

STOTFOLD TOWN COUNCIL

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



10 July 2025

Members of Stotfold Town Council:

Cllr J Headington, Cllr N Venneear, Cllr S Buck, Cllr L Miller, Cllr S Dhaliwal, Cllr J Bendell, Cllr J Smith, Cllr B Woods.

You are hereby summoned to attend the **Community Engagement Committee** meeting to be held in the **Community Room at The Greenacre Centre, Valerian Way, Stotfold, SG5 4HG** on **16 July 2025 at 7.00pm** for the purpose of transacting business detailed in the agenda.

E Payne
Town Clerk

Members of the public:

In addition to attendance in person, you are now able to observe our meetings by joining via MS Teams. Join on your computer or mobile app [Click here to join the meeting](#) Please note, our meetings are recorded for minute taking purposes, and will be deleted after Minutes are approved.

Members of the public are invited to observe the meeting and may speak in the 'public section' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting (contact in advance enquiries@stotfoldtowncouncil.gov.uk or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

The seven principles of public life

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

AGENDA

1. APOLOGIES FOR ABSENCE

For Decision

To receive and accept apologies for absence from Members.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

1. Members to declare interests in respect of any item on the Agenda.
2. Proper Officer to consider written requests from members for dispensations.

Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

3. PUBLIC SECTION (MAX. 15 MINUTES)

Members of the public may speak 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.

4. MINUTES OF THE PREVIOUS MEETING

For Decision

Members are asked to resolve that the Minutes of the Community Engagement Committee meeting held on **21 May 2025** are a correct record.

5. CLERK'S REPORT AND ACTION TRACKER

For Information

To receive the Clerk's report on matters arising and note the Action Tracker.

#tracker

6. REPORTS TO COMMITTEE

6.1. Christmas Light Switch On

For Decision

To consider arrangements for this event after feedback from 2024's event.

6.2. In Bloom Competition

For Decision

To consider the implementation of an In Bloom Competition.

#competition

6.3. Outdoor Cinema

For Decision

Members are to receive a report from the Community Engagement Officer and consider the recommendations within the report

#green #cinema

6.4. Summer Holiday and other Children's Events

For Information

To note arrangements for a National Play Day Children's Event, Teddy Bear's Picnic.

6.5. Citizen's Advice

For Information

To receive an update on activity with Citizen's Advice at the Greenacre Centre.

7. WORK PROGRAMME

For Information

To receive this Committee's Work Programme.

8. DELEGATED DECISIONS

For Information

To note the Town Clerk's delegated decisions.

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

10. DATE OF NEXT MEETING

For Information

Wednesday **17 September 2025.**

[2025-05-21 - Community Engagement Committee - Minutes - Draft.pdf](#)

[Clerks Report.pdf](#)

[Copy of Community Engagement - Task list.pdf](#)

[Christmas Lights Switch On.pdf](#)

[Christmas Event Plan Options.pdf](#)

[Christmas 2024 follow up.pdf](#)

[In Bloom Competition.pdf](#)

[Outdoor Cinema .pdf](#)

[Site Plan - Screen on the Green.pdf](#)

[Summer Holiday Events.pdf](#)

[CAB Stotfold Report.pdf](#)

[Work Programme.pdf](#)

[CE Delegated Decisions July 2025.pdf](#)



**MINUTES OF THE MEETING OF COMMUNITY ENGAGEMENT COMMITTEE HELD
IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON
WEDNESDAY 21 MAY 2025 AT 19:00**

Present:

Cllrs J Headington (Chair), Cllr N Venneear (Vice Chair), Cllr J Bendell, Cllr S Buck, Cllr S Dhaliwal, Cllr L Miller, Cllr J Smith, Cllr B Woods,

Also Present:

Cllr M Cooper
1 Member of the Public
E Payne, Town Clerk
S Hossack, Community Engagement Officer

1. APOLOGIES FOR ABSENCE

All members were present.

2. ELECTION OF VICE CHAIR

The Chair called for nominations for the position of Vice Chair of the Community Engagement Committee. Cllr Venneear was nominated by Cllr Dhaliwal, seconded by Cllr Buck.

Decision: It was **RESOLVED** that Cllr Venneear is elected as Vice Chair of the Community Engagement Committee.

3. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

4. PUBLIC SECTION (MAX. 15 MINUTES)

There was one member of the public present who addressed the meeting for item 7.1.

5. MINUTES

Members received the minutes of the Community Engagement Committee meeting held on 19 March 2025.

Decision: It was **RESOLVED** that the minutes of the Committee meeting held on 19 March 2025 were approved as a true record of the meeting.

6. CLERK'S UPDATE

The Clerk provided an update on previous actions, including the action tracker. There was an update on the dinosaur trail, noting that around 500 individual phones scanned dinosaurs. Members agreed this indicated a successful engagement



7. REPORTS

7.1. Men in Sheds

Members received a report with a proposal for setting up a Men in Sheds initiative to support men with mental health issues such as anxiety, grief, and depression. The initiative aims to provide a space for men, particularly retirees, to engage in activities and maintain social connections. The member of the public was invited to address the meeting in support of the proposal. The Committee expressed strong support for the proposal and agreed to provide practical assistance, supporting the group to coordinate efforts and consider recommending a one-off start-up fund from the grant budget.

Decision: It was **RESOLVED** that the Community Engagement Committee:

- a) **Supports in principle the establishment of a Men's Shed in Stotfold.**
- b) **Agrees that the Council will provide promotional and practical assistance as outlined in the report.**
- c) **Requests the Clerk liaise with the initiating group to help coordinate a public meeting.**
- d) **Considers recommending a one-off start-up grant (amount to be determined) once a viable project plan has been presented.**

Task: Town Clerk to liaise with the initiating group to coordinate efforts for the Men in Sheds.

7.2. Community Repair Cafe Proposal

The Committee discussed the proposal from Arlesey Town Council to form a community repair cafe. There was a consensus that the initiative is worth exploring further. The idea of sharing the repair cafe with neighbouring towns like Arlesey and Fairfield was considered feasible.

Decision: It was **RESOLVED** to:

- a) **Work with Arlesey Town Council and Fairfield Parish Councils to support a Community Repair Cafe proposal on the proviso that it is enabled by Arlesey Town Council and is covered by their insurance.**
- b) **Recommend to Buildings Management Committee that a free hire is offered to support the Repair Café.**

Action: Agenda item for next Buildings Management Committee for free hire for repair café.

7.3. Sponsorship for Town Council Events

The Committee reviewed a proposal to implement a sponsorship and advertising programme to support town council events. The draft policy was discussed, and there was general agreement on its adoption. The sponsorship package details were considered, with a focus on ensuring it covers costs effectively. The Committee agreed to recommend the policy to the full council.

Decision: It was **RESOLVED** to recommend the sponsorship and advertising policy is adopted by Full Council.



Task: Add Sponsorship and Advertising Policy to Full Council agenda 25 June 2025.

7.4. Stotfest 2025

An update was provided on the preparations for Stotfest 2025. The event is shaping up well, with tickets expected to go on sale shortly. The Committee discussed logistical aspects, such as seating arrangements and sponsorships noting that attendees are encouraged to bring their own chairs to the event. The first sponsorship for the event, amounting to £1500 from Satchell's, was announced.

Decision: It was **RESOLVED** to note the work undertaken on Stotfest to date.

7.5. October Steam Fair

Members considered the Town Council's participation in the October Steam Fair. There was a strong consensus on maintaining a presence at the event, albeit in a scaled-back capacity. The idea of using a gazebo instead of a trailer was agreed upon to ensure visibility and engagement with attendees.

Decision: It was **RESOLVED** to maintain a presence at the October Steam Fair using a gazebo instead of a trailer.

7.6. Update on Events and Expenditure to date

The Committee reviewed the updated list of events and noted the expenditure to date.

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

7.7. Policy Adoption

Members considered the adoption of several policies, including the Safeguarding Protection Policy, Community Engagement Policy, and Social Media Policy. There was a discussion about the need for a designated safeguarding officer. The Committee expressed support for adopting the policies and agreed to look into appointing a safeguarding officer.

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

- a) **Safeguarding Protection Policy**
- b) **Community Engagement Policy**
- c) **Social Media Policy**

Task: Consider appointing a designated safeguarding officer.

Task: Add the policy recommendations to Full Council 25 June 2025.

7.8. VJ DAY - 15 August 2025

Members discussed the commemoration of VJ Day on 15 August 2025. It was noted that the event is less celebrated than VE Day, but the Committee agreed on the importance of having a presence. Suggestions included a commemorative event similar to the VE Day service with a laying of a wreath at the war memorial by the Mayor. The Committee decided to revisit the plans in the July meeting for further updates.



Decision: It was **RESOLVED** to commemorate VJ Day with a laying of a wreath at the War Memorial and live stream the event.

Task: Reconsider the plans for VJ Day commemoration in the July meeting for further updates.

8. MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

Members asked for updates on the film choice for the open-air cinema. There had been over 60 films suggested to date and a poll to choose the final 3 would be organised.

9. WORK PROGRAMME

The Committee reviewed its work programme. There were no comments.

Decision: It was **RESOLVED** to note the work programme.

10. DATE OF NEXT MEETING

The next meeting was scheduled for Wednesday, 16 July 2025.

SIGNED BY CHAIR:

MINUTES APPROVED (date):

STOTFOLD TOWN COUNCIL

COMMITTEE:	COMMUNITY ENGAGEMENT
MEETING DATE:	16 JULY 2025
REPORTING OFFICER:	SARAH HOSSACK COMMUNITY ENGAGEMENT OFFICER
REPORT TITLE:	CLERK'S REPORT

1. STOTFEST

Stotfest was held on 28 June and delivered by STC with generous Sponsorship support from Satchels. Stotfest as a celebration of community, culture, and local engagement. The event attracted a wide range of residents and visitors, including families, young people, and local vendors.

Feedback received through social media and in-person interactions demonstrates that Stotfest was a resounding success. Attendees widely praised the event for its atmosphere, inclusivity, entertainment value, and organisation.

Highlights from the social media response (see attached "Praise for Stotfest" document) include:

- **Strong community pride:** Many comments celebrated the sense of unity and local pride the event fostered.
- **Positive feedback on activities:** Attendees highlighted the range of activities and entertainment that catered to all age groups.
- **Praise for organisation:** Several posts complimented the planning and professionalism of the event delivery.

To gain a fuller understanding of the event's impact:

- A **resident feedback form** was promoted via social media to encourage post-event reflections.
- A **vendor-specific feedback form** was distributed via email to gather input on the commercial and operational side.
- **Staff feedback** will be collected at an upcoming internal debrief meeting.
- **Councillors** have been invited to share their observations and reflections via email.

This multi-angle feedback process ensures that both the public and internal perspectives are captured to inform future planning.

Stotfest has been overwhelmingly well-received, demonstrating the value of investing in community-focused, inclusive public events. It has helped strengthen civic pride, supported local businesses, and created memorable experiences for residents of all ages. The positive sentiment captured across platforms reflects the successful delivery and broad impact of the event.

2. Walking Market

The Stotfold Walking Market is a community event designed to support local enterprise and encourage sustainable, community-driven shopping. Rather than being held in a single location, the market is spread across various local properties and driveways, enabling residents to walk between stalls throughout the town. This format enhances accessibility, promotes outdoor activity, and creates a vibrant, town-wide experience for all ages.

Registration is now open for stallholders wishing to participate in the event. Early engagement has been positive, with interest being shown from both new and returning participants. The event welcomes a wide range of stallholders, including those offering crafts, homemade goods, second-hand items, baked goods, and more.

Efforts to promote the event are ongoing through several channels:

- **Stotfold News:** Notices and articles are being featured to reach the wider community.
- **Facebook:** Regular posts and event updates are being shared to encourage participation and raise awareness.

Additionally, Satchells estate agents are continuing their support by providing promotional advertising boards to any participating stallholders who request them, enhancing visibility around town.

The Walking Market supports sustainability by encouraging the reuse and repurposing of goods. By offering attendees the opportunity to purchase items that are "new to them," the event helps reduce waste and supports a circular economy. Key environmental benefits include:

- Reduced landfill contributions
- Promotion of mindful consumer habits
- Encouragement of walking over driving, lowering local emissions and promoting healthier lifestyles

3. Summer Youth Programme

The Summer Youth Programme for Stotfold is being delivered by Nic King and her team from Amplius, offering a range of engaging activities designed for local young people during the summer holidays. This initiative supports the Town Council's commitment to youth engagement, well-being, and positive social development.

The programme is designed to:

- Provide safe, supervised activities for young people during the summer break
- Offer opportunities for learning new skills, socialising, and boosting confidence
- Reduce youth isolation and support mental health through structured engagement
- Build positive relationships between young people, the community, and the youth worker

Group
Last Updated

Democratic Services
07/04/2025 15:10

Due	Meeting Date	Meeting	Task	Assigned	Task Description
01/10/2025	21/05/2025	Community Engagement Committee	Prepare for council participation at the October Steam Fair by organising a branded gazebo and coordinating councillor volunteers.	Emma Payne,Sarah Hossack	
09/07/2025	21/05/2025	Community Engagement Committee	Conduct polls to finalise community film selections based on received suggestions.	Sarah Hossack	
09/07/2025	21/05/2025	Community Engagement Committee	Plan VJ Day commemorative event details and update the committee at the July meeting.	Emma Payne,Sarah Hossack	
29/05/2025	21/05/2025	Community Engagement Committee	Liaise with Luke (initiating group) to coordinate the establishment of the men's shed initiative and explore funding opportunities for a dedicated space.	Emma Payne	Emma has had an initial conversation and Men in Sheds are preparing some information to be used to promote the initiative.
28/05/2025	21/05/2025		Investigate the feasibility of appointing a designated safeguarding officer for council events.	Emma Payne	
01/08/2025	2024.11.20 -	Community Eng Committee	Request samples of other surveys that QRS has completed	Sarah Hossack	
01/08/2025	2024.11.20 -	Community Eng Committee	CEO to arrange to for STC to work in partnership with Satchells and Stotfold News to organise a combined Citizens Award in 2025 with the winner turning on the Christmas Lights in 2025.	Sarah Hossack	
06/06/2025	2024.09.18 -	Community Eng Committee Meeting	Add CE Fees List to Website	Sian van der Merwe	It was RESOLVED to:recommend to Governance and Resources the following fees and charges for 2025 - 2026: MARKET STALLS Rent of single pitch 10' x 10' - £18 Rent of double pitch 10' x 20' - £30 Rent of pitch larger than a double - £35 CHARITY STALLS Charitable/voluntary organisations that directly support Stotfold - £18 National charitable / voluntary organisations – payable on or before trade day – nonrefundable. FOOD VENDORS £50 per day at events

STOTFOLD TOWN COUNCIL

COMMITTEE: **COMMUNITY ENGAGEMENT**

MEETING DATE: **16 JULY 2025**

REPORTING OFFICER: **SARAH HOSSACK**
COMMUNITY ENGAGEMENT OFFICER

REPORT TITLE: **CHRISTMAS LIGHT SWITCH ON ARRANGEMENTS**

1. PURPOSE OF THE REPORT

To outline the proposal for amendments to the Christmas Lights layout following the feedback from last year's event.

Members requested to resolve the location of the stage and fairground, leaving other positioning to the officer's discretion.

Members also requested to decide on performance elements.

The Christmas lights switch-on event is one of the premier events on the Town Council's events calendar. The event has been growing in popularity over the last two years. With the new Christmas lighting last year it is expected that attendance will exceed 2024.

Members are encouraged to suggest any additional feedback or options for officers to consider.

2. RECOMMENDATION

Members are asked to:

- a. Consider and resolve the layout of the Christmas Light Switch event for 2025, with the recommendation from Officers to leave the layout the same as 2024, with the relocation of the stage to Grange Drive.
- b. Decide on performance elements.

3. BACKGROUND

3.1 The event will be held this year on 29th November 2025, between 16:00 and 19:00.

3.2 Stage arrangement options:

- a. Dan Allen to compere.
- b. Local choirs to be invited to sing (adult and schools).
- c. Professional band or singer
- d. Salvation Army

3.3 Food and drink vendors to be booked by officer to compliment services offered by High Street establishments.

- 3.4 A proposal of a small selection of funfair rides, and this is being considered with providers, and will be size-dependent.
- 3.5 Local shops will be open for the event, and a formal notification letter will be delivered to all the local shops and food establishments. It is proposed that this letter notification is carried out 16 weeks/ 12 weeks, and 8 weeks ahead of the event, with a further meeting with the shop owners one week prior to the event to go through any involvement they may have. This will be in person here at the community room. Discussions will be held shortly with the food establishments regarding their provision for the evening.
- 3.6 Craft, charity and community stalls to fit safely with the available space.
- 3.7 Additional toilet provision will be implemented (with landowners' permission)
- 3.8 Additional waste management will be implemented.
- 3.9 Tables and chairs will be in place, subject to available space.
- 3.10 Road closure hours extended until 23:00 (pedestrian access to properties should be allowed at ALL times, and emergency vehicle access should be maintained throughout.)
- 3.11 Please see site plan options
 - a. Remain the same as last year
 - b. Move stage to Grange Drive and fair to the High Street (will impact more properties)
 - c. Move the stage in front of Satchells and leave the fair in Grange Drive

4. FINANCIAL


- 4.1 Costs to be incurred for first aid, security, generator & lighting, road closure company, stage, performers, Christmas trees.
- 4.2 Income is to be generated from the sponsorship of the stage and both trees. Fees will apply to stall hire and mobile food vendors.

5. IMPLICATIONS

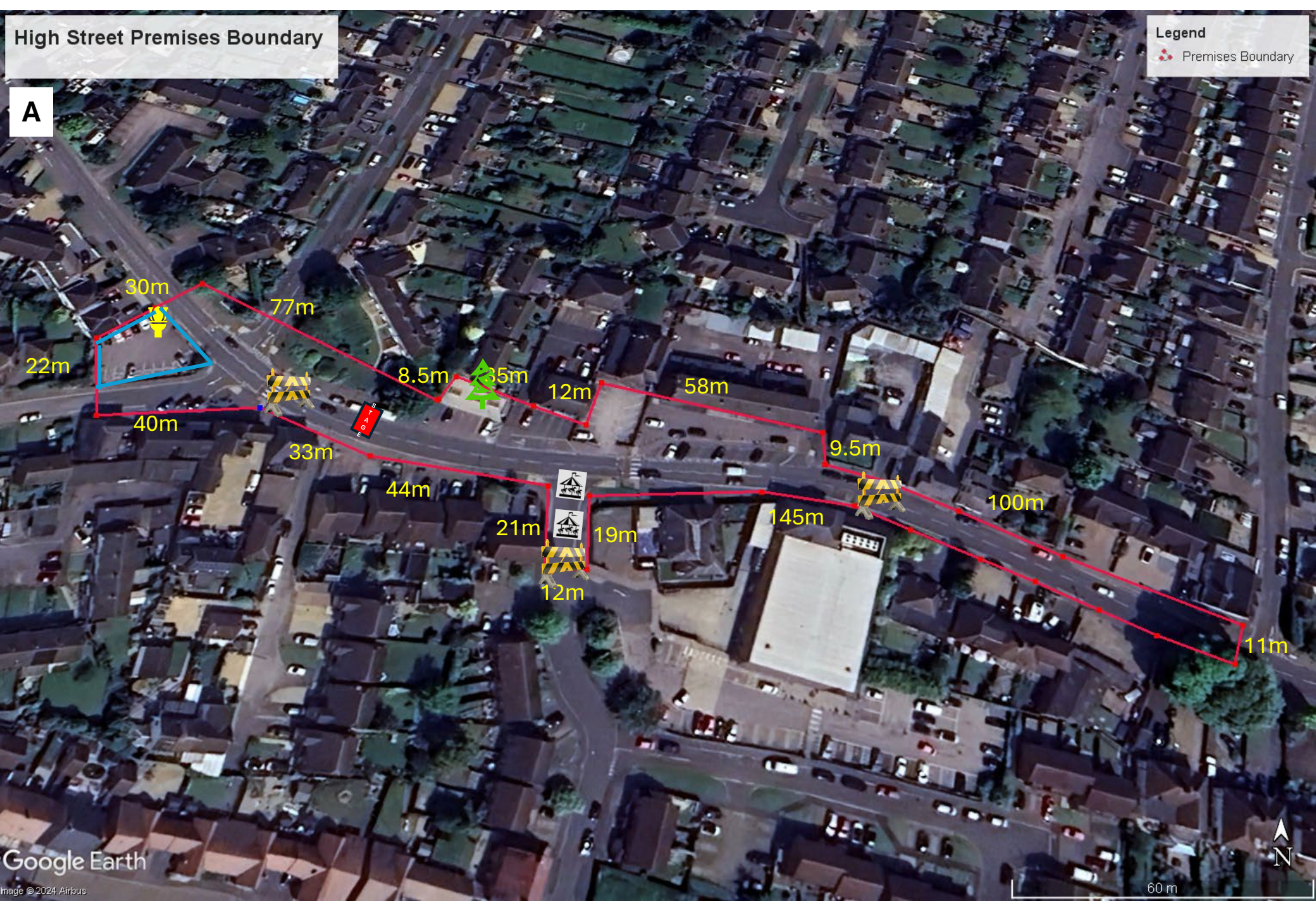
Strategic Plan	N/A
Risk management	Risk assessment in place for activity. Reputational risk management.
Legal	Public Liability Insurance; Health and Safety Compliance; Risk Assessment requirements.
Resources/Stakeholders	Staff, councillors and volunteers.
Contracts/Procurements	Procurement procedure if funding is from STC
Crime and Disorder	Low
Biodiversity and environment	N/A
Equalities	Accessible to all residents
Residents Impact Assessment	Low impact
Sustainability/Climate Impact	Use local suppliers to reduce carbon footprint
Data Protection and Privacy	No data will be obtained from public

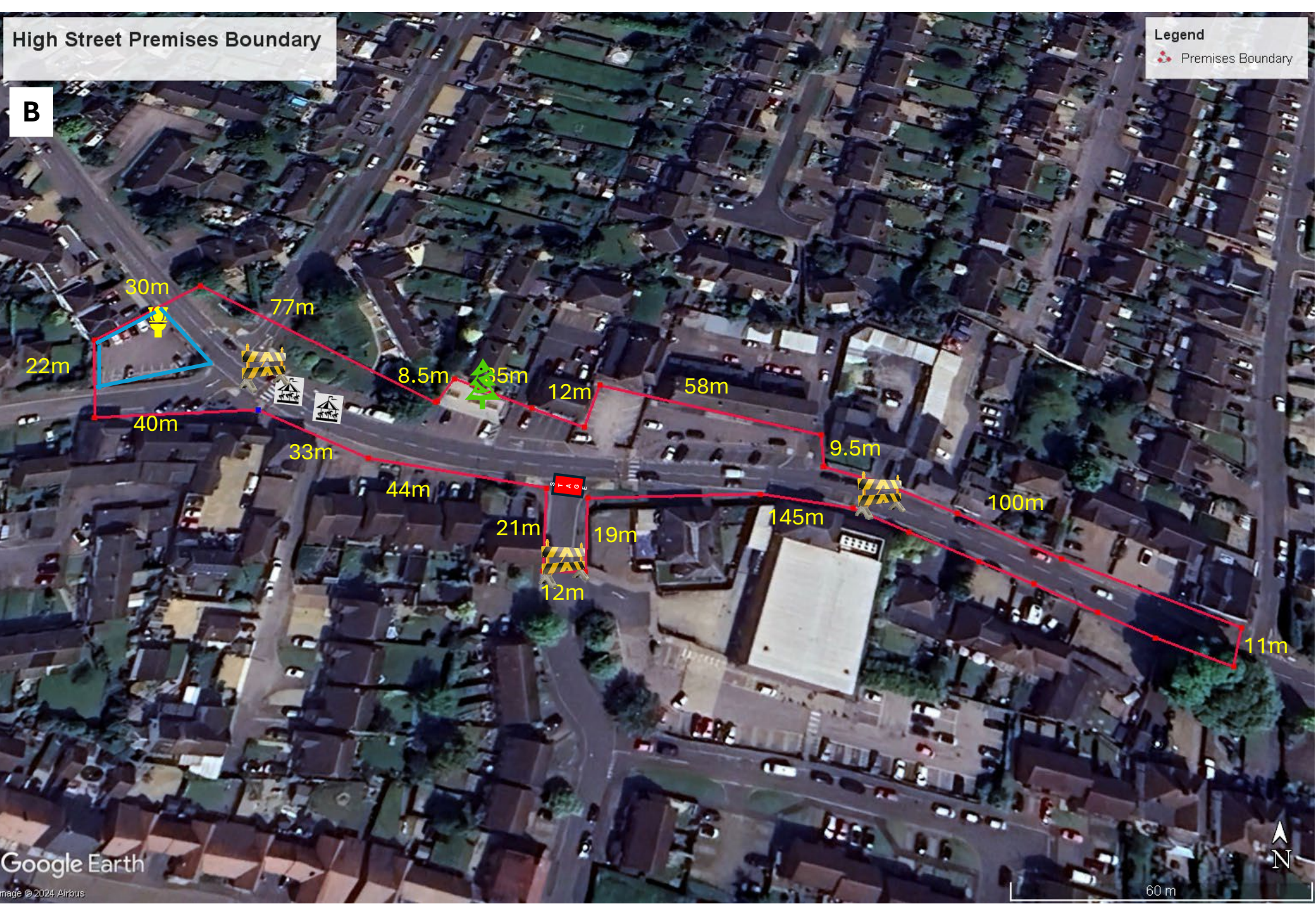
High Street Premises Boundary

Legend

 Premises Boundary

A

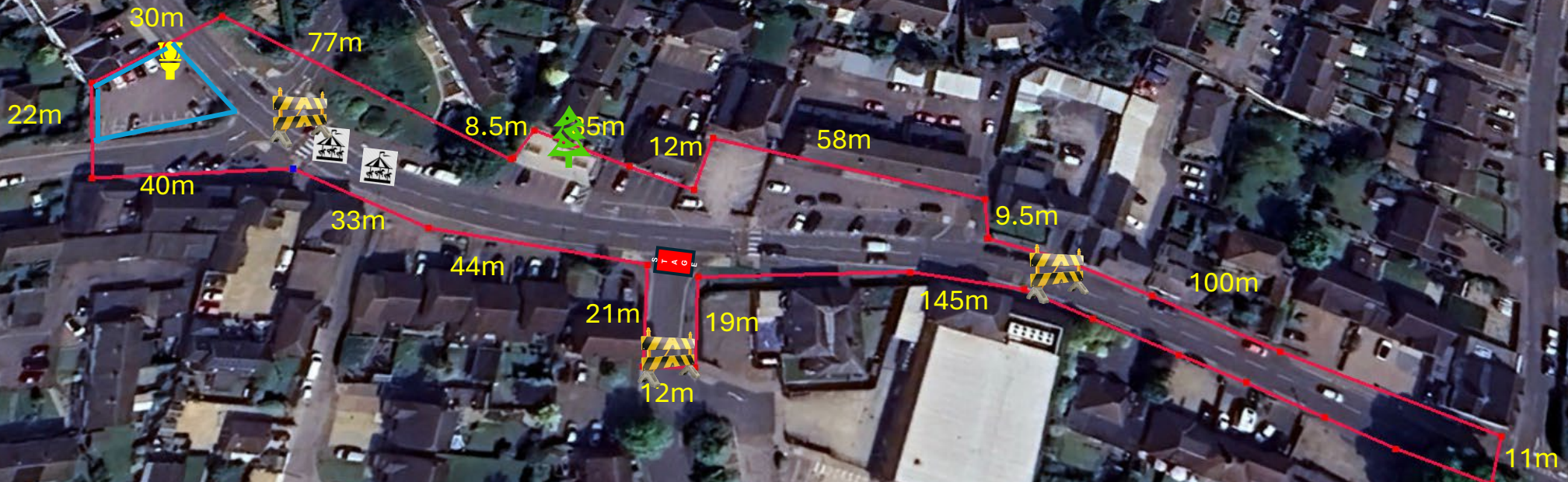


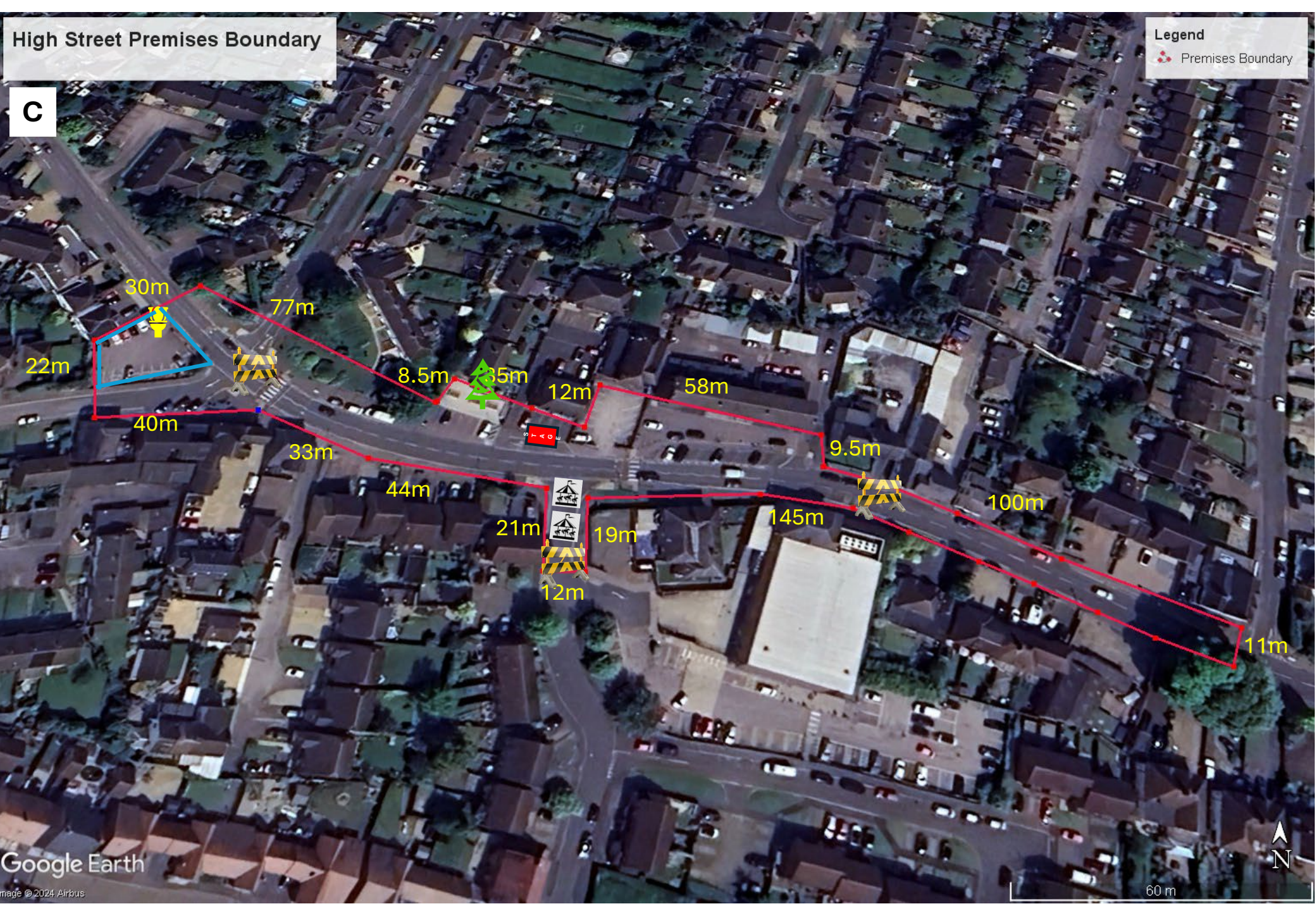


High Street Premises Boundary

Legend
● Premises Boundary

B

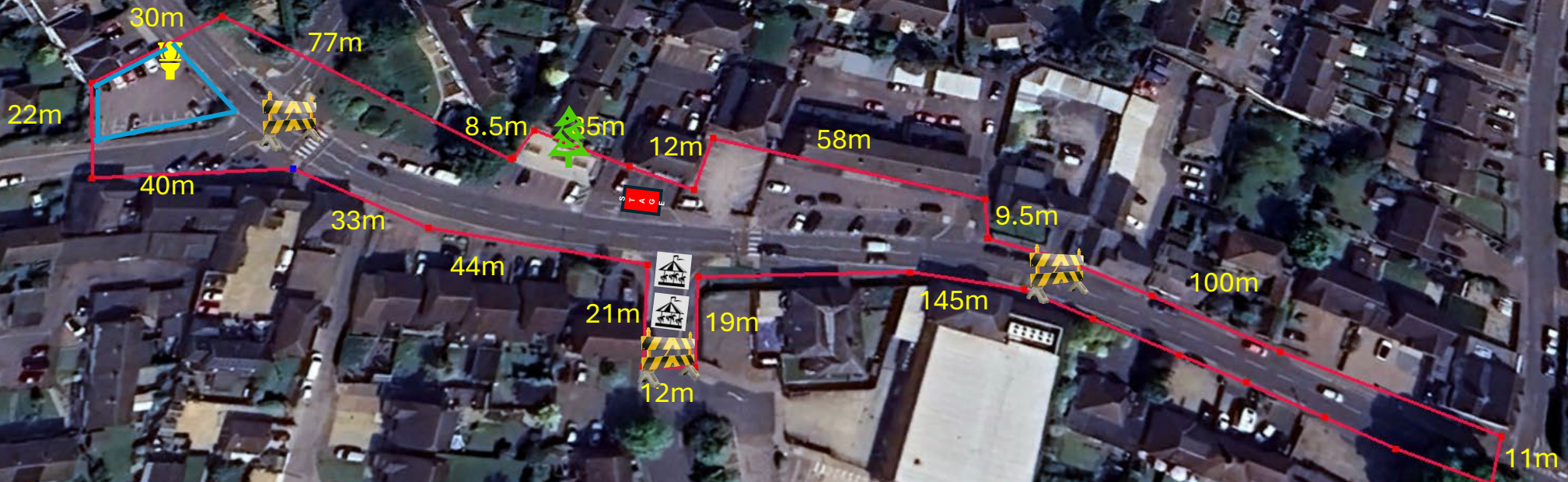




High Street Premises Boundary

Legend
Premises Boundary

C



Christmas follow up

Layout / Positioning	Stage	<ul style="list-style-type: none"> Consider swapping the fair and the stage, this would require crowd barriers to keep pavement clear.
	Fair	<ul style="list-style-type: none">
	Food	<ul style="list-style-type: none"> Consider splitting food vendors
	STC	<ul style="list-style-type: none"> Bring forward to be closer to the road
	Stalls	<ul style="list-style-type: none">
Area in front of shops		<ul style="list-style-type: none"> Tables and benches worked well, could fit in some more.
Involvement from shops		<ul style="list-style-type: none">
Santa		<ul style="list-style-type: none">
Food / Drink	Numbers of vendors	<ul style="list-style-type: none"> Seemed like the right number, All were busy but people were not queuing for too long.
	Quality	<ul style="list-style-type: none"> Only have vendors in vans/trailers as gazebo's were late to clear.
	Options	<ul style="list-style-type: none"> Good mix of options, stalls were not competing with high street. If coffee shop does not sell tea & coffee then we should arrange alternative. Try to involve chip shop and Chinese takeaway next year

Stalls	Craft	<ul style="list-style-type: none"> • Good to have stalls all mixed up. • Stalls all seemed busy.
	Business	<ul style="list-style-type: none"> • Could look at fitting in more stalls.
	Community/Charity	<ul style="list-style-type: none"> • SMSA did very well as did Respite at Home Volunteers.
Stage	Structure	<ul style="list-style-type: none"> • Stage looked good. Being covered was great, • Stage could be higher
	Performers	<ul style="list-style-type: none"> • Consider Salvation Army to be buy tree rather than on stage
	Timings / Order	<ul style="list-style-type: none"> • Consider carols before light switch on and go straight into professional performer afterwards.
Fairground	Types of rides / stalls	<ul style="list-style-type: none"> • Worked well with the space and adding light.
	Quantity	<ul style="list-style-type: none"> • Consider having more fairground rides • Look into traditional carousel. May need longer road closure.
Contractors	Zulu First Aid	<ul style="list-style-type: none"> • Looked professional and were very visible although did not have to deal with any first aid issues
	WF Security	<ul style="list-style-type: none"> • Were present and visible. Dealt with a couple of minor incidents quickly and professionally
	Renteq	<ul style="list-style-type: none"> • Very approachable. Happy to work with stall holders to get everyone in and out of the event space safely.
Anything else		<ul style="list-style-type: none"> • Consider steam engines / organ • Consider event waste company • Glass bins • Toilets • Online programme/QR codes

STOTFOLD TOWN COUNCIL

COMMITTEE: COMMUNITY ENGAGEMENT

MEETING DATE: 16 JULY 2025

REPORTING OFFICER: EMMA PAYNE, TOWN CLERK

REPORT TITLE: IN BLOOM COMPETITION

1. PURPOSE OF THE REPORT

- 3.1 To outline a proposal for organising a community wide "In Bloom" competition in Stotfold, based on best practice from other town and parish councils, with recommendations for community engagement and an estimate of costs including officer time, promotion, and prizes.

2. RECOMMENDATION

- 2.1 Members are asked to:
- a) Approve the development and delivery of a Stotfold In Bloom competition from Spring 2026.
 - b) Establish a small working group of officers and interested councillors/residents to oversee planning.
 - c) Approve an indicative budget of up to £1,200 to support officer time, promotion, prizes and an awards ceremony to be met from existing Community Engagement budget.
 - d) Seek local sponsorship from garden centres and businesses to offset costs.
 - e) Promote the competition through local schools, voluntary groups, and council communications.

3. BACKGROUND

- 3.1 A review of over a dozen parish and town councils revealed that many operate annual In Bloom competitions to enhance civic pride, encourage horticultural activity and promote environmental good practice.
- 3.2 The benefits of running a competition of this nature are considerable:
- Civic Pride: Residents take greater pride in their homes and neighbourhoods, improving the visual appeal of the town and creating a sense of ownership.
 - Biodiversity and Sustainability: Promotes planting schemes that support pollinators and other wildlife, contributing to the Council's environmental objectives.
 - Wellbeing: Gardening has proven mental and physical health benefits, particularly for older residents and those living alone.

- Education and Engagement: Offers schools and community groups a platform to learn about horticulture, recycling, and environmental stewardship.
- Community Cohesion: Encourages neighbourly interaction and collaboration, especially in group or street-wide entries.
- Volunteering Opportunities: Supports wider engagement in local initiatives and introduces new residents to community life.

3.3 Key elements of successful competitions include:

- Categories: front/back gardens, hanging baskets, allotments, wildlife-friendly gardens, businesses, novelty planter and children's entries.
- Entry: simple forms via website or paper, no entry fee.
- Judging: small panels with councillors, local horticulturalists, and community reps.
- Awards: certificates (gold/silver/bronze), garden centre vouchers, small trophies, and recognition in council publicity.
- Engagement: links with schools, sponsorship from local businesses, awards ceremonies, and photographic or poster competitions.

4. FINANCIAL IMPLICATIONS

4.1 Indicative costs for the scheme would be:

Cost Element	Estimate
Officer Time (13 days)	£450
Prizes (vouchers/trophy)	£300-£400
Promotion (printing/ads)	£200-£300
Awards Event (refreshments, venue)	£150
Total Estimate	£1,000 - £1,200

4.2 Costs may be reduced through sponsorships from local businesses or in-kind support from community partners.

4.3 Costs to be met from Community Engagement budget 2026-27

5. IMPLICATIONS

- Strategic Plan: Aligns with goals to promote community wellbeing, volunteering and civic pride.
- Risk Management: Low risk; managed through clear guidelines and safeguarding measures at events.
- Legal: No specific legal implications; public event insurance and DBS checks for judges working with children may be needed.
- Resources/Stakeholders: Will require commitment from officers, councillors and volunteers; local partners (schools, garden centres) to be engaged.
- Financial: Covered under community engagement budgets or via sponsorship.
- Contracts/Procurement: N/A unless outsourced printing or services are required.

- Crime and Disorder: Positive impact through constructive community involvement.
- Biodiversity and Environment: Encourages sustainable gardening practices.
- Equalities: Inclusive categories to reflect wide community participation.
- Residents Impact Assessment: Strong potential for positive resident engagement and civic pride.
- Sustainability/Climate Impact: Highlight sustainable planting and water saving initiatives.
- Data Protection and Privacy: GDPR to be observed in relation to keeping personal data of applications.



Proposed Terms of Reference – Stotfold In Bloom Working Group

1. Purpose

To support the planning and delivery of the annual “Stotfold In Bloom” competition, advising on format, promotion, judging criteria, and awards.

2. Membership

- 3 elected members of Stotfold Town Council (to be appointed by Council)
- 3 residents selected through an open application process
- Town Clerk (or nominated officer) to act as lead officer and convener
- A quorum shall consist of three members, including at least one councillor and one resident.

4. Responsibilities

- Advise on the structure and categories of the competition
- Support the promotion of the competition
- Assist in identifying potential sponsors and partners
- Participate in or coordinate judging panels, where appropriate
- Support delivery of the awards ceremony
- Recommend improvements for future competitions

5. Term and Frequency

- The group will operate from formation (2025) until after the conclusion and review of the 2026 competition
- Meetings to be held at least quarterly or as needed, with dates agreed in advance

6. Reporting and Governance

- The Working Group is advisory and reports to the Town Council via the Community Engagement Committee
- Decisions requiring expenditure or policy changes shall be referred to Community Engagement Committee for approval

7. Code of Conduct

- All members are expected to behave respectfully and constructively in line with the Council's code of conduct
- Any conflicts of interest must be declared

STOTFOLD TOWN COUNCIL

COMMITTEE: **COMMUNITY ENGAGEMENT**

MEETING DATE: **16 JULY 2025**

REPORTING OFFICER: **SARAH HOSSACK**
COMMUNITY ENGAGEMENT OFFICER

REPORT TITLE: **SCREEN ON THE GREEN ARRANGEMENTS**

1. PURPOSE OF THE REPORT

To outline the event progression, including expected costs.

2. RECOMMENDATION

Members are asked to:

- a. Change the location to The Green.
- b. Vermont of £2000 from the Youth Engagement budget (63/644) to General Events (63/643)

3. BACKGROUND

At the Community Engagement Committee meeting of 15.01.2025, members resolved to:

a) Implement an outdoor cinema experience with an associated film and premises licence costs;

b) book the large 15m2 cinema screen from Sundown Cinema at £1,940, with a 25% deposit payable on booking, with the balance to be paid in the 2025 – 2026 financial year.

c) host this as a free-to-attend event at the Greenacre Recreation Ground in September 2025.

Progress is underway with a public consultation via a survey being conducted to gauge to the public's opinion as to film choices.

Vendors have been approached and confirmed attendance with the first film set to start at Midday, with all films being concluded by

4. FINANCIAL

Income and expenditure to be allocated from budget 63/643.

LED screen 25% deposit	£442.50
LED screen final payment	£1,327.50
Film licence x 3	£657.00

Blu-Rays x 3	£60.00
Public Toilets	£310.00
Bins	£129.00
First Aid	£648.00
Radios	£100.00
Security	£352.00
PRs	£300.00
Licencing (Premises)	£100.00
Licencing advert in Comet	£368.36

Expected cost of £4,795.

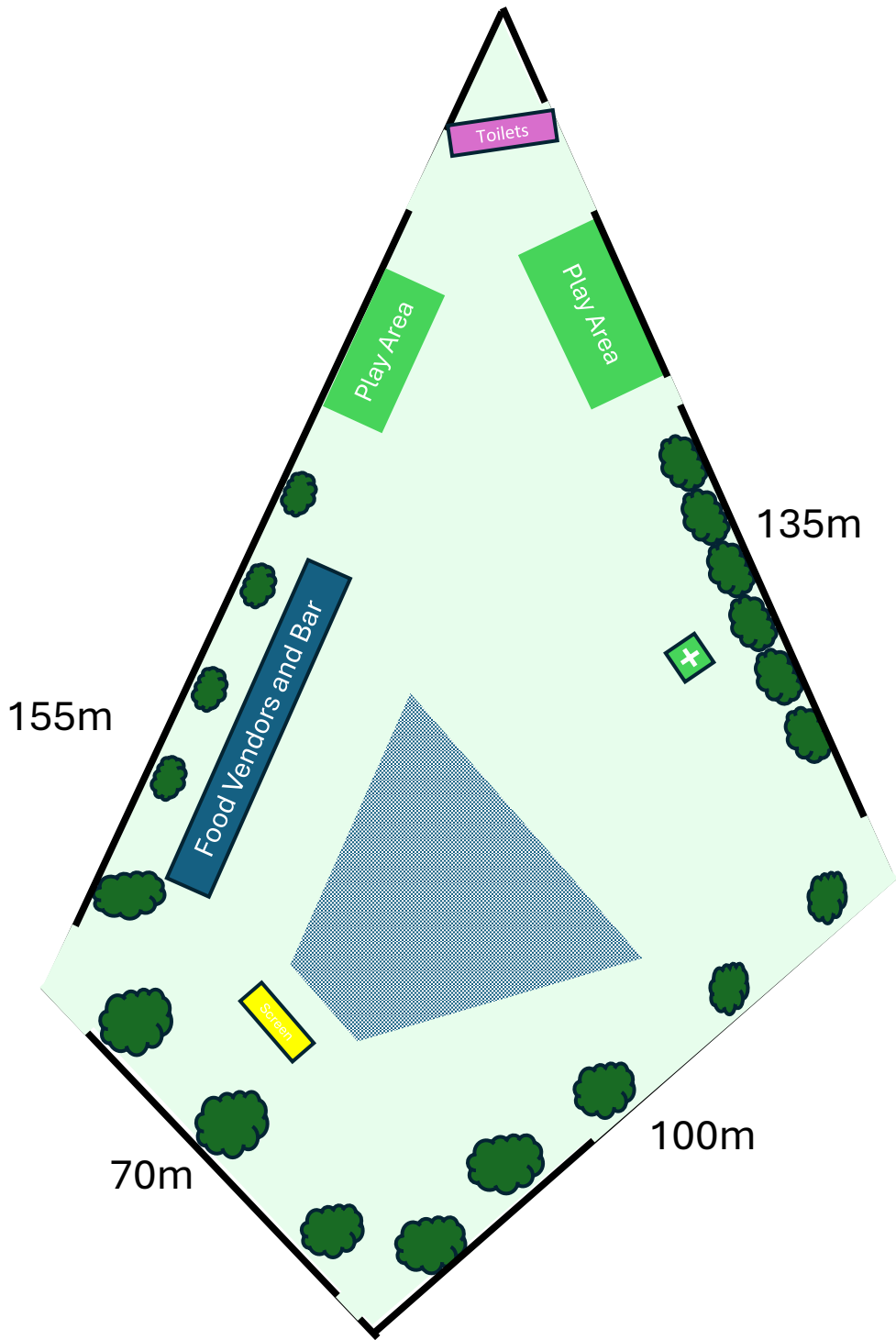
Expected income of £500 (from vendors and screen advertising)

Allocated budget £2315

5. IMPLICATIONS

Strategic Plan	N/A
Risk management	: Risk assessment in place for the activity. Reputational risk management.
Legal	Public Liability Insurance, Health and Safety Compliance, and Risk Assessment requirements.
Resources/Stakeholders	Staff, councillors and volunteers.
Contracts/Procurements	Procurement procedure if funding is from STC
Crime and Disorder	Low
Biodiversity and environment	N/A
Equalities	Accessible to all residents
Residents Impact Assessment	: Low impact
Sustainability/Climate Impact	: Use local suppliers to reduce carbon footprint
Data Protection and Privacy	. No data will be obtained from public

Screen on the Green



Cinema Screen – 5m x 3m
(on trailer the is 1m in height with hydraulic legs of up to 2m)

STOTFOLD TOWN COUNCIL

COMMITTEE: **COMMUNITY ENGAGEMENT**

MEETING DATE: **16 JULY 2025**

REPORTING OFFICER: **SARAH HOSSACK**
COMMUNITY ENGAGEMENT OFFICER

REPORT TITLE: **SUMMER HOLIDAY EVENTS**

1. PURPOSE OF THE REPORT

- 1.1 To outline a proposal for organising a community wide Summer Programme incorporating various areas of the town and activities. Report to include estimated of costs.

2. RECOMMENDATION

Members are asked to note the events proposed to take place in edition to the Youth provision activities supplied by Amplius for the duration of the summer holidays.

3. BACKGROUND

- 3.1 At the Community Engagement Committee meeting of 15.01.2025 members discussed holding events in the summer holidays. Officers have created a list of activities to hold around the town to enhance the summer programme activities to incorporate different activities.

3.2

- **29 July** – Litter Angels litter pick for Love Parks Week at Hitchin Road Recreation Ground and The Green.
- **6 August** – National Playday – outdoor games and crafts run in conjunction with Amplius Youth Engagement at the Greenacre Park
- **13 August** – Teddy Bears Picnic event run in conjunction with Stotfold Library at the Greenacre park
- **19th August** – Bug Hotel Craft Session The Green
- **28th August** – Kite Making - Arlsley Rd Rec

4. FINANCIAL

Expenditure to be allocated from budget 63/643.
Budgeted allocated £1,500
Expecting costs per activity.

Litter Pick – £100 (Eco giveaways)

National Playday – No cost as craft covered by Amplius

Teddy Bears Picnic – Costs still being advised expected to be under £300 allocated funds.

Bug Hotels - £200 depending on amount of items and materials that can be salvaged.

Kite Making - £265.26 for 100 x Kite Kits

5. IMPLICATIONS

Strategic Plan	N/A
Risk management	Risk assessment in place for activity. Reputational risk management.
Legal	Public Liability Insurance; Health and Safety Compliance; Risk Assessment requirements.
Resources/Stakeholders	Staff, councillors and volunteers.
Contracts/Procurements	Procurement procedure if funding is from STC
Crime and Disorder	Low
Biodiversity and environment	N/A
Equalities	Accessible to all residents
Residents Impact Assessment	Low impact
Sustainability/Climate Impact	N/A
Data Protection and Privacy	N/A

Stotfold Report 2024/2025

This report gives a summary of the work we have done for clients of Stotfold between 1st April 2024 and 31st March 2025. This also provides details of the outcomes achieved following our advice.

Statistics 2024/2025

During the last reporting year, we have:

- seen a total of 118 clients that are resident in Stotfold
- advise these clients on 425 issues

The most prevalent issues faced by our Stotfold clients were:

1. Benefit advice
2. Debt
3. Relationships & Family
4. Charitable Support (need for food parcels or fuel vouchers)
5. Housing

Outcomes 2024/2025

During the year we saw a huge increase in the successful outcomes that we helped clients achieve. This highlights the importance of clients having access to quality professional accredited advice to ensure that benefit applications are done in conjunction with advice and debt solutions are appropriate and sustainable.

We helped our Stotfold Clients to achieve the following financial outcomes:

- £50,147 of income gained, which included helping the client's claim benefits that they were entitled to but not previously claiming.
- £2,025 of food parcels were provided by the local foodbanks due to referrals that were made through our service.
- £24,500 of other outcomes.

The following graphic shows a summary of activity, issues, outcomes and profiles of Stotfold residents accessing our service during 2024/2025.

Key Statistics

02/04/2024 31/03/2025

Summary

Summary	
Clients	118
Quick client contacts	
Issues	425
Activities	612
Cases	140
Outcomes	
Income gain	£50,147
Re-imbursements, services, loans	£3,320
Other	£24,500

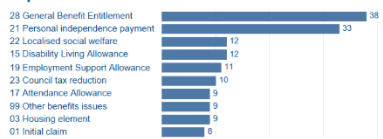
Channel



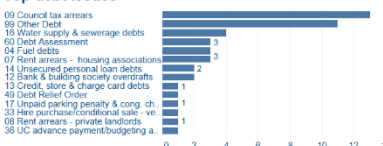
Issues

Issues	Clients
Benefits & tax credits	160
Benefits Universal Credit	35
Charitable Support & Food Bank	39
Consumer goods & services	10
Debt	47
Education	1
Employment	12
Financial services & capability	3
GVA & Hate Crime	4
Health & community care	4
Housing	32
Immigration & asylum	2
Legal	14
Other	2
Relationships & family	40
Tax	3
Travel & transport	5
Utilities & communications	12
Grand Total	425

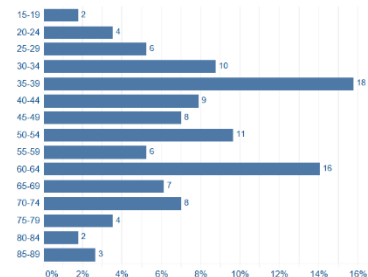
Top benefit issues



Top debt issues



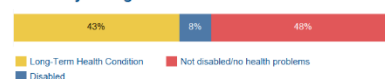
Age



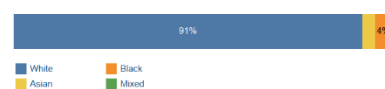
Gender



Disability / Long-term health



Ethnicity



Summary

This year we have been able to achieve some fantastic outcomes for our clients through providing them with quality advice when they most need it. With further resource we could do so much more.

As a charitable organisation we rely on funding to deliver advice and casework that is free to those accessing it. If you can support the work we do through grants or donations then we would be most grateful as it will help us to achieve even more for our clients.

COMMUNITY ENGAGEMENT COMMITTEE - WORK PROGRAMME 2025-26						
17/09/2025	11/09/2025	Events List 2026 - 2027	To consider a draft events list to inform the budget 2026 - 2027.	Community Engagement Officer	08/09/2025	
		Community Engagement Budget 26 - 27	To consider a draft Community Engagement Budget for 2026 - 2027	Town Clerk / Community Engagement Officer		
		Resident's Survey 2024 - 2025	To receive an update regarding resident's survey logistics for 2024 - 2025 and consider a proposal for the 2025-2026 Resident's Survey.	Community Engagement Officer		
		Christmas Light Switch On Update	To note the updated arrangements for the Christmas Light Switch On.	Community Engagement Officer		
		Q1 Budget Review	To note the nominal ledger for the end of Q1 FOR 2025-2026.	Town Clerk		
		Policy Adoption	Volunteers Policy	Town Clerk		
		Mini Food Festival proposal	To consider a proposal for a mini food festival on the Brook Street Car Park.	Community Engagement Officer		
18/03/2026	12/03/2026				09/03/2026	

STOTFOLD TOWN COUNCIL

DELEGATED DECISIONS REPORT

Decision Date	Responsible Committee	Contractor/Service Provider	Reason/Authority	Financial Implication	PO Number	Date Reported to Committee
01/07/2025	Community Engagement	Zulu Safety	First aid at Stotfest	£1,988.00	25.082	15/07/2025
01/07/2025	Community Engagement	Mamaria Childccare	Face painting - family fun day	£225.00	25.322	15/07/2025
19/06/2025	Community Engagement	Flame Waste UK Ltd	Bins	£860.00	25.300	15/07/2025
27/05/2025	Community Engagement	Ocean Creative	Artwork for Stotfest	£276.50	25.299	15/07/2025
19/06/2025	Community Engagement	Marquees and Pryde	Marquees x 2	£1,704.00	25.298	15/07/2025
17/06/2025	Community Engagement	CW Plant Hire	Generators	£824.00	25.295	15/07/2025
17/06/2025	Community Engagement	CW Plant Hire	Cones and Barriers	£912.50	25.294	15/07/2025
17/06/2025	Community Engagement	Sunbaba Systems	Stage backdrop	£802.00	25.293	15/07/2025
17/06/2025	Community Engagement	The Souled Organisation	Stotfest	£300.00	25.291	15/07/2025
17/06/2025	Community Engagement	Shadowplay	Stotfest	£200.00	25.290	15/07/2025
17/06/2025	Community Engagement	Bubounce	Stotfest	£600.00	25.288	15/07/2025
			Bespoke Gazebo and			
11/06/2025	Community Engagement	Event Branding Ltd	Accessories	£1,383.00	25.280	15/07/2025
11/06/2025	Community Engagement	LSK Hire Ltd	Toilets for Stotfest	£1,395.00	25.279	15/07/2025
05/06/2025	Community Engagement	Katie Hounsone	Designs for Stotfest	£350.00	25.268	15/07/2025
05/06/2025	Community Engagement	Novel Events Ltd	Climbing Wall for Stotfest	£1,920.00	25.265	15/07/2025
27/05/2025	Community Engagement	Ocean Creative	Stotfest Printing	£112.50	25.250	15/07/2025
22/05/2025	Community Engagement	Beds & Herts Fund	Bouncy castle hire Stotfest	£2,540.00	25.234	15/07/2025
		The Silent Disco				
22/05/2025	Community Engagement	Company	Silent Disco	£1,895.00	25.236	15/07/2025
21/05/2025	Community Engagement	Radio Links	Radio hire stotfest	£190.00	25.232	15/07/2025
09/05/2025	Community Engagement	Dinky Ducks	Entertainment for library event	£240.00	25.220	15/07/2025
01/05/2025	Community Engagement	Ocean Creative	Graphics for trailer mill event	£486.00	25.206	15/07/2025
29/04/2025	Community Engagement	Graham Ashley	Fish & Chip for VE Day	£500.00	25.201	15/07/2025
23/04/2025	Community Engagement	LSK Hire Ltd	Toilet hire for Stotfest deposit	£465.00	25.190	15/07/2025