

# 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 2nd November 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**

28th October 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 5th October and Extra Meeting held on 18th October 2022.
7. Update on Warm Spaces  
**To receive** an update from Councillor Wightwick on investigations into Warm Spaces in Stotfold.
8. Memorial Hall – Main & Rear Hall – free hire  
**To consider** a request from the Stotfold Good Neighbour Group for a free hire of the Main Hall for their Social Hub and Rear Hall for their Chair Based Exercises, held on Fridays, during December 2022 through to April 2023, to enable them to participate in providing a Warm Space in Stotfold. Request from the Group attached for members.
9. Approval of Internal Audit Programme  
**To review and approve** the Internal Audit Programme to be used by the Internal Auditor for auditing accounts, copied for members.
10. Review of Effectiveness of Internal Audit 2022/2023  
**To consider** the draft Review of Effectiveness of Internal Audit 2022/2023 financial year for approval.
11. Financial Risk Assessment 2022/2023  
**To consider** the draft Financial Risk Assessment for 2022/2023 financial year for approval.
12. Establishment Committee – review committee remit - staffing  
**To consider** bringing all staffing matters within the remit of the Establishment Committee, and update committee Terms of Reference accordingly.
13. Youth Work Earmarked Reserves  
**To consider** increasing the Earmarked Reserve Youth Work for the remainder of this financial year. With the excellent work being carried out by the youth team for young people in Stotfold this year, this has seen an increase in costs which are covered by the town council. Report from the Youth Participation Co-ordinator attached for members.
14. 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

15. Accounts

- a) **To approve** payment of the list of expenditure items in the November 2022 payment run, and note income received during October 2022
- b) **To review and note** the monthly committee budget report and bank balances as at end October 2022

16. Committee minutes

**To note** the minutes of the following Committee meetings:

- Planning Committee – 12th October 2022
- Recreation Grounds, Public Lands & Lighting Committee – 12th October 2022
- Buildings Management Committee – 19th October 2022

17. Questions from electors on items arising from the meeting

18. Items for information purposes only

CLOSE