintenance of the council's buildings and premises under this committee's remit, follows existing council and committee policy
- Maintain a rolling programme of maintenance and major projects.
- To ensure that the Town Council complies with health and safety regulations *in relation to its built assets*.
- To maintain lettings policy for Council owned buildings.
- To review and determine hall hire charges *on an annual basis as part of the budget setting process*.
- Responsibility for leases relating to Town Council owned buildings within this committee's remit, and their review.
- Resolve actions incurring expenditure within its budget.
- Conduct a half yearly appraisal of the budgets based on September figures.
- Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Council, via the Establishment Committee.

- Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
- In all considerations and actions, follow the Council's adopted Corporate Strategic Plan.
- Review all documents pertaining to this Committee.

This Committee may make recommendations to the Town Council on relevant matters for which it has no delegated authority and may be given delegated powers by full Council to act on relevant matters.

Reviewed May 2024



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

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

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 13th 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 and recommended these be referred to Full Council for adoption.

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 24th 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.

It was **RESOLVED** that the Town Council would purchase:

- a) a new double-strand Mayoral Chain with engravable discs; and
- b) a new Deputy Mayoral disc to add to the re-purposed current Mayoral Chain of Office.

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 24th July 2024.

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 8th to 9th 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

It was **RESOLVED** that the Town Clerk will renew the insurance policy for the 2024 – 2025 financial year.

Members requested the Town Clerk to contact Surveyors to commence a review on the Town Council's assets.

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.

Members **RESOLVED** to **DEFER** the review of the Financial Regulations until such time as the missing section is resolved.

It was **RESOLVED** to **APPROVE** the issue of a credit card to the Public Realm Manager and to the Democratic Services Manager.

It was agreed that the Town Council's banking arrangements are brought to a future meeting.

It was **RESOLVED** that the Town Clerk increases the overall credit card limit 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

It was **RESOLVED** that the Town Clerk should investigate alternative auditors and to bring quotes to the Town Council Meeting on 24th July 2024.

It was **RESOLVED** that the Town Council should limit the appointment of an auditor for one year with the option to extend the contract for a further two years, for a total contract length of 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 24th July 2024.

EXEMPT ITEM

12. Staff update

Members received a staff update from the Town Clerk.

The meeting closed at: 20.05.

SIGNED BY CHAIRMAN: _____

MINUTES APPROVED (date): _____



GOVERNANCE AND RESOURCES

TERMS OF REFERENCE

Membership of Committee

- This Committee is made up of the Chairman and Vice-Chairman of the Town Council, plus the Chairmen of each Committee, and additional members elected at the Annual Meeting of the Council. To bring members to seven or nine.
- Four Members of this Committee shall constitute a quorum.
- All non-Committee Members may attend Committee meetings and speak at the Chairman's discretion, but not vote.

Frequency of Meetings

- At least six meetings in each full municipal year.
- All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

Decision/Delegated Powers

The Governance and Resources Committee has delegated authority (Local Government Act 1972 S101) to:

Finance & Risk Management

- *The setting up and monitoring of internal control systems for the oversight of Council expenditure.*
- *The periodic review of the Internal Audit arrangements and monitoring reports with reports and any recommendations being adopted by Council.*
- *The periodic review of the Risk Management arrangements with recommendations for adoption by Council.*
- Resolve actions incurring expenditure within its budget.
- Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the council.
- To conduct a half yearly appraisal of the budgets based on September figures.
- To receive estimates of expenditure in December for the forthcoming financial year from other committees of the council, to set a recommendation for the Precept for approval by full council.
- Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
- Responsibility for the control of the Legacy Account and associated matters.

Human Resources

- *To oversee the conditions of service for employees.*
- *To monitor staff contracts of employment, terms and conditions and policies relating to the employment of staff including but not exclusively:*
 - *Absence management*
 - *Performance management*
 - *Pension arrangements*
 - *Staffing levels*
 - *Staffing policies and staff handbook*
- *To review staff salaries and contracts when information from NALC is available.*
- *To form sub-committees for staff appointments, grievances and appeals as required.*

Policy

- *The development of policy for recommendation to Council*
- *The periodic review of the Council's standing orders and financial regulations with recommendations for amendments to be ratified by Council.*
- *Ensure that the Town Council complies with strategic health and safety regulations.*
- *The implementation and operation of the Council's Public Sector Equality Duty*
- *In all considerations and actions, follow the council's adopted corporate strategic plan.*
- *Review all documents pertaining to this Committee.*
- *To seek nominations and decide on winner of the Citizens Award scheme – to be kept confidential within committee until the Annual Town Meeting, when award presentations will take place. Should this be with Community Engagement*

This Committee may make recommendations to the Town Council on relevant matters for which it has no delegated authority and may be given delegated powers by full Council to take action on relevant matters.

Reviewed May 2024



MINUTES OF THE MEETING OF THE PUBLIC REALM COMMITTEE MEETING HELD ON WEDNESDAY 5TH JUNE 2024 IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG AT 19:00

Committee Members present:

Cllr M Cooper (Chair), Cllr L Anderson (Vice-Chair), Cllr S Buck, Cllr J Headington, Cllr M Hyde, Cllr J Smith, Cllr J Talbot, Cllr S Hayes, Cllr B Woods.

Also present:

E. Payne – Town Clerk (virtual)
H. Childs – Public Realm Officer
S. van der Merwe – Democratic Services Manager
Member of Public – 1

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Saunders,

It was **RESOLVED** to accept Cllr Saunders' apologies for absence.

2. DISCLOSURES OF MEMBERS' INTERESTS

Cllrs Headington and Talbot requested dispensation regarding item 6.3 on the Agenda as they are allotment tenants, and Cllrs Hyde and Hayes as they are Trustees for the Eleemosynary Charity which owns the land on which the Common Road Allotment is sited.

Cllr Hyde declared an interest in item 5.4 as the tenant farmer undertakes work for her.

3. PUBLIC SECTION

There was no comment from the member of public present.

4. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the Minutes of the Public Realm Committee Meeting held on 8th May 2024 were **ADOPTED** as a true and accurate record of the meeting.

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

5.1 Prince Charles Avenue Roadworks: The Town Clerk has permitted the roadworks company working at Prince Charles Avenue to use Town Council land at Queen Street for equipment storage and a site cabin.

5.2 Riverside Culvert: One of the sandbags was reported at the Public Realm Meeting on 5th May 2024 as needing replacement and this has now been replaced.

5.3 Prince Charles Avenue: The Town Clerk updated the Committee on another piece of land at Prince Charles Avenue where the developer has been undertaking works to make this fit for adoption by Central Bedfordshire Council. The Clerk has requested the contractor's Public Liability Insurance Certificate and Risk Assessment, as well as a timeline of works. Town Council staff will inspect the land before commencement of the works to ensure the

land is returned to the state it was in at the end of the planned project. The Town Clerk has requested that the contractor write to all adjacent residents regarding the works.

- 5.4 **Barn on Unnamed Road leading to Pix Brook Academy:** The farmer tenant will have space in his barn for additional storage of Town Council equipment later in the year. Central Bedfordshire Council as landowner have approved the arrangement and a licence will be drawn up to formalise the arrangement.

Cllr J Hyde requested the Town Council write to Central Bedfordshire Council to notify them that the road has historically been called "Stone Road". Cllr Cooper requested this be brought to a future Planning Committee Agenda.

6. **REPORTS TO COMMITTEE**

6.1 **Land at Pix Road and Hazel Grove**

Members received a report regarding complaints received from a resident regarding the Grounds Maintenance contractors and the performance of their duties on land adjacent to the resident's property.

It was **RESOLVED** to write to the resident to ask her if she would like to adopt the cutting of the land on the triangular section. The Town Council will continue to cut the grass on the rectangular section along the left of the property.

6.2 **Erosion of riverbank at Riverside**

Members were asked to review two quotes to restore eroded sections of the riverbank.

The Public Realm Officer noted that the section near the bridge is steep and poses a hazard to children. Members noted that the section near the bridge is a well-known point where residents can access the river and that the Town Council leases the section near the ford point from Central Bedfordshire Council.

It was **RESOLVED** to defer this meeting to 3rd July 2024 meeting to allow officers to obtain like-for-like quotes and to obtain quotes for dog steps.

6.3 **Allotment toilet and funding**

The Town Clerk advised Members that the Cemeteries and Allotments Officer will submit a report to the next Eleemosynary Charity Trustees Meeting of 24th June 2024. The Town Council will prepare a short questionnaire to allotment holders to be sent after the Trustee Meeting to demonstrate that allotment holders are in support of the request for a compostable toilet.

Members noted that the Town Council should take advice on the VAT issue related to the Common Road allotment toilet.

It was **RESOLVED** that the Town Council carry out a site survey to determine if the toilet can be sited within the boundaries of Common Road.

It was **RESOLVED** that the Town Council send a short questionnaire to allotment holders on both sites after the Trustees' meeting on 24th June 2024.

It was **RESOLVED** that the Town Clerk has delegated authority to make an application for match funding from the UKSPF if the Trustees agree with the project.

6.4 Land registration of the Lower Part of the Cemetery

Members received a report advising the Town Council that part of the cemetery is not registered with the Land Registry and the affect that this is having on extending the lease for the chapel lease.

Members **NOTED** the actions of the Town Clerk in the registration of the Lower Part of the Cemetery.

6.5 Complaint regarding use of Hitchin Road

Members received a report with a complaint from a resident regarding the use of Hitchin Road by football clubs.

Members requested that the Town Council send a letter to Stotfold Junior Football Club to ask them to include a map with information on areas where parking should be avoided when they issue their match day notice to visiting clubs.

It was **RESOLVED** that the Town Council purchase and install a 2-metre boot cleaner on the wall at the changing rooms.

6.6 D-Day Commemorative Bench

Members received a report outlining a proposed commemorative bench to be installed adjacent to the War Memorial.

It was **RESOLVED** that the Town Council purchase Option 1 without reference to a battalion, with a back plate and to add the wording "Installed by the grateful residents of Stotfold" on the plaque.

6.7 Planned work to football pitches

Members reviewed an update on the football pitches maintenance works and discussed the plan for the 2024 – 2025 year.

It was **RESOLVED** not to proceed with overseeding and spraying for this financial year, but to meet the cost of the rest of the expense for the remainder of planned works.

The Committee **RESOLVED** to get a sports pitch specialist for Arlesey Road pitches once the current grass cutting contract is completed.

10. HIGHWAYS REPORT

Members discussed roadworks currently underway on Queen Street and Regent Street.

11. WORKS PROGRAMME

The report was **NOTED**. The Tree Surveys item will be included into the next Agenda for 3rd July 2024.

12. PUBLIC REALM WORKS

There were no comments.

- 13. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**
Cllr Talbot commented on trees on Hitchin Road Recreation Ground that would require crowning. Cllr Cooper pointed out that tree works for this financial year's contracts include works to those trees in the Autumn.

14. DATE OF NEXT MEETING

Wednesday 3rd July 2024.

The meeting closed at 20:47

SIGNED BY CHAIRMAN: _____

MINUTES APPROVED (date): _____

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
1.1.01	Democratic Representation & Management	Failure to comply with legislation and/or regulations	Council Compliance & Financial	4	1	4	Green	Councillor's handbook issued to all Councillors when they take office. Standing Orders, Financial Regulations and Code of Conduct, in place and reviewed regularly. Town Clerk attends professional conferences / seminars. Town Clerk holds CiLCA	Standing Orders reviewed January 2024. Next review due in 2025. Scheme of Delegated Functions to be adopted.	Town Clerk/DSM	April 2024	April 2025
1.1.02	Democratic Representation & Management	Failure to provide timely and adequate – notice of Council Agendas and production of Council Minutes	Council Compliance	2	1	2	Green	Town Clerk is CiLCA qualified.	Review of procedures for production, distribution, and publication of Agendas & Minutes to be instigated by DSM.	Town Clerk/DSM	April 2024	April 2025
1.1.03	Democratic Representation & Management – Failure to inform Councillors	Poor decision, poor staff morale, misinformed public	Council, Councillors Compliance	2	1	2	Green	Council business widely publicised through Stotfold News, notices, press releases, website etc. Town Clerk holds regular meetings with Chair to discuss Council Business. Weekly Bulletin to all Councillors with updates.		Town Clerk/DSM	April 2024	April 2025
1.1.04	Democratic Representation & Management	No knowledge of changes to regulations or new regulations.	Council Finance, Compliance & Operational	2	1	2	Green	Advice received via SLCC/BATPC on changes in regulation. Policies are reviewed regularly and updated, if necessary, in light with best practice.	Policies reviewed against SLCC/NALC model policies and other town councils.	Town Clerk/DSM	April 2024	April 2025
1.1.05	Democratic Representation & Management	Reputational damage – poor public understanding of the role of the council and its services	Council	3	1	3	Green	Website up to date and accurate, well-trained staff, careful management of services, deliberate and positive publicity concerning services and issues, use of social media	Consider public consultation where appropriate	Town Clerk	April 2024	April 2025
1.1.06	Democratic Representation & Management	Lack of strategic direction and leadership – ability of Council to set objectives aligned to service delivery	Council	1	2	3	Green	Careful management of services	Ongoing development of the Council's vision, objectives, and Strategic Plan	Town Clerk/DSM	April 2024	April 2025
1.2.01	Financial Management	Insufficient funds - Failure to agree precept or precept set at inadequate level.	Council Financial, Compliance & Operational	4	1	4	Green	Council sets an Annual budget. Level of reserves agreed by Council during budget process.		Town Clerk / Finance Officer	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
								RFO checks precept received from CBC agrees with precept requested. Reserves Policy adopted and reviewed regularly after end of year to consider robustness of level of reserves				
1.2.02	Financial Management	Insufficient funds - Council expenditure significantly exceeding budget.	Council Financial, Compliance & Operational	3	1	3	Green	Regular Income & Expenditure report provided to Council with accompanying report on variances. Regular budgetary control reviews undertaken by Finance Officer and significant issues reported to Town Clerk. Action taken to respond to variances. Level of reserves, general and earmarked, reviewed by Council during budget process. Level of general and earmarked reserves reported to Council with Annual Return at year end.		Town Clerk / Finance Officer	April 2024	April 2025
1.2.03	Financial Management	Loss of funds due to error, theft, fraud, or misappropriation due to failure to keep proper financial records.	Council Financial, Compliance & Operational	4	1	4	Green	Financial Records: Financial management system (Rialtas) in place together with office procedures. Two councillors approve payments (excluding payroll). All bank payments uploaded by Finance Officer. Income received kept securely and banked regularly. Official receipts issued for cash at reception. Payroll Records: payroll contract in place.	Written office financial procedures to be put in place. Fidelity Insurance in place, reviewed by Internal Auditor Finance Officer FiLCA trained. Investigate outsourcing payroll.	Town Clerk / Finance Officer	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
								<p>Staff returns collated by Finance Officer and draft payslips reviewed for consistency.</p> <p>Payments checked to pay slips by Town Clerk.</p> <p>Standing Orders & Financial Regulations in place.</p> <p>Monthly bank reconciliations prepared by Finance Officer, reviewed by Town Clerk, and signed off quarterly by two councillors, which is minuted at Governance & Resources Committee</p> <p>Income and expenditure reviewed against budget regularly and reported quarterly to Council.</p> <p>Internal Audit review procedures and sample check transactions.</p>				
1.2.04	Financial Management	Insufficient funds for Council due to poor cash management planning.	Council Financial, Operational	4	1	4	Green	Cashflow monitored regularly by RFO and Finance Officer with transfers between accounts to ensure adequate funds in relevant accounts.		Town Clerk / Finance Officer	April 2024	April 2025
1.2.05	Financial Management	Expenditure incurred without proper authority.	Council Financial & Compliance	2	3	6	Yellow	<p>Standing Orders and Financial Regulations in place and subject to regular review.</p> <p>Payments require authorisation by Town Clerk or Finance Officer.</p> <p>Internal Audits conducted.</p>	Written procedures to be adopted.	Town Clerk / Finance Officer	April 2024	April 2025
1.2.06	Financial Management	Failure to comply with HMRC regulations. Financial penalty.	Council Financial & Compliance	4	1	4	Green	<p>VAT – returns completed quarterly by Finance Officer online via RBS system.</p> <p>Finance system accounts for VAT on purchases and sales.</p> <p>PAYE / NIC calculated by Payroll software. To be reviewed on a monthly basis and annually by Town Clerk.</p>	Consider outsourcing payroll.	Town Clerk / Finance Officer	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
1.2.07	Financial Management	Unable to recover VAT paid out on exempt activities e.g., Community Hall	Council Financial & Compliance	4	1	4	Green	None	Annual partial exemption review to be undertaken on budget and at year end. Members made aware of impact of large schemes on exempt or partially exempt activities. Professional advice sought for major projects.	Town Clerk / Finance Officer	April 2024	April 2025
1.2.08	Financial Management	Items not insured or cover too low. Loss and damage to parish council assets Damage to third party property or individuals Loss of income or need to provide essential services following critical damage, loss, or non-performance by third party	Council Public liability Financial	4	1	4	Green	Insurance held with Aviva and reviewed annually at Annual Parish Council Meeting. Insurance checked by Internal Auditor Asset register reviewed annually at Annual Parish Council Meeting. Deeds stored by Council Solicitor.	Review insurance property values and check asset records up to date.	Town Clerk / Finance Officer	April 2024	April 2025
1.2.09	Financial Management	Financial risk to 3 rd Party in connection with service provision e.g., through loss of information.	Council & Third Parties Financial	2	1	2	Green	Leases & licences kept by Council Solicitors Insurance in place		Town Clerk / Finance Officer	April 2024	April 2025
1.2.10	Financial Management	Bank failure causing significant loss of Council funds.	Council Financial & Compliance	4	1	4	Green	Council maintains accounts with separate banks to spread the potential loss. Council has Investment Policy in place which is reviewed annually.		Town Clerk / Finance Officer	April 2024	April 2025
1.2.11	Financial Management - Banking	Conveyance of cash / cheques to bank. Injury / death / mugging / theft	Council, Employees Financial	3	1	3	Green	Cash is banked regularly to avoid build-up of funds. Member of staff takes funds to bank. Staff advised not to resist if a theft is attempted and to take mobile phone with them.		Town Clerk / Finance Officer	April 2024	April 2025
1.2.12	Financial Management – Business Continuity	Failure to undertake continuity planning, including business continuity.	Council Operational Staff	3	3	9	Yellow	Business continuity plan in place and reviewed regularly. Officers have ability to work from home, cloud-based storage,	Consider Business Continuity Insurance	Town Clerk	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
		Delivery of services is compromised						mobile phone app for office phones				
1.3.01	Staffing & Employment	Inadequate staffing resources.	Council Operational	3	2	6	Yellow	Employment contracts with notice period. Ensure vacancies advertised and filled as soon as possible. Monitor sickness absence and perform regular staff appraisals.		Town Clerk	April 2024	April 2025
1.3.02	Staffing & Employment	Failure to comply with employment law.	Council Financial & Compliance	2	2	4	Green	Contracts of employment in place for all staff. Council has contract with HR advisor. Staff Handbook provided by HR Advisor which is regularly updated. Contracts of employment follow National Joint Council for Local Government Service for issue and revision of National Agreement on Pay and Conditions of Service.		Town Clerk	April 2024	April 2025
1.3.03	Staffing & Employment	Loss of key staff.	Council Operational	3	2	6	Yellow	All staff have job descriptions. Option to use short term vacancy cover from suitably qualified professional via contacts with SLCC or BATPC.	Review staff development training.	Town Clerk	April 2024	April 2025
1.3.04	Staffing & Employment	Long term sickness / loss of knowledge & experience	Council, Employees Financial & Operational	2	2	4	Green	All staff have job descriptions, recently revised as part of staff review. Option to use short term vacancy cover from suitably qualified professional via contacts with SLCC or BATPC.		Town Clerk	April 2024	April 2025
1.3.05	Staffing & Employment	Low staff morale / performance / absenteeism.	Council, Employees Financial & Operational	2	1	2	Green	Job descriptions for all officers and regular staff appraisal scheme.		Town Clerk	April 2024	April 2025
1.3.06	Staffing & Employment	Inadequate training.	Council Financial, Compliance, Delivery & Operational	2	2	4	Green	Staff appraisal identifies training needs. Council sets annual training budget.		Town Clerk	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
								Staff offered local and national courses and conferences according to job description.				
1.3.07	Staffing & Employment	Inappropriate gifts to staff or Councillors	Council Compliance	2	1	2	Green	All gifts over £25 to be recorded in Gift register. Members Code of Conduct & signed declarations.		Town Clerk/DSM	April 2024	April 2025
1.3.08	Staffing & Employment	Personnel security / injury to staff	Council, Employees Financial & Compliance.	2	2	4	Green	Access to office via secure system and open only to Staff. Staff handbook includes Lone Working Policy.		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.3.09	Staffing & Employment	Health & safety.	Council, Employees Financial & Compliance	2	2	4	Green	Review of Health & Safety undertaken with new Health & Safety Policy adopted by Council 2023. Designated staff IOSH Working Safely courses. Public Realm Manager to hold IOSH Managing Safely qualification.	Officers trained as first aider. Fire Wardens appointed.	Town Clerk/ Public Realm Manager	April 2024	April 2025
1.3.10	Staffing & Employment	Employee qualifications & employment history incorrect / fraud / inappropriate behaviour.	Council, Employees Public Financial, Compliance & Legal, Delivery & Quality of Service	2	1	2	Green	All employees subject to standard recruitment process. References taken before contracts signed.	Ensure that references covering three years' work history are taken for those responsible for financial controls.	Town Clerk	April 2024	April 2025
1.3.11	Staffing & Employment – Driving on official business	Use of own motor vehicle / or Council vehicle - RTA.	Council, Employees Public Financial & Compliance	3	2	6	Yellow	Road Traffic Legislation and the Highway Code Any incidents must be reported immediately to the Town Clerk and a written incident form completed. Staff handbook includes a driving policy.	Remind staff that they cannot use a mobile phone whilst driving. Carry out annual driving licence check for staff driving on Council business. Carry out annual checks of business use insurance and vehicle test certificates for employees who use their own vehicle for work purposes.	Town Clerk/ Public Realm Manager	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
1.3.12	Staffing & Employment – Driving on official business	Personal Safety	Public, Staff, Council Financial & Compliance	2	1	2	Green	Staff advised to avoid confrontation with other road users. Staff should always carry a mobile phone when cycling or driving but should not use these unless legal and safe to do so.		Town Clerk	April 2024	April 2025
1.4.01	Information, Website & Social Media	Loss of data & information - theft, fire, flood, or damage.	Council, Employees, Councillors, Suppliers & Debtors, Public Financial & Compliance	2	2	4	Green	Legal and important documents are stored safely. Insurance in place Server back-up and stored in in the cloud. Hardware upgrades carried out regularly. Computers and network managed by computer provider.		Town Clerk	April 2024	April 2025
1.4.02	Information, Website & Social Media	IT – Loss of service, loss through loss of building/ability to do business, loss of IT	Council, service users Financial & operational	3		9	Yellow	Maintenance of building and IT systems, IT backup systems, use of external storage, use of cloud-based storage	Review of Business Continuity Plan	Town Clerk	April 2024	April 2025
1.4.03	Information, Website & Social Media	Non-compliance under Freedom of Information Act.	Council Financial & Compliance,	2	2	4	Green		Freedom of Information Policy, procedure, and information request to be formulated.	Town Clerk	April 2024	April 2025
1.4.04	Information, Website & Social Media	Major IT failure	Council, Employees, Councillors, Suppliers & Debtors, Public Financial, Compliance & Operational	2	2	4	Green	Server backed up in the cloud. Contract with IT provider for support. Password protection	Review hardware to ensure fit for purpose.	Town Clerk	April 2024	April 2025
1.4.05	Information, Website & Social Media	Website out of date, incorrect or misleading	Council, Public Compliance & Operational	2	2	4	Green	Web pages updated when required. Periodic review of website contents.		Town Clerk	April 2024	April 2025
1.4.06	Information, Website & Social Media	Lack of Council ownership of website.	Council, Public Compliance & Operational	2	1	2	Green	Domain name and owned by Town Council. Annual contract held for hosting service with IT contractor.	Domain Name due for renewal February 2025.	Town Clerk	April 2024	April 2025
1.4.07	Information, Website & Social Media	Failure of website or internet provider.	Council, Public Compliance & Operational	2	1	2	Green	Domain name and owned by Parish Council. Annual contract held for hosting service with IT contractor.		Town Clerk	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
1.4.08	Information, Website & Social Media	Outside infiltration to social media accounts – being locked out / defamatory posts made in Council's name	Council, Public, Compliance	2	1	2	Green	The Town Clerk approves all social media posts. Access password controlled.		Town Clerk	April 2024	April 2025
1.4.09	Information, Website & Social Media	Unlicensed use of images in marketing materials – financial and legal implications	Council, Financial	2	1	2	Green	The Town Clerk approves all social media posts. Promotional material signed off by Town Clerk and Chair.		Town Clerk	April 2024	April 2025
1.4.10	Information, Website & Social Media	Images / footage of vulnerable children or adults used.	Council Compliance	2	2	4	Green	Parental consent forms collected prior to image capture.		Town Clerk	April 2024	April 2025
1.4.11	Information, Website & Social Media	Data protection registration & compliance.	Council, Employees, Councillors, Suppliers & Debtors, Public Financial & Compliance	2	2	4	Green	Annual renewal of registration with ICO Firewall in place on network – managed by IT provider.		Town Clerk	April 2024	April 2025
1.4.12	Data Protection breach on Social Media	Personal data (including images) is leaked resulting in a fine for the Council	Public, those who hold personal data for Service. Compliance & Operational	2	1	2	Green	All posts and website updates are proofread and checked by the Town Clerk. No photos are used without relevant consent.		Town Clerk	April 2024	April 2025
1.4.13	Disclosure of personal, financial, and contractual information Inappropriate storage of data Loss of hard copy data Loss of electronic data	Data breach Financial loss Fines/prosecution	Council, Employees, Public, Contractors Financial & Compliance	2	2	4	Green	Personal & sensitive data is filed on hard copy files which are stored in locked cupboards sited in the Town Council offices. Data is also stored on password protected files, GDPR training given to employees. Implementation of GDPR and data retention policy which is reviewed regularly. Insurance cover in place	Ongoing review re. personal / sensitive data and retention of documents. Sensitive data to be deleted on a regular basis when no longer needed. Councillors and employees to be updated in accordance with any changes to GDPR guidelines.	Town Clerk/DSM	April 2024	April 2025
1.4.14	Unauthorised access to Council computers, emails, and files	Disruption or damage to IT system Disruption of service provision Data breach Fines/prosecution	Council, Employees, Public, Contractors Financial & Compliance	2	1	2	Green	All Council computers and laptops are protected by anti-virus software/firewalls which are kept up to date by the Council's IT provider. Regular back-ups and updates are carried out.		Town Clerk/DSM	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
								<p>Council email address in use and each account is password protected</p> <p>Guidance/information has been given to employees to delete emails if it is no longer necessary to keep them and to retain as little information as possible.</p>				
1.5.01	Premises & Assets (general)	Theft / Loss of asset	Council, Financial, Compliance & Operational	2	1	2	Green	<p>Capital assets are recorded on the financial asset register, if appropriate.</p> <p>Buildings have regularly maintained intruder alarms.</p> <p>Insurance cover in place for larger assets.</p>	All assets to be registered with Land Registry or Commons Registration Authority in the case of village greens or common land.	Town Clerk/ Public Realm Manager/ Finance Officer	April 2024	April 2025
1.5.02	Premises & Assets (general)	Injury or death to person Poor Condition – Dilapidation/ Fire / Flood / Vandalism - Damage to assets / Injury to staff or user	Council, Public Financial, Compliance & Operational	2	2	4	Green	<p>Systematic maintenance programme, training and procedures, use of risk assessments for events and high-risk activity. Health and Safety activity including consultant support. H&S input and management by members and Senior Officers.</p> <p>Fire risk assessments in place for buildings – subject to two yearly reviews.</p> <p>Buildings have regularly maintained intruder and fire alarms. Access to Community Centre restricted by security coded door.</p> <p>CCTV in outside areas of Greenacre Centre saved to hard drive.</p> <p>Insurance cover in place.</p> <p>Repairs and maintenance budgets in place.</p>	<p>Condition survey should be put in place on a regular basis.</p> <p>Asbestos register to be reviewed in line with current legislation.</p> <p>Review of risk assessments for each property to be undertaken.</p> <p>Fixed wiring reviewed every 5 years, PAT to be reviewed every 2 years.</p>	Town Clerk/ Public Realm Manager	April 2024	April 2025
1.5.03	Premises & Assets (general)	Changes in market conditions or legislation - reduction in value of	Council, Financial, Compliance, & Operational	2	1	2	Green	Changes in legislation and environmental regulations monitored.		Town Clerk/ Public Realm Manager	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
		asset / increased costs due.						Where appropriate assets conform to current legislation in respect of Health & Safety & Environmental matters.				
1.5.04	Premises & Assets (general)	Failure of tenant - Loss of tenant income	Council, Financial & Compliance	1	2	2	Green	Payments in respect of leases and licences monitored and debts chased promptly. Contracts in place for long term arrangements.		Town Clerk	April 2024	April 2025
1.5.05	Premises & Assets (general)	Assets not recorded properly.	Council, Financial & Compliance,	1	2	2	Green	Asset register in place.	Review list asset register annually and ensure insurance valuations reviewed periodically.	Town Clerk/ Public Realm Manager	April 2024	April 2025
1.5.06	Premises & Assets (general)	Equipment – failure Injury and/or service disruption	Council, Service Users Financial & Operational	1	2	2	Green	Equipment regularly maintained. Maintenance budget in place. Health and safety clothing provided and to be worn by staff.	Ensure maintenance schedules in place for critical / potentially dangerous equipment. Review / put in place risk assessments to ensure safe usage.	Town Clerk/ Public Realm Manager	April 2024	April 2025
1.5.07	Premises & Assets (general)	Playground equipment – failure. Injury and/or service disruption	Council, Service Users Financial & Operational	1	2	2	Green	Equipment regularly maintained. Maintenance budget in place. Annual inspections in place.	Ensure maintenance schedules in place for critical / potentially dangerous equipment. Review / put in place risk assessments to ensure safe usage.	Town Clerk/ Public Realm Manager	April 2024	April 2025
1.5.08	Premises & Assets – Asset Management	Failure to manage, invest and maintain Council Assets Gradual deterioration and long-term costs higher than necessary Reputational risk, unexpected expenses incurred.	Council, Service Users	2	2	4	Green	Asset Management Policy in place including regular inspection regime in place. Maintenance budget in place for regular programme of works	Continue with surveys when needed and planned maintenance costs updated as part of the asset management plan. Continue to review maintenance budgets and reserves to ensure that sufficient funds are available to maintain Council assets	Town Clerk/ Public Realm Manager/ Public Realm Manager	April 2024	April 2025
1.6.01	General Public	Damage or injury to members of the public.	Council, Employees, Councillors, Public Financial & Compliance	3	2	6	Yellow	Health and safety policy in place. Events risk assessments undertaken and reviewed by Town Clerk prior to event.	Review Health & Safety Policy annually All activities / services should have up to date risk assessments in place. These need to be reviewed.	Town Clerk/ Public Realm Manager	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
								Staff risk aware and risk management regularly highlighted at staff meetings. Public liability insurance in place. Councillors made aware of risk management by adoption of risk management strategy and annual risk register annually.	Fire risk assessments to be reviewed. Review staff training.			
1.6.02	General Public	Libel, Slander	Council, Employees, Councillors, Public Financial & Compliance	2	2	4	Green	Councillors made aware of risk management by adoption of risk management. Code of Conduct adopted, and all councillors sign up to adhere to code when taking office. Press releases and publications reviewed by Town Clerk before publication. Council signed up to Civility & Respect Project.		Town Clerk/DSM	April 2024	April 2025
1.6.03	Customer Satisfaction	Poor service to customer	Public, staff	2	1	3	Green	Staff training, equipment maintenance and purchase budgets in place, continued service review		Town Clerk	April 2024	April 2025
1.8.01	Contractors – General	Site injury – injury / death	Public, Staff, Contractors Compliance, Financial, Operational	2	3	6	Yellow	Council advises all contractors of any known hazards prior to contractors starting work. Asbestos Register in place	Asbestos inspection, plan and register to be put in place urgently.	Town Clerk/ Public Realm Manager	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
1.8.02	Contractors – General	Use of contractors – damage / fire / injury	Public, Councillors Staff, Contractors Financial & Compliance	2	2	4	Green	<p>All contractors are reviewed prior to being employed and references taken when appropriate.</p> <p>Electricians and contractors servicing gas appliances or system should be fully qualified and registered. Electricians – NICEIC Gas – Gas Safety Registered Evidence of professional status must be provided, checked regularly by staff, and recorded.</p> <p>Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc. are appropriately licensed.</p> <p>Work of all contractors is monitored and where appropriate records kept.</p>	Contractors risk assessments should be reviewed, and their level of insurance cover should be checked.	Town Clerk/ Public Realm Manager	April 2024	April 2025
1.8.03	Contractors – General	Site safety - fire	Public, Staff, Contractors Compliance	1	2	2	Green	<p>Council to advise all contractors of fire procedures when they start work.</p> <p>All contractors and visitors sign in/out of community centre.</p>		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.8.04	Contractors – General	Site safety – injury / damage	Public, Staff, Contractors Compliance	1	2	2	Green	All parties are aware of the necessity to maintain a safe working environment.		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.9.01	Climate Emergency Response	<p>Failure to reduce carbon impact from services and Council activities and implement mitigation measures to meet Climate change and biodiversity</p> <p>Loss of council reputation, loss of public support</p>	Council Public	1	2	2	Green	<p>Council has Biodiversity Policy which is reviewed regularly.</p> <p>All reports have an implications section which includes Biodiversity section.</p>		Town Clerk/ Public Realm Manager	Mar 2022	April 2025
1.10.01	Cemetery - Stability of headstones/ memorials	Injury due to poor maintenance	<p>Visitors, Councillors, Council staff, contractors, trespassers</p> <p>Financial & Compliance</p>	2	3	6	Yellow	All undertakers to follow the NAMM and our guidelines in respect of materials, size and fixings	Contractors risk assessments should be reviewed, and their level of insurance cover should be checked.	Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
								Visual and hand tests to be carried out by designated Contractor every 5 years and competent Member of staff annually following guidelines as laid out by the Ministry of Justice in 2009 – or as updated Town Rangers to undertake informal visual inspections during their visits to the Cemetery.	Formal procedure to be adopted for memorial maintenance etc. Programme of inspections and recording introduced. Inspections advertised in advance and of intended action that is taken if found to be unsafe. Risk assessment in place and competent person with PLI and RAMS to undertake topple test.			
1.10.02	Cemetery – Buildings and walls	Injury due to poor maintenance	Public, Staff, Contractors Compliance	1	2	2	Green	Visual inspection of buildings bi-monthly 5 yearly condition survey Tenants of Chapel to be asked by letter to report any noted defects No asbestos on site	Condition survey undertaken November 2023	Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.03	Cemetery – open grave	Fall into open grave	Public, Staff, Contractors Compliance	1	2	2	Green	Responsibility of contractor to follow relevant procedures. PLI and RAMS held for contractor	Funeral directors contract grave digging with third party	Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.04	Cemetery – trees	Falling branches	Public, Staff, Contractors Compliance	1	2	2	Green	Regular budgeted figure for tree surgery 5 yearly tree survey to be carried out by Tree Consultant and consider actions to be taken		Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.05	Cemetery – footpaths	Slips, trips and falls from exposed roots, loose gravel, icy conditions, poor surface	Public, Staff, Contractors Compliance	2	2	4	Green	Regular inspections of condition of footpaths. Annual maintenance budget. Salt main routes when weather is icy		Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.06	Cemetery – Mobile Phone Mast Compound	Electric shock, fall from mast	Public, Staff, Contractors Compliance	2	2	4	Green	Carry out regular visual inspection of mast compound and report any defects to operator		Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
1.10.07	Cemetery – Lighting conductor	Electric shock	Public, Staff, Contractors Compliance	2	2	4	Green	Carry out annual inspection of lighting conductor by competent contractor		Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.08	Cemetery – dog fouling	Ill health	Public, Staff, Contractors Compliance	2	2	4	Green	No dogs' signs present. Bins provided	Dogs on leads signs present. GM contractors check grass before cutting	Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.09	Cemetery – Seating	Injury due to poor maintenance	Public, Staff, Contractors Compliance	2	2	4	Green	Seating inspected regularly and condition records as well as remedial action undertaken. Rapid response to repairs. Plastic/recyclable seating used.		Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.10	Cemetery – vehicles	Collision with other vehicles and/or pedestrians	Public, Staff, Contractors Compliance	2	3	6	Yellow	Vehicular access restricted. Speed restriction in place and signed. Signs advising of vehicles and/or pedestrian presence.		Town Clerk/ Public Realm Manager/ Cemetery Officer	April 2024	April 2025
1.10.11	Cemetery – Grave Plot Misallocation	Reputational damage	Public	1	2	3	Green	Update burial register regularly and ensure forms completed correctly		Town Clerk/ Cemetery Officer	April 2024	April 2025
1.10.12	Cemetery - memorial, internment, and plot purchase	Reputational damage	Public, Staff	1	2	3	Green	Ensure invoices are sent out at time of burial/purchase		Town Clerk/ Cemetery Officer	April 2024	April 2025
1.11.01	Play Areas – Litter, glass	Causing injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Regulation inspection of play areas. Litter picking carried out regularly		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.11.02	Play Areas – discarded drug equipment	Causing injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Regulation inspection of play areas. Litter picking carried out regularly		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.11.03	Play areas – dog mess	Ill health	Public, Staff, Contractors Compliance	2	3	6	Yellow	Dogs prohibited from play areas Signage prohibiting dogs from play areas in place. Regulation inspection of play areas. Litter picking carried out regularly		Town Clerk/ Public Realm Manager	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
1.11.04	Play Areas – poisonous plants	Ill health	Public, Staff, Contractors Compliance	2	3	6	Yellow	Consideration of public safety when considering planting scheme in play areas		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.11.05	Play Areas – injury through falling	Causing injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Consideration of surface type with respect to age of users and usage. Suitable play areas installed around play equipment in accordance with relevant British Standards		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.12.06	Play areas – defective ground surfaces	Slips, trips and falls	Public, Staff, Contractors Compliance	2	3	6	Yellow	Regular inspections of areas. Reporting procedure in place.	Screen off damaged area. Prompt remedial action	Town Clerk/ Public Realm Manager	April 2024	April 2025
1.12.07	Play areas – snow or ice	Slips, trips and falls	Public, Staff, Contractors Compliance	2	3	6	Yellow	Spread salt/grit on paths during icy weather		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.12.08	Play areas – slippery surfaces due to moss or fallen leaves	Slips, trips and falls.	Public, Staff, Contractors Compliance	2	3	6	Yellow	Regular inspection of surfaces and maintenance to remove hazard		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.13.01	Car Parks – surfaces	Slips, trips and falls	Public, Staff, Contractors Compliance	2	3	6	Yellow	Regular inspection of conditions, recorded by competent person. Defects repairs asap. Unauthorised use monitored.		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.13.02	Car Parks – trees	Injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Council responds to complaints/reports from employees and public if concern raised about tree condition; tree stock identified and inspected by an arboriculturist; trees re-inspected on a regular basis, according to level of risk; records relating to inspections kept, including where no defect is found and retained for a min. of 6 years		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.13.03	Car Parks – hedge trimming	Injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Work carried out by competent contractor or staff throughout the year; contractor provides PPE, training and equipment to their staff; contractor's own risk assessments done for the work and copies obtained		Town Clerk/ Public Realm Manager	April 2024	April 2025

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
1.13.04	Car Park - Fixed furniture, benches, bins, etc	Injury	Public, Staff, Contractors Compliance	1	1	1	Green	Litter bins secured into the ground and emptied and inspected regularly – employee reports any damage		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.13.05	Car Park – Height Barrier	Damage to vehicles Injury	Public, Staff, Contractors Compliance	1	2	2	Green	All barriers at a minimum height of 2.1m; high visibility colouring used with appropriate signage indicating height; barrier inspected regularly for damage, and repairs carried out as soon as practicably possible		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.13.06	Car Park – Lighting	Damage to vehicles Injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Lights regularly inspected by contractor; defects repaired as soon as practicably possible		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.13.07	Car Park – Traffic movements	Vehicle Collision Injury	Public, Staff, Contractors Compliance	2	3	6	Yellow	Clear directional arrows/signs in place where necessary; pavements provided for pedestrians as appropriate; lighting provided where possible; clear visibility for oncoming traffic and entry/exit points		Town Clerk/ Public Realm Manager	April 2024	April 2025
1.13.08	Car Park – surface drainage	Slips, trips and falls	Public, Staff, Contractors Compliance	2	3	6	Yellow	Drains regularly cleaned; sitting water noted and order for professional drain clearance issued; potholes repaired		Town Clerk/ Public Realm Manager	April 2024	April 2025

Stotfold Town Council Internal Audit Report 2023-2024

Internal Audit Carried out 5 June 2024 by Karen Julie Betts

I confirm I am independent and a competent person to carry out this Audit.

I have no connections, involvement in or responsibility for the financial decision making, management or control of Stotfold Town Council.

I understand basic book-keeping and accounting processes, the role of internal audit in reviewing systems, awareness of relevant risk management issues, and an understanding of proper practices in relation to governance and accounting requirements within the legal framework and powers of smaller authorities. I am a Parish Council Clerk with 18 years experience.

As requested, I carried out an Internal Audit on the Parish Council's financial and administrative procedures on 11 May 2024 when I examined the Council's financial records and Council Minutes for the financial year 2023-2024 following the procedures set out in the JPAG publication Governance and Accountability for Smaller Authorities in England, March 2024.

My comments are as follows and are set out in accordance with the criteria laid down in the Annual Return, in summary:

A.	Appropriate accounting records have been kept properly throughout the year	Yes
B.	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.	Yes
C.	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes
D.	The precept or rates required resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes
E.	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	Yes
F.	Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for	Yes
G.	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes
H.	Asset and investment registers were complete, accurate and properly maintained.	Yes
I.	Periodic bank account reconciliations were properly carried out.	Yes
J.	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts & payments or income &	Yes

	expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors & creditors were properly recorded.	
K.	If the authority certified itself as exempt from a limited assurance review in 2022-2023, it met the exemption criteria and correctly declared itself exempt.	N/A
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements.	Yes
M.	In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations. (During the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	Yes
N	The authority has complied with the publication requirements for 2022-23 AGAR	Yes
O.	Trust funds (including charitable). The council met its responsibilities as a Trustee.	N/A

Summary

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The purpose of the internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

I confirm the Clerk provided me with copies of all records and documents required for the year 2023-2024. The information was presented in a clear format and I confirm there were no issues to report.

Julie Betts, Internal Auditor
5 June 2024 2024

INTERNAL AUDIT SERVICE FOR STOTFOLD TOWN COUNCIL

AUDIT PROGRAMME – 2023/2024 (for accounts year end 31st March 2024)

The Internal Auditor for Stotfold Town Council is required to carry out the tests detailed below in accordance with the suggested approach contained in the 2014 edition of “Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide”. Where an entry has been made in column 4 the supporting Working Papers are attached. This pro-forma may be used, or report may be given in the Internal Auditor’s own report format.

1st half audit carried out – April to October 2023

2nd half audit carried out – to 31 March 2024

1 Internal Control	2 Tests	3 Initial if Yes	4 W/P Reference	5 Comments
Previous Internal Audit Report	Do the minutes record that Council has considered the Internal Audit Report for the previous year and the matters arising addressed?	Yes		Yes considered and approved at June 2023 meeting. External Auditors report acknowledged at October 2023 meeting
Proper bookkeeping	Is the cashbook maintained and up to date?	Yes		
	Is the cashbook arithmetically correct?	Yes		
	Is the cashbook regularly balanced?	Yes		
Standing Orders and Financial Regulations	Has the Council formally adopted Standing Orders and Financial Regulations?	Yes		May 2023 meeting, adopted Standing Orders & Fin Regs at Meeting January 2024. Code of Conduct minuted at January 2024 Establishment Committee General Power of Competence reaffirmed.
	Has a Responsible Financial Officer	Yes		New appointment agreed September 2023 meeting

	been appointed?			
	Have items or services above a de minimis amount been competitively purchased?	Yes		
	Are payments in the cashbook supported by invoices and have they been authorised and minuted?	Yes		A selection of payments were checked and were supported by invoices and minuted.
	Has VAT on payments been identified, recorded and reclaimed?	Yes		
	Is Section 137 expenditure separately recorded and within statutory limits?			General Power of Competence payments available on website.
Risk Management Arrangements	Does a scan of the minutes identify any unusual activity?	No		All ok

1 Internal Control	2 Tests	3 Initial if Yes	4 W/P Reference	5 Comments
Risk Management Arrangements (contd)	Do the minutes record the Council carrying out an annual risk assessment?			Income & Expenditure review at every meeting. Earmarked reserves considered regularly.
	Is insurance cover appropriate and adequate?	Yes		May 2023
	Are internal financial controls documented and regularly reviewed?	Yes		
Budgetary Controls	Has the Council prepared an annual budget in support of its precept?	Yes		Minutes January 2024
	Is actual expenditure against the budget regularly reported to Council?	Yes		September 2023 meeting
	Are there any significant unexplained	No		No unexplained variances from budget.

	variances from budget?			
Income Controls	Is income properly recorded and promptly banked?	Yes		
	Does the precept recorded in the cashbook agree to the District Council's notification?			Check end of year
	Are security controls over cash adequate and effective?	Yes		
Petty Cash Procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	Yes		
	Is petty cash expenditure reported to Council?			Check end of year
	Is petty cash reimbursement carried out regularly?	Yes		
Payroll Controls	Do salaries paid agree with those approved by Council?	Yes		File Checked
	Are other payments to the Clerk reasonable and approved by Council?	Yes		Checked
	Has PAYE/NIC been properly operated by the Council as an employer?	Yes		File Checked
Assets Controls	Does the Council keep an Assets Register of all material assets owned?	Yes		Approved May 2023
	Is the Register up to date?	Yes		
Bank Reconciliation	Is there a bank reconciliation for each bank account?	Yes		File Checked
	Is the bank reconciliation carried out regularly on the receipt of	Yes		

	statements?			
	Are there any unexplained balancing entries in any reconciliation?	No		No unexplained entries
Year-End Procedures	Are year-end accounts prepared on the correct accounting basis?	Yes		
	Do accounts agree with the cashbook?	Yes		
	Is there an audit trail from underlying financial records to the accounts?	Yes		
	Where appropriate, have debtors and creditors been properly recorded?	Yes		

I confirm that I have no concerns with the Audit and Accounts for Stotfold Council. I have checked through minutes on the website to confirm procedures and processes. Information is clear, payments are agreed, Annual AGAR and internal Audit Report considered and agreed at June 2023 meeting. Mazars Audit report was approved in October 2023.

Thank you to Jo for providing the information required.

Julie Betts
4 June 2024

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

STOTFOLD TOWN COUNCIL

ENTER WWW.STOTFOLDTOWNCOUNCIL.GOV.UK ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

04/06/2024

05/06/2024

DD/MM/YYYY

Name of person who carried out the internal audit

Julie Betts

NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit



SIGNED

Date

05/06/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
9002 EMR - Working Capital	5,849.97	-4,217.38	1,632.59
9003 EMR - SE Forum	17.00	-17.00	0.00
9004 EMR - Mossman	4,457.00	-4,457.00	0.00
9005 EMR - Town Strategy	9,808.93	-9,808.93	0.00
9006 EMR - Building Fund	130,428.00		130,428.00
9009 EMR - Cemetery Projects	242,912.92	-7,359.71	235,553.21
9010 EMR - Teasel	450.00		450.00
9015 EMR - Rec Rolling Imprv.	57,487.06	-4,077.00	53,410.06
9017 EMR - Street Lights	34,890.00	10,000.00	44,890.00
9018 EMR - Rec MUGA	27,935.03	-26,786.69	1,148.34
9020 EMR - Estab Office Equip	4,345.55	-4,083.10	262.45
9021 EMR - Estab Election	15,858.00	-220.05	15,637.95
9022 EMR - Cmty Leisure Centre	5,000.00	-5,000.00	0.00
9023 EMR - Handyman Role	8,139.52	-8,139.52	0.00
9024 EMR - Christmas Lights	807.35	-807.35	0.00
9025 EMR - GAC Sinking Fund	122,735.00		122,735.00
9026 EMR - Youth Work	2,438.00	8,140.00	10,578.00
9027 EMR - S106 GAC	199,510.00	4,000.00	203,510.00
9028 EMR - S106 Pix Brook PA	434,385.00		434,385.00
9029 EMR - Clerk of Works A Rd	119.00	-119.00	0.00
9030 EMR - Riverside Cpk Ext.	40,000.00		40,000.00
9031 EMR - S106 PC Ave	135,000.00		135,000.00
9032 EMR - Tree Work	1,257.00	10,000.00	11,257.00
9033 EMR - S106 Greenacre Park	827,872.30	-39,535.80	788,336.50
9036 EMR - Facilities Team Set Up	0.00	13,600.21	13,600.21
9039 EMR-Ground Main Contract	0.00	225,000.00	225,000.00
	2,311,702.63	156,111.68	2,467,814.31

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
21 MUGA								
203 Electricity	157	1,194	1,500	306		306	79.6%	
206 Maintenance and Repairs	87	1,425	1,200	(225)		(225)	118.8%	
215 Staff Wages	5,397	0	0	0		0	0.0%	
MUGA :- Indirect Expenditure	5,641	2,620	2,700	80	0	80	97.0%	0
Net Expenditure	(5,641)	(2,620)	(2,700)	(80)				
22 Lighting								
203 Electricity	18,809	6,534	22,000	15,466		15,466	29.7%	
206 Maintenance and Repairs	11,185	12,821	20,000	7,179		7,179	64.1%	
Lighting :- Indirect Expenditure	29,994	19,355	42,000	22,645	0	22,645	46.1%	0
Net Expenditure	(29,994)	(19,355)	(42,000)	(22,645)				
23 Allotments								
2003 Income - Allotments Norton Rd	2,417	2,502	2,300	(202)			108.8%	
2009 Income- Allotments Common Rd	0	759	0	(759)			0.0%	
Allotments :- Income	2,417	3,261	2,300	(961)			141.8%	0
202 Water Rates	812	506	1,000	494		494	50.6%	
206 Maintenance and Repairs	745	6,100	700	(5,400)		(5,400)	871.4%	
226 Pest Control - Allotments	555	617	650	33		33	94.9%	
236 RBS Support Allotment	233	318	600	282		282	52.9%	
Allotments :- Indirect Expenditure	2,346	7,541	2,950	(4,591)	0	(4,591)	255.6%	0
Net Income over Expenditure	71	(4,280)	(650)	3,630				
25 Hitchin Road Rec								
202 Water Rates	143	319	500	181		181	63.7%	
203 Electricity	538	705	1,000	295		295	70.5%	
231 Bowls Club Grant	266	1,074	3,650	2,576		2,576	29.4%	
Hitchin Road Rec :- Indirect Expenditure	948	2,097	5,150	3,053	0	3,053	40.7%	0
Net Expenditure	(948)	(2,097)	(5,150)	(3,053)				
26 Brook Street Car Park/Toilets								
201 Rates	1,060	1,060	1,500	440		440	70.7%	
202 Water Rates	376	278	500	222		222	55.7%	
203 Electricity	300	197	0	(197)		(197)	0.0%	
206 Maintenance and Repairs	2,916	2,879	2,000	(879)		(879)	143.9%	
Brook Street Car Park/Toilets :- Indirect Expenditure	4,653	4,415	4,000	(415)	0	(415)	110.4%	0
Net Expenditure	(4,653)	(4,415)	(4,000)	415				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>27 Open Spaces</u>								
2005 Income - Open Space Other	7,288	7,307	6,000	(1,307)			121.8%	
Open Spaces :- Income	7,288	7,307	6,000	(1,307)			121.8%	0
203 Electricity	0	57	0	(57)		(57)	0.0%	
205 Legal Fees / ROSPA	440	440	3,500	3,060		3,060	12.6%	
206 Maintenance and Repairs	37,714	34,353	15,000	(19,353)		(19,353)	229.0%	
207 Grass Cutting Contract	40,195	42,674	110,000	67,326		67,326	38.8%	
209 Lease Costs	0	0	300	300		300	0.0%	
210 Handyman Contract	20,221	0	0	0		0	0.0%	
211 River Ivel Drainage	19	50	10	(40)		(40)	500.0%	
212 Skip Hire	6,260	6,940	5,000	(1,940)		(1,940)	138.8%	
213 Subscriptions/Licences	126	0	250	250		250	0.0%	
223 Teasel /Centenary Wood	252	1,789	1,500	(289)		(289)	119.3%	
225 Water Meter - The Green	61	77	60	(17)		(17)	127.6%	
237 Floral Planting	0	0	1,500	1,500		1,500	0.0%	
Open Spaces :- Indirect Expenditure	105,287	86,379	137,120	50,741	0	50,741	63.0%	0
Net Income over Expenditure	(97,999)	(79,072)	(131,120)	(52,048)				
<u>28 Agency</u>								
2006 Income - Agency Grants	4,371	4,371	4,015	(356)			108.9%	
Agency :- Income	4,371	4,371	4,015	(356)			108.9%	0
Net Income	4,371	4,371	4,015	(356)				
<u>32 Verges</u>								
207 Grass Cutting Contract	23,661	14,772	110,000	95,228		95,228	13.4%	
Verges :- Indirect Expenditure	23,661	14,772	110,000	95,228	0	95,228	13.4%	0
Net Expenditure	(23,661)	(14,772)	(110,000)	(95,228)				
<u>33 Arlesey Rd Playing Field</u>								
201 Rates	0	0	1,000	1,000		1,000	0.0%	
232 Utilities	1,643	2,622	3,500	878		878	74.9%	
235 Pitch Maintenance	6,500	0	0	0		0	0.0%	
Arlesey Rd Playing Field :- Indirect Expenditure	8,143	2,622	4,500	1,878	0	1,878	58.3%	0
Net Expenditure	(8,143)	(2,622)	(4,500)	(1,878)				

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>34 Green Wheel</u>								
233 Green Wheel Expenditure	1,500	1,500	1,500	0		0	100.0%	
Green Wheel :- Indirect Expenditure	1,500	1,500	1,500	0	0	0	100.0%	0
Net Expenditure	(1,500)	(1,500)	(1,500)	0				
<u>41 Cemetery</u>								
4001 Income - Burials	19,000	17,410	9,000	(8,410)			193.4%	
4002 Income - Memorials & Plaques	6,031	6,595	4,000	(2,595)			164.9%	
4003 Income - Chapel lease	2,000	2,000	2,000	0			100.0%	
4004 Income -Keys	1,955	100	0	(100)			0.0%	
4005 Income - Plot Purchase	16,260	6,385	8,000	1,615			79.8%	
Cemetery :- Income	45,246	32,490	23,000	(9,490)			141.3%	0
401 Rates	5,240	3,144	5,800	2,656		2,656	54.2%	
402 Water Rates	106	103	300	197		197	34.4%	
404 Maintenance/Repairs & Ex Cuts	3,298	3,447	4,000	553		553	86.2%	
405 Grounds Maintenance Contract	25,457	18,750	80,000	61,250		61,250	23.4%	
407 Handyman Contract	9,762	0	0	0		0	0.0%	
408 Pest Control	680	539	650	111		111	82.9%	
409 Tree Surgery	6,038	2,000	6,000	4,000		4,000	33.3%	
411 RBS Annual Support Cem Package	296	377	600	223		223	62.8%	
Cemetery :- Indirect Expenditure	50,876	28,359	97,350	68,991	0	68,991	29.1%	0
Net Income over Expenditure	(5,630)	4,131	(74,350)	(78,481)				
<u>51 Simpson Centre</u>								
5002 Income - Simpson Hall Hire	0	345	0	(345)			0.0%	
5003 Income - The Simpson Centre	4,140	6,295	0	(6,295)			0.0%	
5004 Income - Library Utilities	2,000	1,781	0	(1,781)			0.0%	
5005 Income - Library Lease	2,565	1,312	0	(1,312)			0.0%	
Simpson Centre :- Income	8,705	9,733	0	(9,733)				0
505 Rates - Simpson	8,483	8,907	8,750	(157)		(157)	101.8%	
507 Water Charges - Simpson	710	772	250	(522)		(522)	308.8%	
510 Electricity - Simpson	4,228	3,025	2,500	(525)		(525)	121.0%	
Simpson Centre :- Indirect Expenditure	13,421	12,704	11,500	(1,204)	0	(1,204)	110.5%	0
Net Income over Expenditure	(4,716)	(2,972)	(11,500)	(8,528)				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
52 Memorial Hall								
5001 Income - Mem Hall	18,801	27,129	8,000	(19,129)			339.1%	
Memorial Hall :- Income	18,801	27,129	8,000	(19,129)			339.1%	0
504 Rate	4,790	4,491	5,100	609		609	88.1%	
506 Water Charges	1,214	490	1,500	1,010		1,010	32.6%	
508 Gas	2,185	2,916	3,500	584		584	83.3%	
509 Electricity	528	1,198	1,800	602		602	66.6%	
Memorial Hall :- Indirect Expenditure	8,717	9,095	11,900	2,805	0	2,805	76.4%	0
Net Income over Expenditure	10,083	18,034	(3,900)	(21,934)				
53 Building - General								
501 Staff Wages	12,478	0	0	0		0	0.0%	
512 Maintenance	19,681	16,349	12,000	(4,349)		(4,349)	136.2%	
516 Handyman Contract	9,299	0	0	0		0	0.0%	
518 Bin Hire	2,320	2,775	5,000	2,225		2,225	55.5%	
538 Service Contracts	15,556	17,062	13,000	(4,062)		(4,062)	131.2%	
Building - General :- Indirect Expenditure	59,334	36,186	30,000	(6,186)	0	(6,186)	120.6%	0
Net Expenditure	(59,334)	(36,186)	(30,000)	6,186				
55 Greenacre Centre								
5008 Income -GAC	11,136	217	250	33			86.8%	
5009 Income - Solar Panels FIT	349	369	250	(119)			147.5%	
Greenacre Centre :- Income	11,484	586	500	(86)			117.2%	0
504 Rate	13,224	15,207	14,300	(907)		(907)	106.3%	
506 Water Charges	884	399	3,000	2,601		2,601	13.3%	
508 Gas	3,982	6,544	6,000	(544)		(544)	109.1%	
509 Electricity	8,889	11,056	15,000	3,944		3,944	73.7%	
537 Cleaning Contract	13,245	14,271	13,000	(1,271)		(1,271)	109.8%	
538 Service Contracts	0	(2,140)	0	2,140		2,140	0.0%	
Greenacre Centre :- Indirect Expenditure	40,223	45,336	51,300	5,964	0	5,964	88.4%	0
Net Income over Expenditure	(28,739)	(44,751)	(50,800)	(6,049)				
61 Establishment								
6003 Income - Miscellaneous	98	41	50	9			82.4%	
6004 Income - Interest Received	19,239	53,283	2,500	(50,783)			2131.3%	
6008 Income - Mayor Event	11	647	0	(647)			0.0%	
Establishment :- Income	19,348	53,971	2,550	(51,421)			2116.5%	0

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
601 Staff Salaries	136,793	246,857	230,000	(16,857)		(16,857)	107.3%	7,775
602 Employers NI	12,861	19,482	34,500	15,018		15,018	56.5%	
603 Ers Pension Contrib	36,660	39,748	3,500	(36,248)		(36,248)	1135.7%	
604 Staff Training	4,052	7,773	5,000	(2,773)		(2,773)	155.5%	
605 Clerk's Expenses	261	905	1,500	595		595	60.3%	
607 Photocopier Costs	559	654	1,000	346		346	65.4%	
608 Telephone/Fax/ISDN	3,754	4,560	5,000	440		440	91.2%	
609 Postage	481	478	600	122		122	79.6%	
610 Stationery	3,856	3,464	2,500	(964)		(964)	138.6%	
611 Insurances	7,347	8,773	7,000	(1,773)		(1,773)	125.3%	
612 Audit Fees	1,850	2,400	3,000	600		600	80.0%	
613 Legal Fees	2,433	18	5,000	4,982		4,982	0.4%	
614 Advertising	3,405	4,676	6,000	1,324		1,324	77.9%	
615 Maintenance & Repairs/IT	14,897	15,697	12,000	(3,697)		(3,697)	130.8%	
616 Service Contracts	0	371	0	(371)		(371)	0.0%	
618 Subscription/Licence	12,879	13,789	12,000	(1,789)		(1,789)	114.9%	
619 PWLB Loan Repayments	19,520	16,731	20,000	3,269		3,269	83.7%	
620 Civic Allowance	1,323	1,629	1,500	(129)		(129)	108.6%	
621 Bank Charges	529	471	600	129		129	78.5%	
627 Travel Expenses	73	338	250	(88)		(88)	135.4%	
630 Grants	5,650	15,173	15,000	(173)		(173)	101.2%	
631 Councillor Training/Mileage	89	301	1,000	699		699	30.1%	
Establishment :- Indirect Expenditure	269,273	404,290	366,950	(37,340)	0	(37,340)	110.2%	7,775
Net Income over Expenditure	(249,925)	(350,319)	(364,400)	(14,081)				
9000 plus Transfer from EMR	0	7,775	0	(7,775)				
Movement to/(from) Gen Reserve	(249,925)	(342,543)	(364,400)	(21,857)				
<u>62 Precept</u>								
6005 Precept	638,610	913,926	913,926	0			100.0%	
Precept :- Income	638,610	913,926	913,926	0			100.0%	0
Net Income	638,610	913,926	913,926	0				
<u>71 Town Strategy</u>								
701 Town Strategy	5,165	0	4,000	4,000		4,000	0.0%	
Town Strategy :- Indirect Expenditure	5,165	0	4,000	4,000	0	4,000	0.0%	0
Net Expenditure	(5,165)	0	(4,000)	(4,000)				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
85 Earmarked Reserves								
8001 Xmas Lights donations	6,383	3,334	0	(3,334)			0.0%	3,334
8002 Income EMR - Cemetery	5,803	10,068	0	(10,068)			0.0%	10,068
8006 S106 Income	1,223,242	4,795	0	(4,795)			0.0%	
8007 Income - Rec Ground Rolling	800	0	0	0			0.0%	
8008 Pitch Power Football Pitch Gra	0	11,784	0	(11,784)			0.0%	11,784
Earmarked Reserves :- Income	1,236,228	29,981	0	(29,981)				25,187
802 EMR-Working Capital	29,150	4,217	0	(4,217)		(4,217)	0.0%	4,217
804 Mossman	0	4,457	0	(4,457)		(4,457)	0.0%	4,457
806 EMR -Buildings Fund	1,804	0	0	0		0	0.0%	
808 Pitch Power Football Pitch Gra	0	11,784	0	(11,784)		(11,784)	0.0%	11,784
809 EMR - PCemetery Projects/Paths	5,110	17,428	0	(17,428)		(17,428)	0.0%	17,428
815 EMR-Rec Ground Rolling Improve	5,744	80,051	0	(80,051)		(80,051)	0.0%	80,051
816 EMR-Norton Work Highway work	2,382	0	0	0		0	0.0%	
818 EMR Rec MUGA	22,067	26,787	0	(26,787)		(26,787)	0.0%	26,787
819 EMR - Allotment Hedging	1,090	0	0	0		0	0.0%	
820 EMR-Estab Office Equipment	19,090	7,583	0	(7,583)		(7,583)	0.0%	7,583
821 EMR-Estab election Fund	0	220	0	(220)		(220)	0.0%	220
823 Handyman set up	1,860	364	0	(364)		(364)	0.0%	364
824 Christmas Lights	16,479	16,304	0	(16,304)		(16,304)	0.0%	16,304
826 EMR Youth Work	9,615	6,860	0	(6,860)		(6,860)	0.0%	6,860
832 EMR - Tree Work	8,743	0	0	0		0	0.0%	
833 EMR- S106 Greenacre Park	0	39,536	0	(39,536)		(39,536)	0.0%	39,536
835 EMR -S106 A Rd MUGA, Gym outdr	366,704	0	0	0		0	0.0%	
836 EMR- Facilities Team Setup	0	1,400	0	(1,400)		(1,400)	0.0%	1,400
838 EMR - Car Park Reserve	0	(429)	0	429		429	0.0%	
Earmarked Reserves :- Indirect Expenditure	489,839	216,562	0	(216,562)	0	(216,562)		216,991
Net Income over Expenditure	746,389	(186,581)	0	186,581				
9000 plus Transfer from EMR	492,284	216,991	0	(216,991)				
9001 less Transfer to EMR	1,210,008	25,187	0	(25,187)				
Movement to/(from) Gen Reserve	28,666	5,224	0	(5,224)				
Grand Totals:- Income	1,992,499	1,082,755	960,291	(122,464)			112.8%	
Expenditure	1,119,022	893,832	882,920	(10,912)	0	(10,912)	101.2%	
Net Income over Expenditure	873,477	188,923	77,371	(111,552)				
plus Transfer from EMR	492,284	224,766	0	(224,766)				
less Transfer to EMR	1,210,008	25,187	0	(25,187)				
Movement to/(from) Gen Reserve	155,753	388,502	77,371	(311,131)				

Balance Sheet as at 31st March 2024

31st March 2023

31st March 2024

Current Assets		
398,146	unity trust current account	560,034
43,708	Imprest A/c	54,828
1,999,609	HICA	2,052,537
1	SEBF TRacker	0
4,495	Legacy Account	9
4	Petty Cash - Do Not Use	0
64,987	Instant Access Saver	289
9	SCLC Saver A/c	0
0	Petty Cash	1
34,023	Trade Debtors	6,825
99,278	VAT Control	33,656
1,399	Prepayments	13,213
2,645,658		2,721,390
2,645,658	Total Assets	2,721,390
Current Liabilities		
160,178	Trade Creditors	51,544
10,721	Year End Accruals	5,786
0	PAYE/NII/ Student Loan Due	169
0	Receipts in Advance	209
420	Key deposits	420
171,319		58,128
2,474,339	Total Assets Less Current Liabilities	2,663,262
Represented By		
162,637	General Reserve	195,448
2,311,703	Earmarked Reserves	2,467,814
2,474,339		2,663,262

The above statement represents fairly the financial position of the authority as at 31st March 2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

STOTFOLD TOWN COUNCIL

COMMITTEE: TOWN COUNCIL

DATE: 26 JUNE 2024

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK & RESPONSIBLE
FINANCIAL OFFICER

SUBJECT: PERIOD OF ELECTORS RIGHTS 2023-24

1. SUMMARY

- 1.1 This report outlines the Council's obligations regarding the exercise of the public's rights to examine the Town Council's accounts.

2. RECOMMENDATION

- 2.1 Members are asked to note the dates of the Period of Elector's Rights to examine the accounts for 2023-24.

3. BACKGROUND

- 3.1 A key aspect of public accountability is provided for by rights given to the public to inspect the accounts and accounting records contained within the Local Audit and Accounting Act 2014 and the Accounts and Audit Regulations 2015. The obligations of the authority are very specific with key date and periods of inspections laid out in legislation. They **MUST** be complied with and the details of the public's rights as well as key parts of the AGAR must be published.
- 3.2 Publication is deemed to be made available on the authority's website. Website publication is a requirement. Posting on a noticeboard is in addition to a website.
- 3.3 There is a 30-working day inspection period for accounts and supporting records being made available at reasonable times. The notice period should commence as soon as possible after approval of the accounts by the authority and must include the first 10 work days of July.
- 3.4 The period for elector's right to examine the Town Council's accounts are:

Starts: Thursday 27 June 2024
Ends: Wednesday 7 August 2024

- 3.4 The announcement of public rights should be as soon as practicable after the approval of the AGAR.
- 3.5 [Local Audit & Accounting Act 2014 S26](#) sets out what is not available to view e.g. commercial confidentiality, personal information (payroll).

4. FINANCIAL

- 4.1 There are no financial implications.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Annual Governance Statement Assertion 4
Legals	Local Audit and Accounting Act 2014 The Accounts and Audit Regulations 2015 S15(2)
Resources/Stakeholders	N/A
Contracts/Financials	N/A
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
9002 EMR - Working Capital	1,632.59		1,632.59
9006 EMR - Building Fund	130,428.00	20,000.00	150,428.00
9009 EMR - Cemetery Projects	235,553.21	-772.50	234,780.71
9010 EMR - Teasel	450.00		450.00
9015 EMR - Rec Rolling Imprv.	53,410.06		53,410.06
9017 EMR - Street Lights	44,890.00	10,000.00	54,890.00
9018 EMR - Riverside MUGA	1,148.34	10,000.00	11,148.34
9020 EMR - Estab Office Equip	262.45	3,966.42	4,228.87
9021 EMR - Estab Election	15,637.95	5,000.00	20,637.95
9024 EMR - Christmas Lights	0.00	9,940.00	9,940.00
9025 EMR - GAC Sinking Fund	122,735.00	20,000.00	142,735.00
9026 EMR - Youth Work	10,578.00	-240.00	10,338.00
9027 EMR - S106 GAC	203,510.00		203,510.00
9028 EMR - S106 Pix Brook PA	434,385.00		434,385.00
9030 EMR - Riverside Cpk Ext.	40,000.00		40,000.00
9031 EMR - S106 PC Ave	135,000.00		135,000.00
9032 EMR - Tree Work	11,257.00	10,000.00	21,257.00
9033 EMR - S106 Greenacre Park	788,336.50	-4,950.00	783,386.50
9036 EMR - Facilities Team Set Up	13,600.21		13,600.21
9037 EMR- A Rd MUGA Sinking Fund	0.00	10,000.00	10,000.00
9039 EMR-Ground Main Contract	225,000.00		225,000.00
	2,467,814.31	92,943.92	2,560,758.23

Detailed Income & Expenditure by Budget Heading 20/06/2024

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Rec Grounds/ Lands & Lighting								
21 <u>MUGA</u>								
203 Electricity	1,194	0	2,250	2,250		2,250	0.0%	
206 Maintenance and Repairs	1,425	0	5,000	5,000		5,000	0.0%	
MUGA :- Indirect Expenditure	2,620	0	7,250	7,250	0	7,250		0
Net Expenditure	(2,620)	0	(7,250)	(7,250)				
22 <u>Lighting</u>								
203 Electricity	6,534	0	30,000	30,000		30,000	0.0%	
206 Maintenance and Repairs	12,821	2,033	20,000	17,967		17,967	10.2%	
Lighting :- Indirect Expenditure	19,355	2,033	50,000	47,967	0	47,967	4.1%	0
Net Expenditure	(19,355)	(2,033)	(50,000)	(47,967)				
23 <u>Allotments</u>								
2002 Income - CR Service Charge	0	0	600	600			0.0%	
2003 Income - Allotments Norton Rd	2,502	0	2,000	2,000			0.0%	
2009 Income- Allotments Common Rd	759	0	0	0			0.0%	
Allotments :- Income	3,261	0	2,600	2,600			0.0%	0
202 Water Rates	506	0	1,000	1,000		1,000	0.0%	
206 Maintenance and Repairs	6,100	0	1,000	1,000		1,000	0.0%	
226 Pest Control - Allotments	617	0	750	750		750	0.0%	
236 RBS Support Allotment	318	359	600	241		241	59.8%	
Allotments :- Indirect Expenditure	7,541	359	3,350	2,991	0	2,991	10.7%	0
Net Income over Expenditure	(4,280)	(359)	(750)	(391)				
25 <u>Hitchin Road Rec</u>								
202 Water Rates	319	0	500	500		500	0.0%	
203 Electricity	705	0	1,450	1,450		1,450	0.0%	
231 Bowls Club Grant	1,074	0	3,650	3,650		3,650	0.0%	
Hitchin Road Rec :- Indirect Expenditure	2,097	0	5,600	5,600	0	5,600	0.0%	0
Net Expenditure	(2,097)	0	(5,600)	(5,600)				
26 <u>Brook Street Car Park/Toilets</u>								
201 Rates	1,060	1,060	1,500	440		440	70.7%	
202 Water Rates	278	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 20/06/2024

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Electricity	197	0	600	600		600	0.0%	
206 Maintenance and Repairs	2,879	0	2,000	2,000		2,000	0.0%	
Brook Street Car Park/Toilets :- Indirect Expenditure	4,415	1,060	4,600	3,540	0	3,540	23.1%	0
Net Expenditure	(4,415)	(1,060)	(4,600)	(3,540)				
27 Open Spaces								
2005 Income - Open Space Other	7,307	529	7,000	6,471			7.6%	
Open Spaces :- Income	7,307	529	7,000	6,471			7.6%	0
203 Electricity	57	0	0	0		0	0.0%	
205 Legal Fees / ROSPA	440	0	3,500	3,500		3,500	0.0%	
206 Maintenance and Repairs	34,353	2,131	30,000	27,869		27,869	7.1%	
207 Grass Cutting Contract	42,674	3,954	5,000	1,046		1,046	79.1%	
209 Lease Costs	0	0	300	300		300	0.0%	
211 River Ivel Drainage	50	10	20	10		10	50.0%	
212 Skip Hire	6,940	300	7,000	6,700		6,700	4.3%	
213 Subscriptions/Licences	0	36	250	214		214	14.4%	
223 Teasel /Centenery Wood	1,789	0	1,500	1,500		1,500	0.0%	
225 Water Meter - The Green	77	0	70	70		70	0.0%	
237 Floral Planting	0	0	3,000	3,000		3,000	0.0%	
Open Spaces :- Indirect Expenditure	86,379	6,431	50,640	44,209	0	44,209	12.7%	0
Net Income over Expenditure	(79,072)	(5,902)	(43,640)	(37,738)				
28 Agency								
2006 Income - Agency Grants	4,371	0	0	0			0.0%	
Agency :- Income	4,371	0	0	0				0
Net Income	4,371	0	0	0				
32 Verges								
2006 Income - Agency Grants	0	0	4,015	4,015			0.0%	
Verges :- Income	0	0	4,015	4,015				0
207 Grass Cutting Contract	14,772	1,167	5,000	3,833		3,833	23.3%	
Verges :- Indirect Expenditure	14,772	1,167	5,000	3,833	0	3,833	23.3%	0
Net Income over Expenditure	(14,772)	(1,167)	(985)	182				

Detailed Income & Expenditure by Budget Heading 20/06/2024

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
33 Arlesey Rd Playing Field								
201 Rates	0	0	1,000	1,000		1,000	0.0%	
232 Utilities	2,622	128	3,500	3,372		3,372	3.7%	
235 Pitch Maintenance	0	0	8,000	8,000		8,000	0.0%	
Arlesey Rd Playing Field :- Indirect Expenditure	2,622	128	12,500	12,372	0	12,372	1.0%	0
Net Expenditure	(2,622)	(128)	(12,500)	(12,372)				
34 Green Wheel								
233 Green Wheel Expenditure	1,500	0	1,500	1,500		1,500	0.0%	
Green Wheel :- Indirect Expenditure	1,500	0	1,500	1,500	0	1,500	0.0%	0
Net Expenditure	(1,500)	0	(1,500)	(1,500)				
Rec Grounds/ Lands & Lighting :- Income	14,939	529	13,615	13,086			3.9%	
Expenditure	141,300	11,178	140,440	129,262	0	129,262	8.0%	
Movement to/(from) Gen Reserve	(126,361)	(10,649)	(126,825)	(116,176)				
Cemetery								
41 Cemetery								
4001 Income - Burials	17,410	1,450	15,000	13,550			9.7%	
4002 Income - Memorials & Plaques	6,595	420	4,000	3,580			10.5%	
4003 Income - Chapel lease	2,000	333	2,000	1,667			16.7%	
4004 Income -Keys	100	0	0	0			0.0%	
4005 Income - Plot Purchase	6,385	2,240	10,000	7,760			22.4%	
Cemetery :- Income	32,490	4,443	31,000	26,557			14.3%	0
401 Rates	3,144	3,144	5,800	2,656		2,656	54.2%	
402 Water Rates	103	0	300	300		300	0.0%	
404 Maintenance/Repairs & Ex Cuts	3,447	462	4,500	4,038		4,038	10.3%	
405 Grounds Maintenance Contract	18,750	1,563	5,000	3,437		3,437	31.3%	
408 Pest Control	539	0	650	650		650	0.0%	
409 Tree Surgery	2,000	400	10,000	9,600		9,600	4.0%	
411 RBS Annual Support Cem Package	377	580	600	20		20	96.7%	
Cemetery :- Indirect Expenditure	28,359	6,149	26,850	20,701	0	20,701	22.9%	0
Net Income over Expenditure	4,131	(1,705)	4,150	5,855				
Cemetery :- Income	32,490	4,443	31,000	26,557			14.3%	
Expenditure	28,359	6,149	26,850	20,701	0	20,701	22.9%	
Movement to/(from) Gen Reserve	4,131	(1,705)	4,150	5,855				

Buildings Management

Detailed Income & Expenditure by Budget Heading 20/06/2024

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
51 Simpson Centre								
5002 Income - Simpson Hall Hire	345	0	0	0			0.0%	
5003 Income - The Simpson Centre	6,295	690	4,570	3,880			15.1%	
5004 Income - Library Utilities	1,781	0	2,000	2,000			0.0%	
5005 Income - Library Lease	1,312	0	2,565	2,565			0.0%	
Simpson Centre :- Income	9,733	690	9,135	8,445			7.6%	0
505 Rates - Simpson	8,907	9,798	9,100	(698)		(698)	107.7%	
507 Water Charges - Simpson	772	0	400	400		400	0.0%	
510 Electricity - Simpson	3,025	0	4,500	4,500		4,500	0.0%	
Simpson Centre :- Indirect Expenditure	12,704	9,798	14,000	4,202	0	4,202	70.0%	0
Net Income over Expenditure	(2,972)	(9,108)	(4,865)	4,243				
52 Memorial Hall								
5001 Income - Mem Hall	27,129	2,386	16,000	13,615			14.9%	
Memorial Hall :- Income	27,129	2,386	16,000	13,615			14.9%	0
504 Rate	4,491	4,491	5,100	609		609	88.1%	
506 Water Charges	490	0	1,600	1,600		1,600	0.0%	
508 Gas	2,916	534	4,000	3,466		3,466	13.3%	
509 Electricity	1,198	0	2,300	2,300		2,300	0.0%	
Memorial Hall :- Indirect Expenditure	9,095	5,025	13,000	7,975	0	7,975	38.7%	0
Net Income over Expenditure	18,034	(2,639)	3,000	5,639				
53 Building - General								
512 Maintenance	16,349	1,522	12,000	10,478		10,478	12.7%	
518 Bin Hire	2,775	202	5,250	5,048		5,048	3.8%	
538 Service Contracts	17,062	2,506	16,000	13,494		13,494	15.7%	
Building - General :- Indirect Expenditure	36,186	4,230	33,250	29,020	0	29,020	12.7%	0
Net Expenditure	(36,186)	(4,230)	(33,250)	(29,020)				
55 Greenacre Centre								
5008 Income -GAC	217	51	15,000	14,949			0.3%	
5009 Income - Solar Panels FIT	369	0	400	400			0.0%	
Greenacre Centre :- Income	586	51	15,400	15,349			0.3%	0
504 Rate	15,207	15,968	15,400	(568)		(568)	103.7%	
506 Water Charges	399	0	4,000	4,000		4,000	0.0%	
508 Gas	6,544	956	7,500	6,544		6,544	12.7%	

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Detailed Income & Expenditure by Budget Heading 20/06/2024

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
509 Electricity	11,056	1,283	18,500	17,217		17,217	6.9%	
537 Cleaning Contract	14,271	1,307	13,500	12,193		12,193	9.7%	
538 Service Contracts	(2,140)	2,140	0	(2,140)		(2,140)	0.0%	
Greenacre Centre :- Indirect Expenditure	45,336	21,654	58,900	37,246	0	37,246	36.8%	0
Net Income over Expenditure	(44,751)	(21,603)	(43,500)	(21,897)				
Buildings Management :- Income	37,448	3,127	40,535	37,409			7.7%	
Expenditure	103,321	40,707	119,150	78,443	0	78,443	34.2%	
Movement to/(from) Gen Reserve	(65,873)	(37,580)	(78,615)	(41,035)				

Establishment & Admin61 Establishment

6003 Income - Miscellaneous	41	0	50	50			0.0%	
6004 Income - Interest Received	53,283	1	25,000	24,999			0.0%	
6008 Income - Mayor Event	647	0	300	300			0.0%	
Establishment :- Income	53,971	1	25,350	25,349			0.0%	0
601 Staff Salaries	246,857	26,812	344,691	317,879		317,879	7.8%	
602 Employers NI	19,482	1,554	24,428	22,874		22,874	6.4%	
603 Ers Pension Contrib	39,748	3,204	51,063	47,859		47,859	6.3%	
604 Staff Training	7,773	0	5,000	5,000		5,000	0.0%	
605 Clerk's Expenses	905	0	500	500		500	0.0%	
607 Photocopier Costs	654	0	750	750		750	0.0%	
608 Telephone/Fax/ISDN	4,560	426	4,000	3,574		3,574	10.7%	
609 Postage	478	100	600	500		500	16.7%	
610 Stationery	3,464	0	2,750	2,750		2,750	0.0%	
611 Insurances	8,773	1,475	12,000	10,525		10,525	12.3%	
612 Audit Fees	2,400	0	3,000	3,000		3,000	0.0%	
613 Legal Fees	18	0	5,000	5,000		5,000	0.0%	
614 Advertising	4,676	364	6,000	5,637		5,637	6.1%	
615 Maintenance & Repairs/IT	15,697	3,444	15,000	11,556		11,556	23.0%	
616 Service Contracts	371	0	0	0		0	0.0%	
618 Subscription/Licence	13,789	4,474	10,000	5,526		5,526	44.7%	
619 PWLB Loan Repayments	16,731	0	20,000	20,000		20,000	0.0%	
620 Civic Allowance	1,629	85	1,500	1,415		1,415	5.6%	
621 Bank Charges	471	64	600	536		536	10.7%	
627 Travel Expenses	338	0	250	250		250	0.0%	
630 Grants	15,173	1,000	15,000	14,000		14,000	6.7%	
631 Councillor Training/Mileage	301	35	1,000	965		965	3.5%	
632 Professional Support	0	0	2,000	2,000		2,000	0.0%	

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Detailed Income & Expenditure by Budget Heading 20/06/2024

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
633 Vehicle Repayments (s106)	0	0	2,410	2,410		2,410	0.0%	
634 Vehicle Insurance	0	418	5,000	4,582		4,582	8.4%	
635 Vehicle Fuel	0	87	5,000	4,913		4,913	1.7%	
636 Vehicle Maintenance	0	0	5,000	5,000		5,000	0.0%	
637 Christmas Event	0	0	15,000	15,000		15,000	0.0%	
638 Stotfold 50	0	15,630	50,000	34,370		34,370	31.3%	
639 Com Engagment	0	0	15,000	15,000		15,000	0.0%	
641 Arlesey Rd Repayment (s106)	0	0	4,000	4,000		4,000	0.0%	
Establishment :- Indirect Expenditure	404,290	59,171	626,542	567,371	0	567,371	9.4%	0
Net Income over Expenditure	(350,319)	(59,170)	(601,192)	(542,022)				
9000 plus Transfer from EMR	7,775	0	0	0				
Movement to/(from) Gen Reserve	(342,543)	(59,170)	(601,192)	(542,022)				
<u>62 Precept</u>								
6005 Precept	913,926	456,741	913,482	456,741			50.0%	
Precept :- Income	913,926	456,741	913,482	456,741			50.0%	0
Net Income	913,926	456,741	913,482	456,741				
Establishment & Admin :- Income	967,897	456,742	938,832	482,090			48.6%	
Expenditure	404,290	59,171	626,542	567,371	0	567,371	9.4%	
Net Income over Expenditure	563,607	397,571	312,290	(85,281)				
plus Transfer from EMR	7,775	0	0	0				
Movement to/(from) Gen Reserve	571,383	397,571	312,290	(85,281)				
Town Strategy								
<u>71 Town Strategy</u>								
701 Town Strategy	0	0	4,000	4,000		4,000	0.0%	
Town Strategy :- Indirect Expenditure	0	0	4,000	4,000	0	4,000	0.0%	0
Net Expenditure	0	0	(4,000)	(4,000)				
Town Strategy :- Income	0	0	0	0			0.0%	
Expenditure	0	0	4,000	4,000	0	4,000	0.0%	
Movement to/(from) Gen Reserve	0	0	(4,000)	(4,000)				

Managed Funds

Detailed Income & Expenditure by Budget Heading 20/06/2024

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
85 Earmarked Reserves								
8001 Xmas Lights donations	3,334	0	0	0			0.0%	
8002 Income EMR - Cemetery	10,068	0	0	0			0.0%	
8006 S106 Income	4,795	0	0	0			0.0%	
8008 Pitch Power Football Pitch Gra	11,784	0	0	0			0.0%	
Earmarked Reserves :- Income	29,981	0	0	0				0
802 EMR-Working Capital	4,217	0	0	0		0	0.0%	
804 Mossman	4,457	0	0	0		0	0.0%	
808 Pitch Power Football Pitch Gra	11,784	0	0	0		0	0.0%	
809 EMR - PCemetery Projects/Paths	17,428	773	0	(773)		(773)	0.0%	773
815 EMR-Rec Ground Rolling Improve	80,051	0	0	0		0	0.0%	
818 EMR Riverside MUGA	26,787	0	0	0		0	0.0%	
820 EMR-Estab Office Equipment	7,583	1,034	0	(1,034)		(1,034)	0.0%	1,034
821 EMR-Estab election Fund	220	0	0	0		0	0.0%	
823 Handyman set up	364	0	0	0		0	0.0%	
824 Christmas Lights	16,304	60	0	(60)		(60)	0.0%	60
826 EMR Youth Work	6,860	240	0	(240)		(240)	0.0%	240
833 EMR- S106 Greenacre Park	39,536	4,950	0	(4,950)		(4,950)	0.0%	4,950
836 EMR- Facilities Team Setup	1,400	0	0	0		0	0.0%	
838 EMR - Car Park Reserve	(429)	0	0	0		0	0.0%	
Earmarked Reserves :- Indirect Expenditure	216,562	7,056	0	(7,056)	0	(7,056)		7,056
Net Income over Expenditure	(186,581)	(7,056)	0	7,056				
9000 plus Transfer from EMR	216,991	7,056	0	(7,056)				
9001 less Transfer to EMR	25,187	0	0	0				
Movement to/(from) Gen Reserve	5,224	0	0	0				
Managed Funds :- Income	29,981	0	0	0			0.0%	
Expenditure	216,562	7,056	0	(7,056)	0	(7,056)	0.0%	
Net Income over Expenditure	(186,581)	(7,056)	0	7,056				
plus Transfer from EMR	216,991	7,056	0	(7,056)				
less Transfer to EMR	25,187	0	0	0				
Movement to/(from) Gen Reserve	5,224	0	0	0				
Grand Totals:- Income	1,082,755	464,841	1,023,982	559,141			45.4%	
Expenditure	893,832	124,260	916,982	792,722	0	792,722	13.6%	
Net Income over Expenditure	188,923	340,580	107,000	(233,580)				
plus Transfer from EMR	224,766	7,056	0	(7,056)				
less Transfer to EMR	25,187	0	0	0				
Movement to/(from) Gen Reserve	388,502	347,636	107,000	(240,636)				

Expenditure To be Approved At June 2024 Council meeting

	Supplier	Bldgs	Rec	Cem	Estab	Other		Net	Vat	Total
BACS	Site Event - Eco Loo Hire for the 50th Event Deposit				1160.50			1160.50	232.00	1392.50
BACS	Site Event - Eco Loo Hire for the 50th Event				1160.50			1160.50	232.00	1392.50
BACS	Buntingford Brewery Ltd - Beers for Stotfold 50th Event				1125.00			1125.00	225.00	1350.00
BACS	Reimbursement - paints for the cemetery			334.82				334.82	0.00	334.82
BACS	Beds Rural Communities Charity - Etonbury Green Wheel		1500.00					1500.00	0.00	1500.00
BACS	Smart Platform Rental Ltd - Cherry Picker hire			485.00				485.00	97.00	582.00
BACS	Smart Platform Rental Ltd - Cherry Picker hire 2nd day			485.00				485.00	97.00	582.00
BACS	Grounds Management Association - Town Ranger football grd main course				118.34			118.34	23.66	142.00
BACS	Amazing Occasions - Climbing wall for the Stotfold 50				1630.00			1630.00	326.00	1956.00
BACS	Online Playgrounds - repair parts for the play equipment		371.80					371.80	74.36	446.16
BACS	Stotfold Craft Fairs booking refund - 8th June & 20th July	106						106.00	0.00	106.00
BACS	Griggs Electrical - Remedial Works at the Simpson Centre	425						425.00	85.00	510.00
BACS	Griggs Electrical - Remedial Works at the memorial hall	120						120.00	24.00	144.00
BACS	Vision ICT Ltd - training				150.00			150.00	30.00	180.00
BACS	Town Ranger Mileage claim		18.09					18.09	0.00	18.09
BACS	Stotfold Bowls Club - 5th grass fertiliser reimbursement		378.80					378.80	0.00	378.80
BACS	Rialtas Business Solutions Ltd - Year end service				825.00			825.00	165.00	990.00
BACS	Colin Ross Workwear & Safety - Town Rangers Overshoes				130.00			130.00	26.00	156.00
BACS	Imperative Training Ltd / Defibshop - Pads				123.00			123.00	24.60	147.60
BACS	Town clerk reimbursement - Xmas light work				85.00			85.00	0.00	85.00
BACS	Town clerk reimbursement -Refreshment				87.09			87.09	0.00	87.09
BACS	North Herts Council - Parkeast annual membership fee				150.00			150.00	30.00	180.00
BACS	Councillor reimbursement - mixed herbs & soft fruit plants				40.50			40.50	0.00	40.50
BACS	T& J Seymour Electrical Business - additional Christmas light work at the Haven				545.00			545.00	109.00	654.00
BACS	Rik Golder Services		800.00					800.00	0.00	800.00
BACS	Manestream O.C .Consulting Ltd - refurbishment survey at chapel			375.00				375.00	75.00	450.00
BACS	Herts FullStop - Labels, clearing material, heater		85.43		201.71			287.14	57.43	344.57
BACS	M J Ryall Building Supplies Ltd - repair material for open space		123.64					123.64	22.68	146.32
BACS	M J Ryall Building Supplies Ltd - repair material for open space		123.29					123.29	22.61	145.90
BACS	Zurich Insurance- Annual insurance (June 24- May 25)				9256.69			9256.69	0.00	9256.69
BACS	Maydencroft Ltd - Create a culvert and ditch crossing to join the two fields together		2987.00					2987.00	597.40	3584.40
BACS	A Leese T/A I'll Do It- supply and fit 2 replacement showers @Hitchin Rd		520.00					520.00	0.00	520.00
BACS	A Leese T/A I'll Do It- supply + fit outside tap @ A Rd		185.00					185.00	0.00	185.00

	Supplier	Bldgs	Rec	Cem	Estab	Other		Net	Vat	Total
BACS	Marquees with Pryde - Marquee hire for the Stotfold 50				960.00			960.00	0.00	960.00
BACS	SMG - Computer monitor & Thinkpad + professional set-up				1484.53			1484.53	296.91	1781.44
BACS	SMG - monthly IT service fee + Microsoft 365 licence				1076.29			1076.29	215.26	1291.55
BACS	Wadys Main - Fire alarm batteries replacement + repair gents toilet light	288.79						288.79	57.56	346.35
BACS	Wilstead - skip hire on 13/05		300.00					300.00	60.00	360.00
BACS	R.C. Cutting & Co- inspect & test the lightning protection system @GAC	370.00						370.00	74.00	444.00
BACS	Minster Cleaning - Daily cleaning service	2427.11						2427.11	485.43	2912.54
BACS	Danfo - April - June public toilet service fee		385.68					385.68	77.14	462.82
BACS	BATPC - Annual affiliate fees				1936.00			1936.00	0.00	1936.00
BACS	BATPC - Chairmanship course training fee				45.00			45.00	0.00	45.00
BACS	Democratic Services Manager reimbursement - PDF Sam				35.00			35.00	0.00	35.00
BACS	Toolstation - Fibre Sanding Discs for the Beacon			6.31				6.31	1.25	7.56
BACS	Andrew Allen - proposed drawings & floor plan for the cemetery project			656.25				656.25	0.00	656.25
BACS	Countrywide - May Grounds Maintenance work		4320.41	1562.50				5882.91	1176.58	7059.49
BACS	Reimbursement - Refreshment for the staff leaving do				26.80			26.80	0.00	26.80
BACS	Piper Player For D- Day				195.00			195.00	0.00	195.00
DD	Pitney Bowes - top up postage				27.75			27.75	0.00	27.75
DD	Allstar - Fuel Card Fee				66.69			66.69	13.34	80.03
DD	Allstar - Fuel Card Fee				45.67			45.67	9.13	54.80
DD	Allstar - Fuel Card diesel fee				148.03			148.03	29.61	177.64
DD	Allstar -Fuel Card Eco point fee				16.68			16.68	3.34	20.02
DD	Crown Gas & Power - GAC gas	865.84						865.84	173.16	1039.00
DD	Crown Gas & Power -Memo Hall gas	355.25						355.25	17.76	373.01
DD	SSE - The Simpson Centre Electricity	347.98						347.98	17.40	365.38
DD	SSE - THE GAC Electricity	1075.24						1075.24	215.05	1290.29
DD	SSE - Street light + Brook st toilet electricity		771.08					771.08	42.89	813.97
DD	SSE - MUGA electricity		216.69					216.69	10.83	227.52
DD	SSE - A Rd electricity		144.43					144.43	7.22	151.65
DD	SSE - Memo Hall electricity	352.89						352.89	17.65	370.54
DD	SSE - Hitchin Rd REC	292.52						292.52	14.62	307.14
DD	EE Mobile				213.63			213.63	42.73	256.36
DD	IBT Ltd (phone, internet & calls)				186.65			186.65	37.33	223.98
DD	Sage (Payroll System) monthly fee				27.00			27.00	5.40	32.40
DD	Cawleys Skip Hire (Memo Hall)	60.00						60.00	12.00	72.00
DD	Cawleys Skip Hire (GAC)	155.80						155.80	31.16	186.96
DD	Cawleys Skip Hire (Cemetery)	47.54						47.54	9.51	57.05
DD	Worldpay - Card payment transaction charge				17.36			17.36	2.06	19.42

	Supplier	Bldgs	Rec	Cem	Estab	Other		Net	Vat	Total
DD	Mutual - Council vehicle insurance monthly payment				417.53			417.53	0.00	417.53
DD	DVLA - Road Tax monthly payment				29.34			29.34	0.00	29.34
DD	Trade UK- secure tool box		350.74					350.74	70.15	420.89
DD	UGP United Gas & Power - A Rd Kiosk electricity fee		61.10					61.10	3.06	64.16
PAYFLOW	May Staff Salary	1095.38	3832.12		14273.62			19201.12	0.00	19201.12
DD	Barclay credit card - Card Fee				78.00			78.00	0.00	78.00
DD	Barclay credit card - dishwasher, rent vehicle for transport chairs, miscell items	278.33			1301.79			1580.12	222.27	1802.39
	Total	8663.67	17475.30	3904.88	39396.69	0.00		69440.54	6027.54	75468.08

* Please note that, in accordance with the council's financial regulation and to prevent the possibility of errors, omissions and even fraudulent activity, these purchase invoices are only paid and entered into the accounting system after being authorised by this monthly full council meeting. This means that the figures in the monthly committee report do not include the aforementioned invoices.

Income received in May 24 - report for June 24 council meeting

Date	Receipt No	Amount	Details		Simpson Centre	Memorial Hall	GAC Centre	Cemetery	Open space/ Allotments	Others
02/05/2024	15975	53.00	Craft Fair 8/06 hall booking fee			53.00				
09/05/2024	15976	324.00	Stotfold Good Neighbour Inv a6547			324.00				
13/05/2024	15977	3.50	Stotfold Gold part of Stotfold 50th - 1 bottle beer							3.50
15/05/2024	15978	33.00	Stotfold Gold part of Stotfold 50th - 1 box							33.00
16/05/2024	15979	33.00	Stotfold Gold part of Stotfold 50th - 1 box							33.00
19/05/2024	15980	39.00	Stotfold Gin part of Stotfold 50th							39.00
30/04/2024	BACS	221.85	Stotfold Karate - hall hire invoice			221.85				
01/05/2024	BACS	544.00	Central Bed Council Election - Hall Hire invoice		272.00	272.00				
01/05/2024	BACS	229.52	Slimming world - hall hire invoice			229.52				
02/05/2024	BACS	149.16	Little rugers -hall hire invoice			149.16				
03/05/2024	BACS	91.80	Intelligent Comfort - room hire				91.80			
03/05/2024	BACS	306.00	Table tennis group - Hall hire			306.00				
07/05/2024	BACS	21.25	Memorial hall 7/12 booking			21.25				
07/05/2024	BACS	122.40	Short Mat Bowls Inv a6550			122.40				
07/05/2024	BACS	137.53	Pilates class - inv a6532			137.53				
07/05/2024	BACS	166.66	Austin & Son - Chapel lease					166.66		
07/05/2024	BACS	231.80	Pix Gymnastics Inv a6546			231.80				
08/05/2024	BACS	2000.00	On tower UK - Mobile MAST					2000.00		
08/05/2024	BACS	17.00	Hall 31/08/24 booking			17.00				
09/05/2024	BACS	18.00	Hall 29/09 24 booking			18.00				
10/05/2024	BACS	70.00	Bowles K&M - re-registering burial plot					70.00		
13/05/2024	BACS	12.75	Hall 22/06/ booking			12.75				
20/05/2024	BACS	825.00	I R Quince Monument					825.00		
22/05/2024	BACS	350.00	Box of cake - the Simpson centre monthly rent		350.00					
Total		6000.22			622.00	2116.26	91.80	3061.66	0.00	108.50

STOTFOLD TOWN COUNCIL - WORK PROGRAMME 2024/25

Meeting Date	Agenda Item	Description	Responsible Officer	Necessity
26/06/24	Risk Management Strategy and Risk Register	To agree the risk management strategy and adopt the risk register	Town Clerk	Internal Control
	Annual Governance and Accountability Return	To approve the Annual Governance and Accountability Return, Statement of Accounts, Period of Electors Rights and to receive the accounts for 2023/24	Town Clerk	Internal Control
	Terms of Reference: Public Realm Committee	To agree the Terms of Reference as reviewed at the Public Realm Committee Meeting 08/05/2024 and 05/06/2024.	Democratic Services Manager	Internal Control
	Terms of Reference: Governance & Resources Committee	To agree the Terms of Reference as reviewed at the Government & Resources Committee Meeting 29/05/2024.	Democratic Services Manager	Internal Control
	Terms of Reference: Building Management Committee	To agree the Terms of Reference as reviewed at the Building Management Committee Meeting 22/05/2024.	Democratic Services Manager	Internal Control
	Terms of Reference: Community Engagement Committee	To agree the Terms of Reference as reviewed at the Community Engagement Committee Meeting of 15/05/2024.	Democratic Services Manager	Internal Control
	Confidential - Library Lease	To receive a lease for signing between CBC and Stotfold Town Council	Town Clerk	Risk Management
	Confidential - Wheeled Sports Facility	To consider tenders for a wheeled sports facility	Town Clerk	Financial Regulations
31/07/24	Christmas Lights Tenders	To consider tenders for Christmas Lights	Town Clerk	Financial Regulations
04/09/24	Funding request	Youth Involvement		
	Financial Regulations	To review the suggested wording for Section 1.7, and to approve the Financial Regulations	Town Clerk	Internal Control
	Statement of Political Neutrality	To consider the adoption of a statement on the political neutrality of the Town Council	Town Clerk	Risk Management