

STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
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04 October 2024

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

You are hereby summoned to attend the **Town Council Meeting** to be held in the **Stotfold Town Council Chamber, Greenacre Centre, Valerian Way, Stotfold, SG5 4HG; Stotfold Council Chamber** on **09 October 2024 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.

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).



The seven principles of public life

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

AGENDA

314/24 APOLOGIES FOR ABSENCE

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

315/24 DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

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

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

316/24 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.

317/24 MEMBERS ON OTHER AUTHORITIES

To receive and note the reports of CBC Ward Councillors.

318/24 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

Civic Attendance report attached for information.

319/24 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION

320/24 COMMITTEE MINUTES

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

320.1/24 Planning Committee – 4 September 2024

To receive the Minutes of this meeting. There were no recommendations.

320.2/24 Public Realm Committee – 11 September 2024

To receive the Minutes of this meeting. There were no recommendations.

320.3/24 Community Engagement Committee - 18 September 2024

To receive the Minutes of this meeting. There were no recommendations

320.4/24 Building Management Committee – 25 September 2024

To receive the Minutes of this meeting. There were no recommendations.

320.5/24 Governance & Resources Committee – 2 October 2024

To receive the Minutes of this meeting. There were the following recommendations:

- Flag Flying Policy 2024 is adopted
- Investment Policy 2024 is adopted
- The Scheme of Delegation 2024 is adopted

321/24 FINANCE & RISK MANAGEMENT

321.1/24 Annual Governance and Accountability Statement 2023-24

To receive the Annual Governance and Accountability Statement for year ending 31 March 2024 and note any comments.

321.2/24 Income & Expenditure Report

To note the Income and Expenditure Report.

321.3/24 Expenditure Report

To resolve to approve the expenditure as outlined in the report.

321.4/24 Income Received

To note the income received as outlined in the attached report.

321.5/24 Earmarked Reserves

To note the current status of Earmarked Reserves.

322/24 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

To receive verbal reports from outside bodies.

323/24 MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY

324/24 DATE OF NEXT MEETING

6 November 2024

325/24 CONFIDENTIAL ITEMS

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

325.1/24 Simpson Centre

To receive a confidential report on the Simpson Centre.

326/24 SUPPORTING DOCUMENTS



MINUTES OF THE MEETING OF STOTFOLD TOWN COUNCIL HELD ON WENDESDAY 4 SEPTEMBER 2024 AT 20:00, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG

Present:

Cllr Steve Buck (Chair), Cllr Steve Hayes (Vice Chair), Cllr Liz Anderson, Cllr Mary Cooper, Cllr Satinderjit Dhaliwal, Cllr Jos Headington, Cllr Lisa Miller, Cllr Danny Matthews, Cllr Jon Smith, Cllr Nigel Venneear, Cllr Bryony Woods

Also Present:

Emma Payne - Town Clerk

300/24 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Bendall, Cllr Hyde, and Cllr Talbot. It was **RESOLVED** to:

Accept the apologies

301/24 DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interests.

Standing Orders were suspended whilst the Public Section was opened.

302/24 PUBLIC SECTION

There were no Members of the public present.

303/24 MEMBERS ON OTHER AUTHORITIES

Cllr Wightwick/Woodfine addressed the meeting with an update on CBC.

Cllr Wightwick notified Members that a change to bus service 96A will include collections from Etonbury and Pix Brook schools.

Cllr Kat Woodfine updated Members on the completion of Queen Street roadworks, with potential penalties for the contractor should this overrun. She also updated the meeting about various parking restriction works.

Members raised the change in weight restrictions in Baldock which was having a knock-on effect to Norton Road and impacting residents.

Standing Orders were reinstated whilst the Public Section was closed.

304/24 COUNCIL MINUTES

Members received the Minutes of the Town Council meetings held on 26th June 2024, 31st July, and 14th August 2024.

Subject to the correction of the Full Council Meeting date on the Minutes of 31st July and 14th August 2024 under the "Next Meeting" item from 6th September 2024 to 6th November 2024, it was **RESOLVED** to:

Adopt the Minutes as a true record of the meetings.



305/24 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

Cllr Anderson is undertaking the Three Peaks Challenge, and the Town Council wishes her all the best. Members received the report of the Mayor's Civic Attendances, and it was **RESOLVED** to:

Note the report.

306/24 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION

There was nothing to report.

307/24 COMMITTEE MINUTES

307.1/24 Public Realm Committee – 3rd July 2024

Members received the Minutes of this Committee meeting, and it was **RESOLVED** to:

Note the Minutes.

307.2/24 Community Engagement Committee – 10th July 2024

Members received the Minutes of this Committee meeting, and it was **RESOLVED** to:

Note the Minutes.

307.3/24 Planning Committee – 17th July 2024

Members received the Minutes of this Committee meeting, and it was **RESOLVED** to:

Note the Minutes.

307.4/24 Building Management Committee – 17th July 2024

Members received the Minutes of this Committee meeting, and it was **RESOLVED** to:

Note the Minutes.

307.5/24 Governance and Resources Committee – 24th July 2024

Members received the Minutes of this Committee meeting and noted the recommendations. It was **RESOLVED** to:

Adopt the following:

- a) Financial Regulations 2024***
- b) Asset Management Policy***
- c) Mayoral Allowance Policy***
- d) Performance Management Policy***



307.6/24 Planning Committee Meeting – 14th August 2024

Members received the Minutes of this Committee meeting, and it was **RESOLVED** to:

Adopt the Planning Applications Policy 2024 as amended.

308/24 FINANCE & RISK MANAGEMENT

308.1/24 Expenditure to be approved

Cllr Cooper requested clarification on the painting fee for the “Tractor Shed.” The Town Clerk confirmed this was for the changing rooms at the Hitchin Road Football Club as approved by a Public Realm Committee. It was **RESOLVED** to:

Approve the expenditure as outlined in the report.

308.2/24 Income Received

It was **RESOLVED** to:

Note the report.

308.3/24 Income and Expenditure Report

It was **RESOLVED** to:

Note the report.

308.4/24 Earmarked Reserves

It was **RESOLVED** to:

Note the report.

309/24 REPORTS

309.1/24 Statement of Political Neutrality

Members received a proposed statement of political neutrality. It was **RESOLVED** to:

Adopt the Statement of Political Neutrality

309.2/24 Committee Membership and Appointment to External Bodies

Members received a report on committee membership and appointment to External Bodies. It was **RESOLVED** that:

- a) Cllr Lisa Miller be appointed to the Planning and Community Engagement Committees.***
- b) Cllr Jos Headington is appointed as the Town Council’s representative to Stotfold Bowls Club.***

310/24 MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY



None.

311/24 WORK PROGRAMME

The Work Programme was noted.

312/24 DATE OF NEXT MEETING

Wednesday 9th October 2024.

313/24 CONFIDENTIAL ITEMS

It was **RESOLVED**:

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

313.1/24 Greenacre Centre – Associated Works

Members received a confidential report on the works associated with the relocation of the library to the Greenacre Centre. It **RESOLVED** to:

Note the report.

SIGNED BY CHAIR:

MINUTES APPROVED (date):

CIVIC ATTENDANCES

22nd September – High Sheriff's Justice Service

27th September – Stotfold Town Council Macmillan Coffee Afternoon

3rd October 2024 – Newport Pagnell Mini Musical Festival

Upcoming attendances:

28th October – Respite@Home AGM



MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON WEDNESDAY 4th SEPTEMBER 2024 IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD, SG5 4HG, AT 19:00.

Present:

Cllr B Saunders (Chair), Cllr L Anderson (Vice Chair), Cllr S Buck, Cllr M Cooper, Cllr S Dhaliwal, Cllr J Hayes, Cllr J Headington, Cllr N Venneear.

Also Present:

Cllr L Miller

Members of the Public – 3 in person

Cllr H Wightwick – CBC Ward Councillor

In attendance:

Sian van der Merwe, Democratic Services Manager

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs J Bendell, Cllr J Hyde and Cllr J Talbot. It was **RESOLVED** to:

Accept the apologies.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There are none.

3. PUBLIC SECTION

There were no members of the public present who wished to speak at this point.

4. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the meeting held on **17th July 2024**. It was **RESOLVED** to:

Adopt the minutes as a true record of the meeting.

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

Members noted the update on the Planning Application CB/24/01847/FULL – Land at rear gardens of 7 and 9 Regent Street, Stotfold, SG5 4ED, which was included in the Agenda Pack.

6. PLANNING APPLICATIONS

6.1 CB/24/01696/FULL – Vine Farm, Edworth Road, Astwick

Mr Wainwright-Lee addressed the Committee on behalf of the applicant and advised the application had been incorrectly filled in by the Agent they had commissioned to file the application. There had been corrections made to the form and the Agricultural Advisor's Report had further information to address additional concerns raised by Consultees.



It was **RESOLVED** to:

Notify CBC that the Town Council wishes to withdraw its objection now that it has received further information regarding the application.

6.2 CB/24/01618/FULL – Stotfold Methodist Church, High Street, Stotfold

Mr Gordon Hamilton addressed the Committee to inform them that a report had been submitted to Central Bedfordshire Council in answer to questions raised by this Committee. It was **RESOLVED** to:

APPROVE the application.

7. LOCAL PLAN CONSULTATION

Central Bedfordshire Council's Local Plan Consultation ends on 27 September 2024 and the Town Council as a consultee should formulate and submit its own response. The Democratic Services Manager notified Members there are ongoing discussions with Central Bedfordshire Council to conduct a resident's walk-in session at the Town Council offices and dates will be notified to Committee Members for those sessions so that Members can be present.

It was **RESOLVED** to:

Agree the Town Council's comments for the Local Plan Consultation at the next Planning Committee Meeting.

8. CONSIDERATION OF APPLICATIONS BY CENTRAL BEDFORDSHIRE COUNCIL DEVELOPMENT MANAGEMENT COMMITTEE ("DMC")

- 8.1 Cllr Wightwick requested the Town Council cancel the call-in for the DMC Meeting relating to the CB/24/01696/FULL – Vine Farm, Edworth Road Application now that the Town Council has withdrawn its objection.

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

None.

10. DATE OF NEXT MEETING

19th October 2024.

The meeting closed at 19:24.

SIGNED BY CHAIRMAN: _____

MINUTES APPROVED: _____ **(date)**



MINUTES OF THE MEETING OF THE PUBLIC REALM COMMITTEE HELD IN THE COUNCIL CHAMBER, STOTFOLD TOWN COUNCIL OFFICES, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG ON 11 SEPTEMBER 2024 AT 19:00.

Present:

Cllr Mary Cooper (Chairperson) Cllr Liz Anderson (Vice Chairperson), Cllr Steve Buck, Cllr Steve Hayes, Cllr Jos Headington, Cllr Brian Saunders, Cllr Brian Saunders, Cllr Jon Smith, Cllr John Talbot, Cllr Bryony Woods

Also Present:

Adam Leadbeater – Public Realm Manager
Helen Child – Public Realm Officer

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Jane Hyde. It was **RESOLVED** to:

Accept the apologies.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were none.

3. PUBLIC SECTION

There were no members of the public present.

4. MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** that the Minutes of the Public Realm Committee Meeting held on 3rd July 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

The report was noted.

6. REPORTS

6.1 Review of Fees and Charges: 2025 - 2026

Members reviewed the fees and charges proposal for the 2025 to 2026 period. Amendments to the fees were discussed and agreed and it was **RESOLVED** to **RECOMMEND TO GOVERNANCE & RESOURCES** to:

Adopt the amended fees and charges for 2025 to 2026.

6.2 Budget 2025 - 2026

Members received a proposed budget for the Public Realm Committee. Members considered various cost centres which were updated. It was **RESOLVED** to **RECOMMEND TO GOVERNANCE & RESOURCES** to:



Adopt the updated budget as proposed for 2025 to 2026.

6.3 Drainage at Riverside Car Park

It was **RESOLVED** to:

Accept quote A from Kiteley Construction to the value of £11,350.00 to be taken from the open spaces budget subject to permission being granted by IDB.

6.4 Riverside Noise Complaint

Members received a report regarding a complaint received about noise from the MUGA. It was **RESOLVED** to:

Continue with planned routine maintenance of the MUGA fencing. No additional noise reduction intervention was felt necessary.

6.5 Request to Trade in Riverside Car Park on Match Days

Members received a request from a resident to trade at Riverside when Stotfold Juniors FC are playing. Members considered that the best location to trade was inside the inner car park on the hard standing to mitigate pedestrian queues and vehicle movement. It was **RESOLVED** to:

Approve a trial period of one season 2024/25 at a cost of £15.00 per trading day.

6.6 No Mow May

Members received a report on No Mow May, a campaign to help pollinators by allowing wildflowers and other vegetation to grow longer.

It was **RESOLVED** that:

Stotfold Town Council will observe the principles of No Mow May in all non-sports pitch grass areas.

6.7 Annual Play Area Inspections

Members received the annual play area inspections and noted there were no urgent items. It was **RESOLVED** to:

Note the Annual Play Area Inspections have been completed.

6.8 Bottle Fill Station

Members discussed options provided for a water filling station at Greenacre Centre.

It was **RESOLVED** to:

Obtain two additional quotes and investigate the option of wall mounted fountains in addition to that reported.

6.9 Mural in Underpass



Members received a report on a potential mural in one of the underpasses to commemorate the 50th anniversary of the formation of Stotfold Town Council. It was **RESOLVED** to:

Obtain costs for this Committee's consideration.

6.10 Notice Board Location Report

Members received an updated on the project to replace notice boards in the town centre. It was **RESOLVED** to:

Approve installation of notice boards at the following locations:

- ***Memorial Hall – Option 3***
- ***The Green – Option 1***
- ***Brook Street Toilets – Option 2***
- ***Norton Road Allotments – Remove existing timber fencing and replace with palisade on which the notice board will be mounted.***

6.11 Use of Millennium Green

Members received a request from Stotfold Mill to use The Green for parking during the Steam Fair weekend. It was **RESOLVED** to:

- a) ***Approve permission for the use of Millenium Green on 5th/6th October 2024 as overflow parking for The Mill's Steam Fair Event.***
- b) ***Delegate future decisions related to use of the Millennium Green to The Town Clerk.***

6.12 Memorial Inspections

Members received a report outlining the regime for Memorial Inspections by the Cemetery & Allotments Officer. It was **RESOLVED** to:

Note the Cemetery & Allotments Officer is suitably qualified to undertake memorial inspections.

6.13 Use of The Green for a Circus

Members received a request from a circus operator to use The Green. It was **RESOLVED** to:

- a) ***Approve the hire of The Green for the operation of a circus on 17-21 October 2024.***
- b) ***That a policy for the hiring of Open Spaces will be considered by this Committee at a future date which will enable Officers to confirm future bookings without the need for this Committee's consideration.***

7. HIGHWAYS REPORT

Cllr Jon Smith updated the Committee on recent highways issues in Stotfold.

8. WORK PROGRAMME



The work programme was noted.

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

Cllr Saunders reported alcohol being used on The Green during Eat Feast and The Car Show is in contravention with the Public Space Protection Order. This was noted.

Cllr Anderson questioned the progress of the installation of a personnel access and egress from Arlesey Road Car Park. It was advised that this work will be carried out when EV charging points are installed, however a temporary solution will be adopted immediately.

Cllr Anderson questioned the replacement of the Jubilee Oak tree at Prince Charles Avenue. The Contractor JLES have verbally agreed the replacement of this tree.

Cllr Anderson reported that one of the two Jubilee Lime trees on The Green was looking unwell, this was noted and will be investigated.

Cllr Cooper requested we sought advice for a TPO to be placed on the maple tree in the vicinity of the Memorial Hall from CBC Tree Officer.

Cllr Talbot reported the Ivel Old Brook grate is blocked with debris and requires clearing. Officers will report this to IDB.

10. DATE OF NEXT MEETING

Wednesday 16th October 2024.

SIGNED BY CHAIRMAN:

MINUTES APPROVED (date):



MINUTES OF THE MEETING OF COMMUNITY ENGAGEMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD, SG5 4HG ON 18 SEPTEMBER AT 19:00

Present:

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

In attendance

Cllr M Cooper - Non-Committee Member

Also Present:

E Payne – Town Clerk (remote)

S van der Merwe – Democratic Services Manager

S Hossack – Community Engagement Officer

1 APOLOGIES FOR ABSENCE

Apologies received from Cllr J Bendell. It was **RESOLVED** to:

Accept the apologies.

2 DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest on items on the agenda

3 PUBLIC SECTION (MAX. 15 MINUTES)

There were no members of the public present.

4 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 15 May 2024 were received.

It was **RESOLVED** that:

The Minutes of the Community Engagement Committee are a correct record of the meeting.

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

5.1 PCSO Drop-In Clinic in Stotfold

Members were advised the next PCSO Clinic will be held at the Co-Operative on 21st September 2024 between 10:00 – 11:00.

5.2 Engagement with Older Residents

The Town Council is investigating opportunities to provide engagement sessions with older residents.



5.3 Resident's Survey

This will be brought to the next Community Engagement Committee meeting for consideration.

6 REPORTS TO COMMITTEE

6.1 Fees & Charges Review 2025 - 2026

Members reviewed fees and charges for recent events and discussed terms related to potential cancellations due to weather conditions.

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 – non-refundable.

FOOD VENDORS

£50 per day at events

6.2 Budget 2025 - 2026

Members reviewed this committee's proposed budget for 2025 – 2026.

Members noted that Stotfest will be a one-day event in 2025 as approved at the previous Community Engagement Committee meeting and the resident's survey is included in the Community Engagement budget spend. The Chairman noted that the events list in Item 6.3 is generated from resident feedback via social media. The Town Clerk advised Members this is a first draft of the budget and Governance & Resources has final approval on all budgets.

It was **RESOLVED** to:

- a) Recommend this Committee's budget for 2025-26 to Governance and Resources Committee;***
- b) Investigate other parish and town council event budgets.***

6.3 Events Planning

Members reviewed the feedback from social media on engagement ideas that residents had voted for or suggested.

It was **RESOLVED** to:

- a) Conduct additional community engagement to get more ideas for community events and to capture a wider demographic;***
- b) Source costings for the outdoor cinema;***



c) Plan to have some events running concurrently, for example cider festival at w.

6.4 Christmas Lights Switch-On Event

Members were updated on plans for the Christmas Lights Switch-On Event.

It was **RESOLVED** to:

Approve the plans for the Christmas Light Switch On event.

6.5 VE/VJ Day

Members were provided with a list of potential events to include in the VE Day arrangements.

It was **RESOLVED** to:

- a) Host a Fish and Chip Supper on Thursday 8th May 2025 to be funded by Community Engagement Budget.*
- b) Purchase one "Lamp Light of Peace" lantern as advertised on the brochure and for this to be donated to St. Mary's Church for annual re-lighting on Remembrance Day going forward.*
- c) Purchase one celebration beacon as set out in the VE Day brochure for £549 plus VAT, and for this to be lit on the play area behind Greenacre Centre.*

6.6 Mill Engagement

Members discussed arrangements for the Town Council's stand at the Working Steam Weekend 2024.

Various Councillors volunteered to man the Town Council's stand over the weekend.

6.7 Remembrance Sunday

Members discussed the donation for Remembrance Sunday and the plans for the parade. Cllr Hayes recommended checking the trees where the parade ends to ensure safety of those standing below.

It was **RESOLVED** to:

- a) Approve the existing plans for Remembrance Sunday.*
- b) Approve a standardised donation of £250 for the Remembrance Sunday wreath now and in the future.*

6.8 Citizen's Advice Outreach Clinic

Members considered the use of the Council Chamber by the Citizens Advice Bureau.

It was **RESOLVED** to:

- a) Approve the use of the Council Chamber by Citizens Advice Bureau for an outreach clinic at the Greenacre Centre.*
- b) Recommend to the Building Management Committee the free use of a room at the Greenacre Centre to Citizen's Advice to facilitate outreach services.*



6.9 Use of the Council Chamber

Members considered the use of the Council Chamber at Greenacre Centre for regular community events. Members were advised that the Stotfold Children's Centre is now run by the NHS for postnatal welfare checks. The closest children's events are held in Arlesey.

Cllr Hayes requested that the temperature of the pipes in the Council Chamber should be inspected, and coverage provided for those pipes.

Cllr Wightwick's request for space for a coffee morning should be directed to other local spaces or incorporated into the local Churches' pre-existing community coffee events.

It was **RESOLVED** that:

The Committee agree to offer use of the Town Council Chamber space to the Stotfold Children's Centre for health and welfare sessions or for community groups for older residents.

7 WORK PROGRAMME

The work programme was received and it was **RESOLVED** to:

Note the report.

8 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

- 8.1 Cllr Mary Cooper noted that the Festival for Older People was hosted by Flitwick Town Council again. Members requested this be raised with Cllr Helen Wightwick to ask if this could be hosted in Stotfold.
- 8.2 Cllr Miller suggested engagement with the Beavers and Scouts to carry out a "Ready-Steady-Cook" at the Haven.
- 8.3 The Community Engagement Officer will put in place a bi-weekly update on Christmas Event Planning via a lunchtime Teams Meeting.

9 DATE OF NEXT MEETING

Wednesday 20th November 2024.

SIGNED BY CHAIRMAN:

MINUTES APPROVED (date):



**MINUTES OF THE MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE
HELD ON WEDNESDAY 25 SEPTEMBER 2024 AT IN THE COUNCIL CHAMBER,
GREENACRE CENTRE, VALERIAN WAY, STOTFOLD AT 19:00**

Committee Members present:

Councillors S Hayes (Chair), D Matthews (Vice Chair), S Buck, M Coper, S Dhaliwal, and N Venneear.

Also Present:

Cllr L Miller

Cllr Headington (virtual)

In attendance:

E. Payne, Town Clerk

1 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hyde, Saunders, and Talbot. It was **RESOLVED** to:

To accept apologies.

2 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

There were no Declarations of Interests relating to items on the agenda

3 PUBLIC SECTION

There were no Members of the Public present.

4 MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous meeting held on 17 July 2024 were received and it was **RESOLVED** to:

Adopt them as true record of the meeting.

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

The Clerk's report was received. Members were advised that the Clerk had received an item of correspondence about setting up an Emergency Centre for people in distress during emergencies e.g. flooding. Members requested that this was brought to the next meeting.

Cllr Cooper reminded Members that the Greenacre Centre is the emergency centre for Roecroft School. The relocation of the library may affect this status, and the Clerk was asked to raise this with the school.

Members sought clarification installation of the Mossman AED. They were advised that it had been delivered and Officers are waiting on a date for installation. on the EV charging points.



Members asked for an update on the EV charging points at the Memorial Hall. There was an update in the Clerk's report and an installation date was due in the next calendar month. It was **RESOLVED** to:

- a) *The Town Clerk to liaise with Roecroft School regarding emergency use of the Greenacre Centre.*
- b) *The Clerk to bring an item to the next meeting about using the Greenacre Centre as an Emergency Hub*
- c) *Note the report.*

6 REPORTS

6.1 Fees & Charges 2025-26

Members received a report with proposed hall hire charges for 2025-26. It was **RESOLVED** to:

Recommended the updated fees and charges to the Governance & Resources Committee

6.2 Budget 2025-26

Members received the proposed budget for 2025-26 for this Committee. Members noted the zero income for the Simpson Centre after the relocation of the library and the implications on the rates and utilities. Members reviewed the proposed income for the Memorial Hall, and it was agreed to increase this to £25K. The income for the Greenacre Centre was queried with the relocation of the café and the forecast figure for 2024/25. The Clerk will review this figure.

It was **RESOLVED** to:

Recommended the updated fees and charges to the Governance & Resources Committee

6.3 Memorial Hall Feasibility Study

Members received a report on undertaking a feasibility study for the refurbishment of the Memorial Hall. It was **RESOLVED** to:

- a) ***Commission a full structural survey of the Memorial Hall at a cost of £900 to be undertaken by Ashridge Surveyors***
- b) ***Once the structural survey has been undertaken commission a feasibility study for the Memorial Hall after the structural survey has been completed at a cost of £185 to be undertaken by Andrew Allen***

6.4 Citizen's Advice at GAC

Members received a report regarding Citizen's Advice using the Greenacre Centre for outreach. It was **RESOLVED** to:

Approve the free use of a room at the Greenacre Centre for Citizen's Advice to operate an outreach service.

6.5 Simpson Centre Fire Risk Assessment



Members received a report on recommended repairs and upgrades to the Fire Alarm system at the Simpson Centre. It was **RESOLVED** to

- a) ***Approve the repairs as outlined in the report at a cost of £1,548.78***
- b) ***Commission a fire risk assessment at a cost of £900.***

6.6 Political Party Use of Town Council Facilities

Members received a report on the use of Town Council facilities by political organisations. Members considered the importance of residents to have access to Members of Parliament and the security issues that have arisen previously with attacks on MPs. It was **RESOLVED** to:

- a) ***Subject to a suitable risk assessment the Town Council will hire facilities to the sitting Member of Parliament.***
- b) ***The Town Clerk will devise a protocol for the hiring of facilities to be agreed by the next meeting.***

7 WORK PROGRAMME

Members received this committee's work programme. It was **RESOLVED** to note the report.

8 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

There were no items raised.

9 DATE OF NEXT MEETING

Wednesday 27 November 2024.

10 CONFIDENTIAL ITEMS

10.1 Simpson Centre

This item will be deferred to Full Council meeting on 9 October 2024

10.2 Stotfold Library

This item will be deferred to Full Council meeting on 9 October 2024

The meeting closed at 19:40

SIGNED BY CHAIR:

MINUTES APPROVED (date):



MINUTES OF THE MEETING OF THE GOVERNANCE & RESOURCES COMMITTEE HELD ON WEDNESDAY 24TH JULY 2024 IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG AT 19:00

Councillors present: Cllr S Buck (Chairperson), J Smith (Vice-Chairperson), M Cooper, S Dhaliwal, S Hayes, D Matthews, B Saunders and J Talbot.

Also in attendance:
Cllr L Miller

Also present:
E. Payne – Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Headington. It was **RESOLVED** to:

Accept apologies.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Cllr Smith declared an interest in items 6.8, 6.9 and 6.10 as he knows the present IT contractor and works for one of the companies quoting for the Telephone and Internet Service contracts. He took no part in the vote.

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 29th May 2024 were received and it was **RESOLVED** to:

Adopt the minutes as true record of the meeting.

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

The Clerk's report was received, there were no update, and it was **RESOLVED** to:

Note the report

6. REPORTS TO COMMITTEE

6.1 Outsourcing Payroll

Members received an updated report on outsourcing the Town Council's payroll provision. Members queried the need to use a fax machine to transmit payroll data and did the software need updating. The Clerk reported that it's Sage, which is cloud-based. The Town Clerk reported that it is also a business continuity issue to outsource payroll as there is only



one officer at present that undertakes this role. Members felt that this could be covered by the Town Clerk undertaking training in the software package. Members didn't agree that the Finance Officer needed to plan their holiday around payroll processing when all staff are salaried with very little overtime to be calculated and the Officer should be scheduling their work more efficiently. It was **RESOLVED** that:

- a) ***The Town Clerk should undertake payroll training and cover the Finance Officer to enable them to take annual leave.***
- b) ***An alternative system which doesn't need to use a fax machine should be investigated.***

6.2 Financial Regulations

Members received the updated Financial Regulations and were advised that following advice from the County Association, item 1.7 should be deleted. Item 6.8 was updated to increase the limit to £3,000 (item i) and £5,000 (item ii). Clarification was sought regarding petty cash. Following other minor typographical errors being updated, it was **RESOLVED** to:

Recommend the adoption of the Financial Regulations to Full Council.

6.3 Appointment of Internal Auditor

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

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

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

6.4 Asset Management Policy

Members received a proposed policy for the management of the Town Council's assets including the asset register. Members questioned the disposal of assets and why they had to be kept on the register. The de minimis level for the inclusion of assets onto the asset register was then considered to be too high at £250 and it should be lower. Members considered it was important to have an accurate asset register to assist with ensuring adequate levels of insurance.

It was **RESOLVED** to:

- a) ***Amend the Asset Management Policy to include removing disposed assets after 7 years and set the de minimis level at £100.***
- b) ***Recommend its adoption to Full Council.***

6.5 Mayoral Allowance Policy

Members received a proposed policy for the Mayoral Allowance. It was **RESOLVED** to recommend to Full Council that:

The Mayoral Allowance Policy is adopted.



6.6 Budget Setting Timetable 2025-26

Members received a report to outline the timetable for the setting of the budget for 2025-26. It was **RESOLVED** to:

Note the report.

6.7 Performance Management Policy

Members received a proposed Performance Management Policy and associated documents. It was **RESOLVED** to recommend to Full Council that:

The Performance Management Policy is adopted.

6.8 IT Services Contract

Members received quotations for the Council's IT services contract. It was noted that the current IT contract was for only one year and following a review of all contracts Officers felt it would be beneficial to have a more stable approach. It was noted that there was no control over Microsoft licence increases.

It was **RESOLVED** to:

Award the IT services contract to SMG at an annual cost of £12,861.60 subject to licence increases for a period of two years.

6.9 Telephone Provision

Members received quotations for the telephone provision for the Town Council. Members considered the accessibility of Officers when working remotely or in the field and the benefit of a Teams based option. It was **RESOLVED** to:

Award the Telephony Contract to CloudyIT at a cost of £1,476 per annum.

6.10 Internet Service Provision

Members received a report on the provision of internet to the Greenacre Centre. It was **RESOLVED** to:

Award the Internet Service Provision to IBT at a cost of £600 per annum.

6.11 Christmas Office Operation

Members received a report with a proposal for the hours of operation of the Town Council during the Christmas holidays. Members felt that this was a reasonable allocation of concessionary days, and it was **RESOLVED** to:

Note the Christmas operational days of the Greenacre Centre.

6.12 Bank Reconciliation

Members noted the bank reconciliations for May and June were now available for signing. With the adoption of the new Financial Regulations the Councillors cannot be existing bank signatories. It was **RESOLVED** that:

Cllr Miller or Cooper will authorise the bank reconciliations for May and June 2024.



6.13 Work Programme

Members noted the work programme for this committee.

7. CONFIDENTIAL ITEMS

It was **RESOLVED** that:

In accordance with section 1(2) of the Public Bodies (Admissions to Meetings Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, can be excluded from the meeting because of the confidential nature of the following business to be transacted:

7.1 Town Clerk's Job Evaluation

Members received quotations for the evaluation of the Town Clerk's role and queried why Worknest had not been approached as the Town Council's HR advisor. It was **RESOLVED** to:

- a) *Seek a quotation from Worknest for this exercise.*
- b) *If Worknest is not able to undertake this exercise, then appoint Council HR and Governance Support at a cost of £400 plus £100 to present the report virtually.*

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

There were no items for information for this Committee.

9. DATE OF NEXT MEETING

Wednesday 2 October 2024.

It was noted that the date of the Budget setting meeting of this Committee has been changed to 23 October 2024, from it's originally scheduled 30 October 2024.

The meeting closed at: 20.05.

SIGNED BY CHAIRMAN: _____

MINUTES APPROVED (date):



STOTFOLD TOWN COUNCIL

FLAG FLYING POLICY

1. General

- 1.1 This policy sets out the Town Council's policy for flag flying.
- 1.2 Flags are traditionally flown by the Town Council for a variety of reasons: to show allegiance, support, or respect, or to celebrate. The Town Council will also be sensitive to the views of sectors of its community and will never use flags for political purposes.
- 1.3 The Town Council owns two flagpoles: Greenacre Centre and War Memorial at the Cemetery in Mill Lane.
- 1.4 In the event of the death of a senior national figure or local holder of high office, the protocol relating to a period of national mourning shall always take precedence.
- 1.5 The purpose of this policy is to standardise procedures to make it clear which alternative flags can be flown in addition to the Union flag.
- 1.6 The relevant flag will fly from 0900 on the flag flying day to 0900 the following day.

2. Flag flying

2.1 Town Council Flag

The Town Council flag shall be the default flag flown when there is no other requirement and shall be flown from the flagpole at the Greenacre Centre at full mast.

- 2.1.1 The Town Council flag shall be flown at half-mast from the day of death (or notification of) until after the funeral of:
 - A member of Stotfold Town Council
 - A former member of Stotfold Town Council*
 - A Town Mayor of Stotfold Town Council
 - A Member of Parliament for the town
 - A Town Clerk
 - A former Town Clerk*
 - A member of staff who died whilst still in the employment of the Town Council
- * as notified to the Town Clerk or Town Mayor
- 2.1.2 The period of flying shall be reduced where the period coincides with the flying of the Union Flag, or where the flag may sustain damage (i.e. storm).

2.2 Union Flag

2.2.1 The Union Flag shall be flown in accordance with the dates for the flying of the Union Flag as designated by the Government as follows:

- 9 April – His Majesty the King’s Wedding Anniversary
- 6 May – Coronation Day
- 15 June – Official Birthday of His Majesty The King
- 17 July – Birthday of The Queen
- 8 September – His Majesty’s Accession
- 2nd Sunday in November - Remembrance Sunday
- 11th November - Remembrance Day (if different)
- 14th November – Birthday of His Majesty The King

Dates will be checked regularly against guidance issued by the Department for Culture, Media and Sport and updated accordingly.

2.2.2 Should a significant occasion conflict with a Union Flag flying day, the Union Flag should take precedence.

2.2.3 For occasions when it is necessary to fly the Union Flag at half-mast, see Council’s protocol for marking the death of a senior national figure.

2.3 Other appropriate flags

2.3.1 On other specific occasions, the following flags may be flown, if flags are available:

- Holocaust Memorial Day – 27 January
- Commonwealth Flag – Commonwealth Day, normally second Monday in March
- Cross of St George – 23 April
- Pride Day – 28 June
- Armed Forces Day Flag – last Saturday in June (can remain in place for up to a week)
- RAF Flag - Battle of Britain Day – 15th September
- Bedfordshire County Flag - Bedfordshire Day – 28th November
- Poppy Appeal – Royal British Legion Remembrance Flag (or similar) may be flown from the launch of the Poppy Appeal until Remembrance Sunday and Remembrance Day, when the Union Flag shall be flown

2.3.2 The Union Flag will fly at the War Memorial continuously unless there is a specific commemorative flag, which will be decided by the Town Clerk, in consultation with the Town Mayor.

3. Management of the policy

3.1 Day to day management of the flying of flags at Stotfold Town Council’s flagpole at the Greenacre Centre will be overseen by the Town Clerk. Any change from the Policy as stated would be subject to consideration and approval by the Governance & Resources Committee.

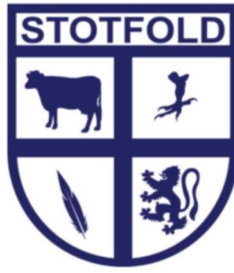
3.2 Ad hoc requests to fly flags that are not covered by this policy (such as Jubilee flags) will be determined by the Town Clerk in consultation with the Town Mayor. In cases where a particular flag will need to be purchased, then requestor will need to give adequate notice and if agreed to be flown, the Town Clerk has the authority to purchase an appropriate flag.

4. Notes to the policy

- 4.1 Half-mast means the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole.
- 4.2 The Union Flag must be flown the correct way up. This is with the wider diagonal white stripe above the red diagonal stripe in the half nearest to the flagpole. The wider white stripe should be above the red diagonal stripe at the top left-hand side of the flag nearest the flagpole.
- 4.3 It is unlawful to fly or use a flag of the arms of any local authority except on sites or premises occupied by that authority.

Revision History

Date Adopted	June 2022
Date Reviewed	September 2024 Updated with new flag flying dates following the death of Queen Elizabeth II



STOTFOLD TOWN COUNCIL

INVESTMENT POLICY

1. INTRODUCTION

- 1.1 This policy has been created under guidance issued by the Secretary for Communities and Local Government in accordance with the Local Government Act 2003.
- 1.2 Stotfold Town Council acknowledges its responsibility to the community and the importance of prudently investing any reserves held by the Council.
- 1.3 The Guidance states:
 - a) Where a Town or Parish Council expects its investments at any time during a financial year to exceed £100,000, the Guidance should apply in relation to that year.
 - b) Where a Town or Parish Council expects its investments at any time during a financial year to exceed £10,000 but not £100,000 it should decide on the extent, if any, to which it would be reasonable to have regard to the Guidance in relation to that that year.
 - c) Where a Town or Parish Council expects its investments at any time during a financial year not to exceed £10,000, no part of the Guidance need be treated as applying in relation to that year.
- 1.4 The Council expects its investments during 2024-25 to exceed £100,000 and therefore has agreed to apply the Guidance as set out below.

2. OBJECTIVES

- 2.1 The general policy objective of the Council is prudent investment of its balances. The Council's investment priorities are:
 - a) Security of reserves
 - b) Liquidity of investments
 - c) To give consideration for ethical principles
- 2.2 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

3. INVESTMENT POLICY

- 3.1 The Town Council shall diversify its reserves between multiple relatively highly rated UK banks and building societies. The Council shall only use specified investments as defined by DCLG guidance.

- 3.2 A significant percentage of the Council's reserves shall be placed on interest bearing term/notice deposits.
- 3.3 To retain liquidity these shall be placed with phased end dates i.e., there will always be some maturing sooner than others.
- 3.4 No investment shall be held with the council's current bankers.
- 3.5 The Town Council shall only invest with banks/building societies which it defines as "High Credit Quality". This being those with a credit rating of A with Moody's Investors Service or BBB with Standard and Poor's or Fitch Ratings Ltd.
- 3.6 Investments shall be decided and placed by the Responsible Financial Officer having used due diligence including as a minimum finance search engines and ratings agencies.
- a) This shall be under the oversight two members of the Governance & Resources Committee
- b) The actual movement of money shall be by the usual authorised signatories
- 3.7 The procedure for undertaking investments, considering the need for timely and speedy placing of deals) shall be documented by the Responsible Financial Officer and approved by the Governance & Resources Committee before any investments are placed.
- 3.8 The Responsible Financial Officer shall review credit ratings of organisations in which the Council holds investments on a bi-annual basis. Should the credit rating of an organisation fall below that specified under 3.5, the Responsible Financial Officer shall consult the Banking and Investments working group and take the appropriate action.

4. REVISION

- 4.1 Any revisions to this policy shall be approved by the Full Council.
- 4.2 The Governance & Resources Committee shall review this policy annually and recommend any proposed changes to Full Council prior to the commencement of the new financial year. Where no changes are proposed, Full Council shall note the policy.
- 4.3 Notwithstanding 4.2 this policy shall be reviewed in the event the Bank of England increases its base rate above 3% or the Financial Services Compensation Scheme is extended to cover the Town Council.

Revision History

Date Adopted:	September 2023
Date Reviewed:	October 2024 Change of Committee name to Governance & Resources.



STOTFOLD TOWN COUNCIL

SCHEME OF DELEGATION TO COUNCIL, COMMITTEES AND OFFICERS

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1. INTRODUCTION

The Town Council's Scheme of Delegation is an essential policy to enable the Town Council to run effectively and efficiently. Without this, every decision would have to be taken by the Full Council. Decision making powers are given to both Committees and Officers to enable the Town Council to react to circumstances and operate effectively.

Power cannot be legally delegated to individual Councillors or Working Parties.

Working Parties are ordinarily established to investigate and/or review particular matters then report back to the relevant committee or Full Council with its findings, which may include recommendations.

This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed annually or earlier, for example when there are staffing changes.

One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to Members.

Where consultation with others is a requirement of the ability to act it is clearly set out with whom the consultation should take place.

Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the deviation occurred.

The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its various committees. This element of the scheme incorporates the Terms of Reference of the committees.

2. THE POWER TO DELEGATE

2.1 The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101. Local Government Act 1972 S. 101. Arrangements for discharge of function by local authorities

- a) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: (a) by a Committee, a sub-Committee or an officer of the authority, or (b) by any other local authority
- b) Whereby virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the subcommittee may arrange for the discharge of any of those functions by an officer of the authority.

- c) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, subcommittee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.
- d) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.
- e) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

3. FULL COUNCIL FUNCTIONS

3.1 The following matters are to be dealt with by the Full Council:

- a) To do anything calculated to facilitate or conducive or incidental to the discharge of any of their functions (LGA 1972, s111), General Power of Competence (Localism Act 2011).
- b) Appointment of Mayor and Deputy Mayor of the Council
- c) Approval of Budget and setting the Precept.
- d) Approval of the Annual Return and Audit of Accounts.
- e) Authorisation of borrowing.
- f) Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation.
- g) Agree or amend the terms of reference for Committees, deciding on their composition and making appointments to them.
- h) Filling any vacancies occurring on any committee of the Council during the municipal year.
- i) Making of Orders under any statutory powers.
- j) Making, amending or revoking By-laws.
- k) Appointment of Standing Committees.
- l) Appointing Town Council representatives to outside bodies.
- m) Co-option of Members when a casual vacancy arises.
- n) All other matters which must, by law, be reserved to the Full Council.
- o) Appointment of the Clerk/RFO
- p) To adopt the schedule of meetings for the ensuring year.
- q) Declaring the eligibility of the General Power of Competence
- r) Approve any commitment in excess of £10,000 providing that it is within that Committee's budget.
- s) Agreement to take on new, including devolved services, subject in all cases to a fully costed business plan to be recommended by the Governance & Resources Committee.
- t) To determine matters involving expenditure for which budget provision is not made or is exceeded.
- u)

4. DELEGATION TO COMMITTEES

- 4.1 The following are delegated to the Town Council's Committees to make decisions on behalf of the Town Council. They must be exercised in accordance with the law, Town Council Standing Orders and Financial Regulations and any approved policy framework and budget.

Full Council may, at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to Full Council. Similarly, where a Committee has no delegated power to decide, it makes a recommendation to Full Council.

4.2 All Committees

- a) Creation and appointment of Working Groups or Task and Finish Groups.
- b) Appointment of non-councillors to Working Groups/Task and Finish Groups where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of Councillors.

4.3 Governance & Resources Committee

All matters except for creating Council Policy relating to:

a) **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 the Town Council.
- Resolve actions incurring expenditure within its budget.
- Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Town 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.

b) **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.

c) 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.

4.4 Public Realm Committee

a) 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
 - 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.
- b) Highways**
- Liaise with Central Bedfordshire Council on matters relating to improvements on roadways, footways, footpaths, car parking and drains within the town.
- c) Allotments**
- Management of Town Council owned allotments.
 - Management of Common Road Allotments on behalf of the Eleemosynary Charity of William Field.
- d) 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.
- e) 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.
- f) 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.
- g) 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 Governance & Resources 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.

4.5 Building Management Committee

- 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 Governance & Resources 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.

4.6 Community Engagement Committee

- 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 Governance & Resources 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.

4.7 Planning Committee

- To consider any planning application which meets the criteria of the Planning Policy and to make comment and pass resolutions in accordance with national and local planning policy.
- To respond to Central Bedfordshire Council on all planning applications within the set timescales.
- To appoint members to attend Central Bedfordshire Council's Development Management Committee meetings to make representations on behalf of the Council where necessary.
- To request a Central Bedfordshire Council Ward Member to call in applications to be referred to the Central Bedfordshire Council's Development Management Committee for consideration.
- To monitor Central Bedfordshire Council policies and Plans that could affect the town.
- To respond to consultations on local or national planning policy.
- To consider all matters of relevance to planning issues within Stotfold or its immediate environs that are or could be the subject of planning applications, and which have a relevance to the town of Stotfold and its inhabitants and to make recommendations thereon.
- In all considerations and actions, follow the Town Council's adopted Corporate Strategic Plan.

- 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.

5. DELEGATION TO OFFICERS

The following matters are delegated to the Town Council's Officers to make decisions on behalf of the Town Council. These decisions must be exercised in accordance with the law, the Town Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

Full Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or Full Council. Similarly, where Officers have no delegated power to decide, they report the matter to Committee or Full Council for a decision.

5.1 Town Clerk

- The Town Clerk shall be Proper Officer of the Town Council as defined in law.
- See the table below for delegated responsibilities and the individuals to cover these in the absence of the Town Clerk
- The table below, whilst not comprehensive, seeks, to clarify responsibility in respect of at least some of these matters.

Delegated Responsibility	Responsible in Absence
The responsibilities and duties of the role of Proper Officer as set out within the law and Council policies.	Democratic Services Manager
Issue all statutory notifications	Democratic Services Manager
Receive Declarations of Acceptance of Office	Democratic Services Manager
Receive and record notices disclosing pecuniary interests	Democratic Services Manager
Receive and retain documents and plans	Democratic Services Manager
Sign notices or other documents on behalf of the Council	Democratic Services Manager
Receive copies of By-Laws made by Principal Authority	Democratic Services Manager
Certify copies of By-Laws made by the Council	Democratic Services Manager
Sign Summons to attend meetings	Democratic Services Manager
Ensure compliance with Standing Orders	Democratic Services Manager

Delegated Responsibility	Responsible in Absence
To take proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council	Public Realm Manager
To appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest (in its own right or on behalf of the residents of Stotfold)	Public Realm Manager
To act at the Council's designated officer for the purposes of the Freedom of Information Act 2000.	Democratic Services Manager
Manage all Town Council staff, either directly or indirectly including: <ul style="list-style-type: none"> ➤ Appointment to posts where no reserved for appointment by Members ➤ Staff performance, discipline and dismissal ➤ Payment of expenses ➤ Approval of increments ➤ Implement national pay awards and conditions of service in line with the National Joint Council Scheme of Conditions of Service as amended by the Local Agreement ➤ The establishment of new posts and changes to posts or terms and conditions, which would have implications for the budget, shall be subject to approval by the Governance & Resources Committee. 	Democratic Services Manager or Public Realm Manager depending on staff member
Manage the provision of Council services, land and resources	Public Realm Manager
Incur expenditure in an emergency up to £3,000 whether budgeted or not	Public Realm Manager
Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical	Democratic Services Manager and/or Public Realm Manager
Deal with dispensation requests from Members under the Code of Conduct	Democratic Services Manager
Deal with matters specifically delegated by Council or Committee	Democratic Services Manager or Public Realm Manager
To take decisions relating to the training of Councillors and staff	Democratic Services Manager or Public Realm Manager
Appoint casual/temporary members of staff as needed to meet the business needs of the Council and within existing budgets.	Public Realm Manager
Authorise additional hours of work for existing staff on a temporary basis to support the needs of the Council	Public Realm Manager
Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary	Public Realm Manager

Delegated Responsibility	Responsible in Absence
Enter into settlement agreements with employees up to a maximum of two months' salary where this is the prudent option for the Council	Public Realm Manager
Responsible for the overall management of all budgets in accordance with Council policies.	Public Realm Manager
Authorised to issue press releases on any Council activity exercised in accordance with Council policy	Democratic Services Manager or Public Realm Manager
Overall responsibility for Health and Safety across all Council owned sites	Public Realm Manager
To determine the outcome of employee probationary periods, following a probationary review having taken place	Public Realm Manager
In consultation with the relevant Chairs, amendments may be made to the meeting timetable by the Town Clerk where justified and required, ensuring that this does not reduce the number of Full Council or Committee meetings held during the Municipal Year.	Democratic Services Manager
Dealing with and resolving complaints received by the Council (except those regarding the actions of Councillors or Council employees) in accordance with the Complaints Procedure	Democratic Services Manager
Proper administration of the Council's Financial Affairs	Finance Officer
Report to External Auditor matters under Local Government Finance Act 1988 s114.	Finance Officer
Ensure compliance with financial regulations	Finance Officer
Ensure compliance with all financial procedures	Finance Officer
Determine accounting policies, records and control systems	Finance Officer
Manage risk management of the Council	Public Realm Manager
Having consulted with the relevant Chair of Committee at the year end to earmark any underspends in the overall Town Council budget. Any such decisions are to be communicated promptly to the Governance & Resources Committee	Finance Officer
Arrange and manage the Council's insurance arrangements	Finance Officer
Management of Council salaries in accordance with contracts of employment	Finance Officer

5.2 Democratic Services Manager

- a) Those responsibilities delegated in the absence of the Town Clerk as referred to in the table above.
- b) Authorised to issue press releases on any Town Council activity exercised in accordance with the Town Council Policy, save for press releases which are felt to be controversial, or regarding a specific campaign, which will be signed off by the Town Clerk.

- c) Day to day management of civic functions for the Council.
- d) Day to day management of the Council's website and social media.
- e) Day to day management of employees within section.
- f) Authorising expenditure within budgeted levels in areas of responsibility and those delegated by Town Clerk.
- g) Authorising purchase orders for matters agreed by Committee or Council up to £500. Any purchase orders above this to be authorised by the Town Clerk.
- g) Matters specifically delegated by Council or Committee

5.3 Public Realm Manager

- a) Those responsibilities delegated in the absence of the Town Clerk as the table above.
- b) Day to day management of land, buildings and other resources.
- c) Project development, with the Projects Officer, for consideration by relevant Committee.
- d) Management of maintenance contracts.
- e) Day to day management of all employees in this section.
- f) Matters specifically delegated by Council or Committee.
- g) Developing income generating activities.
- h) Responsible for the management Public Realm and Building Management budgets in accordance with Council Policy.
- i) Authorising purchase orders for matters agreed by Committee or Council up to £1,000. Any purchase orders above this to be authorised by the Town Clerk.

Revision History

Date Adopted	October 2024
Date Reviewed	

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. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
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 <i>(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)</i> .	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
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

Julie Betts

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:

STOTFOLD TOWN COUNCIL

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:

26/06/2024

and recorded as minute reference:

MINUTE REFERENCE 284/24.3

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

WWW.STOTFOLDTOWNCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2023/24 for

STOTFOLD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,600,863	2,474,339	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.
2. (+) Precept or Rates and Levies	638,610	913,926	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,353,889	168,829	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	204,189	306,087	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.
5. (-) Loan interest/capital repayments	19,520	16,731	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	895,314	571,014	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2,474,339	2,663,262	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	2,510,958	2,667,697	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.
9. Total fixed assets plus long term investments and assets	862,952	904,368 907,560	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.
10. Total borrowings	67,514	53,885	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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] **SIGNATURE REQUIRED**

Date

26/06/2024

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

26/06/2024

as recorded in minute reference:

MINUTE 284/24.4

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

[Signature] **SIGNATURE REQUIRED**

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

In respect of

Stotfold Town Council

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

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.

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

We were required to return the Annual Governance and Accountability Return to enable the Council to correct the following:

A. Fixed assets at Box 9 was initially incorrect because acquisitions during the year were not valued on the correct basis.

In future the Council should ensure that the Annual Governance and Accountability Return is accurate and complete.

3 External auditor certificate 2023/24

We 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:

Not applicable.

External Auditor Name

Forvis Mazars LLP, Newcastle upon Tyne, NE1 1DF

External Auditor Signature

Forvis Mazars LLP

Date

26 September 2024

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Public Realm								
<u>21 MUGA</u>								
203 Electricity	1,194	1,154	2,250	1,096		1,096	51.3%	
206 Maintenance and Repairs	1,425	0	5,000	5,000		5,000	0.0%	
MUGA :- Indirect Expenditure	2,620	1,154	7,250	6,096	0	6,096	15.9%	0
Net Expenditure	(2,620)	(1,154)	(7,250)	(6,096)				
<u>22 Lighting</u>								
203 Electricity	6,534	3,786	30,000	26,214		26,214	12.6%	
206 Maintenance and Repairs	12,821	2,615	20,000	17,385		17,385	13.1%	
Lighting :- Indirect Expenditure	19,355	6,401	50,000	43,599	0	43,599	12.8%	0
Net Expenditure	(19,355)	(6,401)	(50,000)	(43,599)				
<u>23 Allotments</u>								
2002 Income - CR Service Charge	0	0	600	600			0.0%	
2003 Income - Allotments Norton Rd	2,502	100	2,000	1,900			5.0%	
2009 Income- Allotments Common Rd	759	105	0	(105)			0.0%	
Allotments :- Income	3,261	205	2,600	2,395			7.9%	0
202 Water Rates	506	211	1,000	789		789	21.1%	
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	570	3,350	2,780	0	2,780	17.0%	0
Net Income over Expenditure	(4,280)	(366)	(750)	(384)				
<u>25 Hitchin Road Rec</u>								
202 Water Rates	319	19	500	481		481	3.9%	
203 Electricity	705	293	1,450	1,157		1,157	20.2%	
231 Bowls Club Grant	1,074	379	3,650	3,271		3,271	10.4%	
Hitchin Road Rec :- Indirect Expenditure	2,097	691	5,600	4,909	0	4,909	12.3%	0
Net Expenditure	(2,097)	(691)	(5,600)	(4,909)				
<u>26 Brook Street Car Park/Toilets</u>								
201 Rates	1,060	1,060	1,500	440		440	70.7%	
202 Water Rates	278	87	500	413		413	17.5%	

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

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	146	600	454		454	24.4%	
206 Maintenance and Repairs	2,879	396	2,000	1,604		1,604	19.8%	
Brook Street Car Park/Toilets :- Indirect Expenditure	4,415	1,690	4,600	2,910	0	2,910	36.7%	0
Net Expenditure	(4,415)	(1,690)	(4,600)	(2,910)				
27 Open Spaces								
2005 Income - Open Space Other	7,307	2,847	7,000	4,153			40.7%	
2012 Income - Football Pitch Grant	0	11,784	0	(11,784)			0.0%	
Open Spaces :- Income	7,307	14,631	7,000	(7,631)			209.0%	0
203 Electricity	57	0	0	0		0	0.0%	
205 Legal Fees / ROSPA	440	2,987	3,500	513		513	85.3%	
206 Maintenance and Repairs	34,353	21,785	30,000	8,215		8,215	72.6%	
207 Grass Cutting Contract	42,674	0	5,000	5,000		5,000	0.0%	
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	2,550	7,000	4,450		4,450	36.4%	
213 Subscriptions/Licences	0	36	250	214		214	14.4%	
223 Teasel /Centenery Wood	1,789	1,500	1,500	0		0	100.0%	
225 Water Meter - The Green	77	17	70	53		53	24.6%	
237 Floral Planting	0	0	3,000	3,000		3,000	0.0%	
Open Spaces :- Indirect Expenditure	86,379	28,886	50,640	21,754	0	21,754	57.0%	0
Net Income over Expenditure	(79,072)	(14,255)	(43,640)	(29,385)				
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	0	5,000	5,000		5,000	0.0%	
Verges :- Indirect Expenditure	14,772	0	5,000	5,000	0	5,000		0
Net Income over Expenditure	(14,772)	0	(985)	(985)				

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

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	1,703	3,500	1,797		1,797	48.6%	
235 Pitch Maintenance	0	0	8,000	8,000		8,000	0.0%	
Arlesey Rd Playing Field :- Indirect Expenditure	2,622	1,703	12,500	10,797	0	10,797	13.6%	0
Net Expenditure	(2,622)	(1,703)	(12,500)	(10,797)				
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)				
Public Realm :- Income	14,939	14,835	13,615	(1,220)			109.0%	
Expenditure	141,300	41,095	140,440	99,345	0	99,345	29.3%	
Movement to/(from) Gen Reserve	(126,361)	(26,260)	(126,825)	(100,565)				
Cemetery								
41 Cemetery								
4001 Income - Burials	17,410	4,970	15,000	10,030			33.1%	
4002 Income - Memorials & Plaques	6,595	3,645	4,000	355			91.1%	
4003 Income - Chapel lease	2,000	1,000	2,000	1,000			50.0%	
4004 Income -Keys	100	0	0	0			0.0%	
4005 Income - Plot Purchase	6,385	2,980	10,000	7,020			29.8%	
Cemetery :- Income	32,490	12,595	31,000	18,405			40.6%	0
401 Rates	3,144	3,144	5,800	2,656		2,656	54.2%	
402 Water Rates	103	31	300	269		269	10.2%	
404 Maintenance/Repairs & Ex Cuts	3,447	4,070	4,500	430		430	90.4%	
405 Grounds Maintenance Contract	18,750	0	5,000	5,000		5,000	0.0%	
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	8,224	26,850	18,626	0	18,626	30.6%	0
Net Income over Expenditure	4,131	4,371	4,150	(221)				
Cemetery :- Income	32,490	12,595	31,000	18,405			40.6%	
Expenditure	28,359	8,224	26,850	18,626	0	18,626	30.6%	
Movement to/(from) Gen Reserve	4,131	4,371	4,150	(221)				

Buildings Management

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

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	1,740	4,570	2,830			38.1%	
5004 Income - Library Utilities	1,781	0	2,000	2,000			0.0%	
5005 Income - Library Lease	1,312	625	2,565	1,940			24.4%	
Simpson Centre :- Income	9,733	2,365	9,135	6,770			25.9%	0
505 Rates - Simpson	8,907	9,798	9,100	(698)		(698)	107.7%	
507 Water Charges - Simpson	772	210	400	190		190	52.5%	
510 Electricity - Simpson	3,025	1,819	4,500	2,681		2,681	40.4%	
Simpson Centre :- Indirect Expenditure	12,704	11,827	14,000	2,173	0	2,173	84.5%	0
Net Income over Expenditure	(2,972)	(9,462)	(4,865)	4,597				
52 Memorial Hall								
5001 Income - Mem Hall	27,129	11,475	16,000	4,525			71.7%	
Memorial Hall :- Income	27,129	11,475	16,000	4,525			71.7%	0
504 Rate	4,491	4,491	5,100	609		609	88.1%	
506 Water Charges	490	118	1,600	1,482		1,482	7.4%	
508 Gas	2,916	1,169	4,000	2,831		2,831	29.2%	
509 Electricity	1,198	819	2,300	1,481		1,481	35.6%	
Memorial Hall :- Indirect Expenditure	9,095	6,597	13,000	6,403	0	6,403	50.7%	0
Net Income over Expenditure	18,034	4,878	3,000	(1,878)				
53 Building - General								
512 Maintenance	16,349	7,570	12,000	4,430		4,430	63.1%	
518 Bin Hire	2,775	1,610	5,250	3,640		3,640	30.7%	
538 Service Contracts	17,062	7,961	16,000	8,039		8,039	49.8%	
Building - General :- Indirect Expenditure	36,186	17,141	33,250	16,109	0	16,109	51.6%	0
Net Expenditure	(36,186)	(17,141)	(33,250)	(16,109)				
55 Greenacre Centre								
5008 Income -GAC	217	742	15,000	14,258			4.9%	
5009 Income - Solar Panels FIT	369	0	400	400			0.0%	
Greenacre Centre :- Income	586	742	15,400	14,658			4.8%	0
504 Rate	15,207	15,968	15,400	(568)		(568)	103.7%	
506 Water Charges	399	200	4,000	3,800		3,800	5.0%	
508 Gas	6,544	3,495	7,500	4,005		4,005	46.6%	

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

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	5,558	18,500	12,942		12,942	30.0%	
537 Cleaning Contract	14,271	5,228	13,500	8,272		8,272	38.7%	
538 Service Contracts	(2,140)	0	0	0		0	0.0%	
Greenacre Centre :- Indirect Expenditure	45,336	30,450	58,900	28,450	0	28,450	51.7%	0
Net Income over Expenditure	(44,751)	(29,708)	(43,500)	(13,792)				
Buildings Management :- Income	37,448	14,582	40,535	25,953			36.0%	
Expenditure	103,321	66,014	119,150	53,136	0	53,136	55.4%	
Movement to/(from) Gen Reserve	(65,873)	(51,433)	(78,615)	(27,182)				

Governance & Resources**61 Establishment**

6003 Income - Miscellaneous	41	388	50	(338)			775.8%	
6004 Income - Interest Received	53,283	23,814	25,000	1,186			95.3%	
6008 Income - Mayor Event	647	40	300	260			13.3%	
6009 Stotfest 50	0	5,877	0	(5,877)			0.0%	
Establishment :- Income	53,971	30,119	25,350	(4,769)			118.8%	0
601 Staff Salaries	246,857	134,321	344,691	210,370		210,370	39.0%	
602 Employers NI	19,482	11,423	24,428	13,005		13,005	46.8%	
603 Ers Pension Contrib	39,748	16,198	51,063	34,865		34,865	31.7%	
604 Staff Training	7,773	3,028	5,000	1,972		1,972	60.6%	
605 Clerk's Expenses	905	163	500	337		337	32.6%	
607 Photocopier Costs	654	1,794	750	(1,044)		(1,044)	239.2%	
608 Telephone/Fax/ISDN	4,560	2,119	4,000	1,881		1,881	53.0%	
609 Postage	478	220	600	380		380	36.7%	
610 Stationery	3,464	2,122	2,750	628		628	77.2%	
611 Insurances	8,773	10,732	12,000	1,268		1,268	89.4%	
612 Audit Fees	2,400	150	3,000	2,850		2,850	5.0%	
613 Legal Fees	18	44	5,000	4,956		4,956	0.9%	
614 Advertising	4,676	978	6,000	5,022		5,022	16.3%	
615 IT Services	15,697	10,941	15,000	4,059		4,059	72.9%	
616 Service Contracts	371	0	0	0		0	0.0%	
618 Subscription/Licence	13,789	12,974	10,000	(2,974)		(2,974)	129.7%	
619 PWLB Loan Repayments	16,731	8,366	20,000	11,634		11,634	41.8%	
620 Civic Allowance	1,629	177	1,500	1,323		1,323	11.8%	
621 Bank Charges	471	267	600	333		333	44.5%	
627 Travel Expenses	338	202	250	48		48	80.8%	
630 Grants	15,173	2,500	15,000	12,500		12,500	16.7%	
631 Councillor Training/Mileage	301	347	1,000	653		653	34.7%	

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
632 Professional Support	0	825	2,000	1,175		1,175	41.3%	
633 Vehicle Repayments (s106)	0	0	2,410	2,410		2,410	0.0%	
634 Vehicle Insurance	0	2,141	5,000	2,859		2,859	42.8%	
635 Vehicle Fuel	0	1,013	5,000	3,987		3,987	20.3%	
636 Vehicle Maintenance	0	1,687	5,000	3,313		3,313	33.7%	
637 Christmas Event	0	630	15,000	14,370		14,370	4.2%	
638 Stotfold 50	0	39,715	50,000	10,285		10,285	79.4%	
639 Com Engagment	0	2,201	15,000	12,799		12,799	14.7%	
641 Arlesey Rd Repayment (s106)	0	0	4,000	4,000		4,000	0.0%	
Establishment :- Indirect Expenditure	404,290	267,280	626,542	359,262	0	359,262	42.7%	0
Net Income over Expenditure	(350,319)	(237,161)	(601,192)	(364,031)				
9000 plus Transfer from EMR	7,775	0	0	0				
Movement to/(from) Gen Reserve	(342,543)	(237,161)	(601,192)	(364,031)				
<u>62 Precept</u>								
6005 Precept	913,926	913,482	913,482	0			100.0%	
Precept :- Income	913,926	913,482	913,482	0			100.0%	0
Net Income	913,926	913,482	913,482	0				
Governance & Resources :- Income	967,897	943,601	938,832	(4,769)			100.5%	
Expenditure	404,290	267,280	626,542	359,262	0	359,262	42.7%	
Net Income over Expenditure	563,607	676,321	312,290	(364,031)				
plus Transfer from EMR	7,775	0	0	0				
Movement to/(from) Gen Reserve	571,383	676,321	312,290	(364,031)				
<u>Town Strategy</u>								
<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 30/09/2024

Month No: 6

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	250	0	(250)			0.0%	
8002 Income EMR - Cemetery	10,068	2,000	0	(2,000)			0.0%	2,000
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	2,250	0	(2,250)				2,000
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	4,211	0	(4,211)		(4,211)	0.0%	4,211
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	3,880	0	(3,880)		(3,880)	0.0%	3,880
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	4,950	0	(4,950)		(4,950)	0.0%	4,950
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%	
839 EMR - Ground Main Contract	0	26,732	0	(26,732)		(26,732)	0.0%	14,165
Earmarked Reserves :- Indirect Expenditure	216,562	44,783	0	(44,783)	0	(44,783)		32,216
Net Income over Expenditure	(186,581)	(42,533)	0	42,533				
9000 plus Transfer from EMR	216,991	44,783	0	(44,783)				
9001 less Transfer to EMR	25,187	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	5,224	250	0	(250)				
Managed Funds :- Income	29,981	2,250	0	(2,250)			0.0%	
Expenditure	216,562	44,783	0	(44,783)	0	(44,783)	0.0%	
Net Income over Expenditure	(186,581)	(42,533)	0	42,533				
plus Transfer from EMR	216,991	44,783	0	(44,783)				
less Transfer to EMR	25,187	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	5,224	250	0	(250)				
Grand Totals:- Income	1,082,755	987,863	1,023,982	36,119			96.5%	
Expenditure	893,832	427,397	916,982	489,585	0	489,585	46.6%	
Net Income over Expenditure	188,923	560,466	107,000	(453,466)				
plus Transfer from EMR	224,766	44,783	0	(44,783)				
less Transfer to EMR	25,187	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	388,502	603,249	107,000	(496,249)				

Income received in August 24 - report for Oct 24 council meeting
Aug-24

Date	Receipt No	Amount	Details	Simpson Centre	Memorial Hall	Greenacre Centre	Cemetery	Open space/ Allotments	Event Sales / Other
29/07/2024	16021	150.00	Dignity Funeral Director - Memorial application fee				150.00		
02/08/2024	16022	2.00	Stotfest cup sale						2.00
05/08/2024	16023	450.00	E H Crouch - Memorial permit				450.00		
05/08/2024	16024	300.00	E H Crouch - Memorial permit				300.00		
05/08/2024	16025	49.50	Classic Car Event hiring the Green Fee					49.50	
05/08/2024	16026	250.00	Dignity Funeral - Interment fee				250.00		
09/08/2024	16027	10.00	Stotfest cups						10.00
09/08/2024	16028	127.50	The Rooms Stotfold - Gin & Beer sale						127.50
12/08/2024	16029	200.00	Re-registering 104+105 butial plot fee				200.00		
15/08/2024	16030	324.00	Stotfold Good Neighbour Group Inva6598		324.00				
15/08/2024	16031	8.00	Stotfest cups						8.00
19/08/2024	16032	400.00	Dignity Funeral Director - Interment Fee				400.00		
19/08/2024	16033	100.00	Dignity Funeral Director -Memotial Licence				100.00		
21/08/2024	16034	30.00	Stotfest Gold Sale						30.00
22/08/2024	16035	35.00	NR 13A allotment fee					35.00	
22/08/2024	16036	35.00	NR 13A allotment refunable deposit					35.00	
27/08/2024	16037	100.00	Transfer burial plot 665b fee				100.00		
26/07/2024	BACS	5.00	Chantal Dance booking fee		5.00				
29/07/2024	BACS	155.38	TV Licence refund						155.38
29/07/2024	BACS	35.00	NR3B allot refundable deposit					35.00	
30/07/2024	BACS	229.50	Karate class inva6583		229.50				
31/07/2024	BACS	229.52	Slimming world inv		229.52				
01/08/2024	BACS	91.80	Intelligent Comfort Inv a6557			91.80			
01/08/2024	BACS	100.00	Instone Memorials - additional inscription		100.00				
02/08/2024	BACS	270.00	Neville Funeral				270.00		
02/08/2024	BACS	235.29	Stotfold Football club insurance fee repayment					235.29	
05/08/2024	BACS	49.50	Classic Car Show hiring fee for the Green					49.50	
07/08/2024	BACS	166.66	Austin & son Inv				166.66		

07/08/2024	BACS	224.15	Jazzercise class inv		224.15				
08/08/2024	BACS	153.00	Stotfold Short Mat Bowls Inv		153.00				
08/08/2024	BACS	91.80	Line Dance class Inv		91.80				
09/08/2024	BACS	3106.00	Bars 4 Events Inv a6587						3106.00
09/08/2024	BACS	11784.00	Football Pitch Funding					11784.00	
09/08/2024	BACS	149.16	Little Ruggers Inv		149.16				
12/08/2024	BACS	306.00	RPATT - Inv a6594		306.00				
12/08/2024	BACS	60.00	Stotfold Bowls Club - Stotfold Gold Purchase						60.00
14/08/2024	BACS	105.25	24 th August 2024 Memo Hall Hire		105.25				
15/08/2024	BACS	174.42	Pix Gymnastics Club inv a6597		174.42				
16/08/2024	BACS	78.00	Buntingford Brewery Ltd - Stotfest gin						78.00
16/08/2024	BACS	70.00	CR48A allot ment fee + deposit					70.00	
20/08/2024	BACS	14.88	Hire Memo Hall 14/09		14.88				
21/08/2024	BACS	150.00	Offley Memorials- GOR773				150.00		
21/08/2024	BACS	400.00	Benedict Funeral Directors -inv Interment fee				400.00		
22/08/2024	BACS	372.00	Saunder Garage hire GAC 23/08 & 29/08			372.00			
22/08/2024	BACS	350.00	Box of cake - Simpson Centre montly rent	350.00					
27/08/2024	BACS	14.00	Memo hall hire 15/12/24		14.00				
28/08/2024	BACS	70.00	CR 52B allotment fee					70.00	
28/08/2024	BACS	35.00	Allotment Fee					35.00	
28/08/2024	BACS	70.00	Allotment fee					70.00	
29/08/2024	BACS	12.00	Chantal Pataca - 4/09 Memo hire		12.00				
Total		21928.31		350.00	2132.68	463.80	2936.66	12468.29	3576.88

Expenditure To be Approved At Oct 2024 Council meeting

Realm	Supplier	Bldgs	Public Realm	Governance & Resources	Other		Net	Vat	Total
CHQ300572	Land Registry - Land title search			7.00			7.00	0.00	7.00
BACS	First Aid For All -Emergency first aid training course			1485.00			1485.00	0.00	1485.00
BACS	The Mayor's Appeal Fund - Donation			20.00			20.00	0.00	20.00
BACS	Harlequin Costume Hire -WRAF jacket skirt shirt ect for D Day			32.00			32.00	0.00	32.00
BACS	SETON UK- portable Induction loop for GAC	194.85					194.85	38.97	233.82
BACS	SETON UK- multi-purpose tag holder & tag kit		45.94				45.94	9.19	55.13
BACS	ICCM - 9& 10 July training			145.00			145.00	29.00	174.00
BACS	Council HR & Governance Support -Job Evaluation Fee			500.00			500.00	100.00	600.00
BACS	Woods Precision Engineering Ltd - existing brickwork		545.00				545.00	109.00	654.00
BACS	SLCC - town clerk memebership fee			403.00			403.00	0.00	403.00
BACS	Griggs Electrical Ltd - Carry out portable appliance testing @GAC	306.00					306.00	61.20	367.20
BACS	Rialtas Business Solutions - Cemetery training 4/7			140			140.00	28.00	168.00
BACS	BATPC - 2 cllrs training 22/08			90			90.00	0.00	90.00
BACS	BATPC - two more cllrs training on 22/08			90			90.00	0.00	90.00
BACS	Shebang - Annual CCTV Maintenance @Riverside		215.00				215.00	43.00	258.00
BACS	The Shutter & Main Ltd - repair GAC shutter	160.00					160.00	32.00	192.00
BACS	T J Fire & Security - Fire Risk Assessment / Memo Hall	400.00					400.00	80.00	480.00
BACS	ReactiveDoors - Annual Service Contract	345.00					345.00	69.00	414.00
BACS	Chubb Fire & Security - Simpson centre fire alarm service	156.17					156.17	31.23	187.40
BACS	Herts Fullstop - 2 chairs , soap, stationery ect	73.60		1226.08			1299.68	254.94	1554.62
BACS	AA Sherriff & son - Supply & spread iron sand @A Rd			13485.00			13485.00	2697.00	16182.00
BACS	Youth Work - Dan Gaze Support Service in July			360.00			360.00	72.00	432.00
BACS	Toolstation - Titanium Coated Drill Bit		15.82				15.82	3.17	18.99
BACS	Toolstation - Hawksmoor Pressure Sprayer		11.07				11.07	2.22	13.29
BACS	Toolstation - Photoluminescent Fire Sign	9.49					9.49	1.90	11.39
BACS	Toolstation - Combination padlock		20.65				20.65	4.13	24.78
BACS	Toolstation -Power Batteries		6.33				6.33	1.27	7.60
BACS	Toolstation -Artificial Grass Adhesive		39.58				39.58	7.92	47.50

BACS	Worknest Ltd - E-Learning fee			436.00		436.00	87.20	523.20
BACS	SMG -monthly IT Service fee			1117.90		1117.9	223.58	1341.48
BACS	SMG- professional service to creat a SharePoint Site			90.00		90	18.00	108.00
BACS	Minster Cleaning -Daily cleaning for both Memo Hall & GAC	2427.11				2427.11	485.43	2912.54
BACS	Wilstead - skip hire on 15/08/24		300.00			300	60.00	360.00
BACS	Danfo - High st toilet maintenance		385.68			385.68	77.14	462.82
BACS	SparkX Ltd - fit 2 new lantens		855.00			855	171.00	1026.00
BACS	SparkX Ltd - fit 1 new lantern		456.00			456	91.20	547.20
BACS	CloudyIT - Cloudy admin Support			6.32		6.32	1.26	7.58
BACS	M J Ryall - Repaire material for A Rd & cemetery		115.31			115.31	23.06	138.37
BACS	M J Ryall - Repaire material for allotment and riverside REC		238.69			238.69	47.74	286.43
BACS	Earth Anchors Ltd - Galvanised Steel Liner for big ben bin		87.95			87.95	17.59	105.54
BACS	Abbey Access Ltd - Firbregalss		574.39			574.39	114.88	689.27
BACS	W Fuller & Son Ltd - Security patrols @Riverside		105.00			105	21.00	126.00
BACS	Ocean Crative - Planters stickers & signs		810.00			810	162.00	972.00
BACS	SLCC - Themed Summit HR			60.00		60	12.00	72.00
BACS	SLCC - Themed Summit Finance			60.00		60	12.00	72.00
BACS	SLCC - A guide to appraisal process			30.00		30	6.00	36.00
BACS	Chantel - 4/9 booking refund	17.00				17	0.00	17.00
BACS	Reimbursement - Allotment lock		24.78			24.78	0.00	24.78
DD	CF Corporate Finance Ltd - copy machine annual lease			1603.80		1603.8	320.76	1924.56
DD	Worldpay - Card transaction Fee			21.37		21.37	2.08	23.45
DD	SSE - GAC Electricity Bill June 2024	998.76				998.76	199.75	1198.51
DD	SSE -GAC electricity July 2024	1192.67				1192.67	238.53	1431.20
DD	SSE - Street light + Brook st toilet electricity		796.78			796.78	44.32	841.10
DD	SSE - MUGA Electricity		90.29			90.29	4.52	94.81
DD	SSE- A Rd Electricity		786.83			786.83	39.35	826.18
DD	SSE- Memorial hall Electricity	126.98				126.98	6.35	133.33
DD	SSE - the Simpson Centre Electricity June 2024	149.57				149.57	7.48	157.05
DD	SSE - the Simpson Centre Electricity May 2024	193.39				193.39	9.67	203.06
DD	SSE - the Simpson Centre Electricity July 2024	272.84				272.84	13.64	286.48
DD	EE - work mobile phone monthly fee			312.54		312.54	62.51	375.05
DD	NFU Mutual -vehicle insurance			444.10		444.1	0.00	444.10

DD	DVLA - Road Tax YK22HPC			29.31			29.31	0.00	29.31
DD	British Gas Lite - A Rd kiosk electricity		42.01				42.01	7.07	49.17
DD	Trade UK (Screw fix) - Carpet tape clear	7.49					7.49	1.50	8.99
DD	Sage - Monthly fee			26.20			26.2	5.24	31.44
DD	Allstar - Fuel Card diesel fee			9.98			9.98	2.00	11.98
DD	Allstar - Fuel Card fee			115.18			115.18	23.04	138.22
DD	Allstar -Fuel Card diesel fee			70.33			70.33	15.52	85.85
DD	DVLA - Road Tax monthly payment /WV69ASU								0.00
DD	Barclay Credit Card / phone cases, steel, air con, tyres for the vel	230.82	66.65	482.20			779.67	155.93	935.60
DD	Crown Gas & Power - Memo Hall Gas	79.45					79.45	3.97	83.42
DD	Crown Gas & Power - GAC Gas	459.31					459.31	91.87	551.18
DD	IBT Montly telephone and boardband bill			180.77			180.77	36.15	216.92
DD	Cawleys Skip Hire (GAC)	154.80					154.80	30.96	185.76
DD	Cawleys Skip Hire (Cemetery)		36.74				36.74	7.35	44.09
DD	Cawleys Skip Hire (Memo Hall)	60.00					60.00	12.00	72.00
DD	Cawleys Skip Hire - A Rd		150.00				150.00	30.00	180.00
Payflow	Payflow - August staff salary			22566.63			22566.63	0.00	22566.63
DD	Wave / Anglian water - GAC water bill	102.84					102.84	8.53	111.37
DD	Wave / Anglian water - A Rd water bill		59.64				59.64	5.64	65.28
	Total	8118.14	6881.13	45645.71	0.00		60644.98	6691.95	67337.02

* 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.

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	-2,211.25	233,341.96
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	1,120.03	1,382.48
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	-4,950.00	5,628.00
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	-26,731.64	198,268.36
	2,467,814.31	57,217.14	2,525,031.45

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