

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
01462 730064 [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk)



## Members of Stotfold Town Council,

**You are hereby summoned** to attend the Stotfold Town Council meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 5<sup>th</sup> October 2022 at 7.00pm** 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.

*K Elliott-Turner*

**Mrs K Elliott-Turner**  
**Town Clerk**

30<sup>th</sup> September 2022

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### 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 may be 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](mailto: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).

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## AGENDA

1. [Apologies for absence](#)  
**To receive** apologies for absence from Town Council members.
2. [Disclosures of Members Interests and Dispensations](#)
  - a) Members to declare interests in respect of any item on the agenda
  - b) Proper Officer to consider written requests from members for dispensationsMembers 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. [Mayor's announcements and civic attendance](#)  
Appended for members.
4. [Public section](#)  
Members of the public to 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.

5. Clerk's Report, correspondence received & matters arising from previous council minutes, for information  
Nothing to report as at production of agenda.
6. Council minutes  
**To note and sign** as a correct record, the minutes of the Council meeting held on 7<sup>th</sup> September 2022.
7. Residents' Survey 2022  
**To receive** a verbal progress report from Councillor Smith on results from the survey to date.
8. Project Form  
**To consider** introducing a Project Form (attached for members), to be used by members and staff when introducing a proposed project. This will provide a clear outline of the project proposals, constraints such as timescales, staff resources, budget/funding, etc, and is to be considered by council or committee, as appropriate, before undertaking a new project.
9. Closure of bank accounts  
**To consider** closing the following bank accounts, which are no longer used, and confirm transfer of remaining sums to Council's saver account  
South East Beds Forum (Barclays)                      £0.56  
Saver Community Leisure Centre (Barclays)       £8.51
10. Cost of living crisis  
**To consider** proposals reports (attached for members) regarding creation/set up of:  
i) Warm Spaces in Stotfold  
ii) Stotfold Community Fridge
11. Reports  
**To note** the following reports:  
a) Central Bedfordshire Council Ward Member  
b) Member and Nominated Representatives on Outside Bodies  
c) Town Plan Implementation Group (IG)  
d) Other Member Representative reports
13. Accounts  
a) **To approve** payment of the list of expenditure items in the October 2022 payment run, and note income received during September 2022  
b) **To review and note** the monthly committee budget report, budget variances report and bank balances as at end September 2022
14. Committee minutes  
**To note** the minutes of the following Committee meetings:
  - Planning Committee – 28<sup>th</sup> September 2022
  - Buildings Management Committee – 28<sup>th</sup> September 2022
  - Establishment Committee – 28<sup>th</sup> September 2022

15. [Committee recommendations](#)

**To consider** recommendation from the Establishment Committee meeting, 28<sup>th</sup> September 2022, minute 79/22:

That the following grant is approved:

Stotfold Bowls Club

Amount granted: £1,000

Purpose of grant: to purchase equipment to maintain turf

16. [Questions from electors on items arising from the meeting](#)

17. [Items for information purposes only](#)

18. [Exclusion of press and public](#)

Under section 3d of Standing Orders, the Chairman will propose that the press and public are temporarily excluded whilst matters pertaining to staff are discussed and that they be instructed to withdraw from the meeting for the following agenda item only.

19. [Report from Grievance Panel](#)

**To consider** an update from the Grievance Panel regarding their findings as to whether the grievance was upheld, and actions to be taken.

CLOSE