

# STOTFOLD TOWN COUNCIL

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



19 September 2024

**Members of the Building Management Committee:** Cllr S Hayes (Chairperson), Cllr D Matthews (Vice-Chairperson), Cllr J Bendell, Cllr M Cooper, Cllr J Hyde, Cllr B Saunders, Cllr J Talbot, Cllr N Venneear.

**You are hereby summoned** to attend the Building Management Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 24 September 2024 at 19:30** for the purpose of transacting business detailed in the Agenda.

**E Payne**  
**Town Clerk**

---

## Members of the public:

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

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

---



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

The seven principles of public life

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

## **AGENDA**

### **1 APOLOGIES FOR ABSENCE**

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

### **2 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS**

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

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

### **3 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.

### **4 MINUTES OF THE PREVIOUS MEETING**

To approve the minutes of the Council meeting held 17th July 2024 as a true record of the meeting.

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

### **6 REPORTS**

To note the following reports:

#### **6.1 Fees & Charges 2025-26**

Members are asked to review the fees and charges for this committee.

#### **6.2 Budget 2025-26**

Members are asked to review this Committee's Budget and subject to any alterations recommend it to the Governance & Resources Committee

#### **6.3 Memorial Hall Feasibility Study**

To receive quotations for contractors to undertake a feasibility study of the Memorial Hall.

#### **6.4 Citizen's Advice at GAC**

To receive a request from Citizen's Advice to hold surgeries at the Greenacre Centre.

#### **6.5 Simpson Centre Fire Risk Assessment**

To receive a report on the recommendation following fire alarm inspection and 2022 Internal Fire Risk Assessment.

#### **6.6 Political Party Use of Town Council Facilities**

To confirm the hire of Stotfold Town Council facilities by Political Organisations e.g. Member of Parliament.

### **7 WORK PROGRAMME**

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

**9 DATE OF NEXT MEETING**

Wednesday 27th November 2024.

**10 CONFIDENTIAL ITEM**

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.

**10.1 Simpson Centre**

**10.2 Stotfold Library**



## MINUTES OF THE MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON WEDNESDAY 17<sup>th</sup> JULY 2024 AT IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD AT 19:35

---

### Committee Members present:

Councillors S Hayes (Chair), D Matthews (Vice Chair), S Buck, M Coper, S Dhaliwal, J Hyde, B Saunders, J Talbot and N Venneear.

### Also Present:

Cllr L Miller

### In attendance:

E. Payne, Town Clerk

A Leadbeater, Public Realm Manager

1 Member of the Public

---

### 1. APOLOGIES FOR ABSENCE

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

*Accept the apologies.*

### 2. DISCLOSURES OF MEMBERS INTERESTS

Item 8 Cllr Talbot declared a non-pecuniary interest as he is the Chair of the Stotfold Good Neighbour Group and a hirer of the Memorial Hall.

### 3. PUBLIC SECTION

There were no public present.

### 4. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on 22 May 2024 were received and it was **RESOLVED** to:

*Adopt the minutes of the meeting as a true record of the meeting.*

### 5. CLERK'S INFORMATION, CORRESPONDENCE RECEIVED AND MATTERS ARISING FOR INFORMATION

Members had received a report and there were some updates:

Regarding the relocation of the chairs from the Greenacre Centre to the Memorial Hall, there have been some negative comments about the height of the stacks of chairs. Smaller stacks of chairs are being investigated.

There is no timescale for the painting of the Squirrels Tavener's Logo. The snagging list has been addressed.

## **6 REPORTS TO COMMITTEE**

### **6.1 Hirer's Feedback Form**

Members received the proposal hirer's feedback form. It was **RESOLVED** to:

***Implement the proposed hirer's feedback form.***

### **6.2 Memorial Hall Car Park**

Members were advised that temporary repairs will be undertaken by the Town Rangers. It was considered that there was no point to undertaking major repairs due to the lack of updates with the connection of the EV charging points. Members were advised that the previous meeting had agreed to instruct a commercial organisation to have the car park marked out.

It was **RESOLVED** that:

- a) The Town Rangers will undertake a temporary repair of the car park.***
- b) Quotations will be sought from professional line marking companies to remark the car park***

### **6.3 AED at Mossman Centre**

Members received a report with a proposal to install an AED at this location. Members agreed with the proposal for the installation of one that is suitable for paediatrics.

Members were advised that the Governance & Resources Committee had proposed that the defunct BT telephone box on Baldock Road was repurposed with BT's agreement. This is being investigated.

It was **RESOLVED** that:

- a) If there is no agreement with BT to install an AED in the former phone box, to install one at the Mossman Centre.***
- b) Install a Zoll AED 3 at a cost of £1,383 plus VAT plus an AED Armour Polycarbonate Locked Cabinet***
- c) The AED will remain the property of the Town Council and will be included in the regular checks undertaken by staff.***
- d) The Guide Association will be reimbursed for the electricity use by a nominal amount.***

### **6.4 Building Walk Round Survey**

The meeting noted that with the proposed works at the Greenacre Centre, potential refurbishment of the Memorial Hall and the future of the Simpson Centre there was no necessity to undertake the normal building walk round survey. It was **RESOLVED** to:

***Note the decision.***

## 7. WORK PROGRAMME

Members received the work programme, and its contents were noted.

## 8. CONFIDENTIAL ITEMS

To consider and if appropriate, to pass the following resolution:

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.

### 8.1 Slimming World Hiring Arrangements

***Cllr Talbot declared an interest in this item as a hirer of the Memorial Hall as the Chair of the Stotfold Good Neighbour Group.***

Members received a report on the current hiring arrangements for Slimming World. Members noted that there was no written record of any agreed reduction in hire rates which was awarded by a previous member of staff. It was **RESOLVED** to:

***Charge Slimming World the full hire rate with effect from 1 August 2024.***

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

- 9.1 Cllr Talbot asked if the Stotfold Good Neighbour Group could have the tables erected as part of the hire. This request will be conveyed to the Key Holders.
- 9.2 Cllr Hyde asked if there were any plans to weed the forecourt in the front of the Greenacre Centre. The Public Realm Manager reported that this would be looked into.
- 9.3 Cllr Saunders commented that it is widely reported that there is an AED at Stotfold Football Club. Contrary to popular belief it is INSIDE the building and only accessible when the building is open. A previous grant was awarded to the football club to install cabinets inside and outside of the stadium. Cllr Saunders was asked to investigate this further and report to the next Building Management Meeting.

## 10. DATE OF NEXT MEETING

The meeting closed at 20:03.

**SIGNED BY CHAIRMAN:** \_\_\_\_\_

**MINUTES APPROVED (date):** \_\_\_\_\_

**STOTFOLD TOWN COUNCIL**

**COMMITTEE: BUILDING MANAGEMENT**

**DATE: 25 SEPTEMBER 2024**

**SUBJECT: CLERK'S REPORT**

**1. Mossman Centre AED**

Following the resolution to install a new AED in the town, as requested, enquires were made to British Telecom regarding the repurposing of the Baldock Road telephone kiosk. Unfortunately, the kiosk is not available at this time due to the lack of mobile signal coverage in that area. This may change in the future however there is no anticipated time scale.

Subsequently we are moving forward with the Mossman Centre as the preferred location for the new AED and the Guiding Association along with the Mossman Committee have agreed. The location has been confirmed and electrical installation booked for £150. We are also very grateful that the Mossman Committee have agreed to stand the cost of electricity for the unit at an estimated yearly amount of £15.

Please be aware that since the report to the Committee on the 17<sup>th</sup> July 2024 the price of the AED officers was instructed to purchase has increased from £1,195 + VAT to £1,295 + VAT. Officers have purchased the AED and Cabinet and await delivery.

**2. EV Charging Points at Memorial Hall**

Update from CBC:

- *We are expecting a start date to get the mains connection done in the next fortnight*
- *BP Pulse had been waiting for Envevo (contractor) to programme in the job and get the MPAN number from UKPN*
- *I had already provided evidence to Envevo that the dig route was across Highway land (outside of the site) and Stotfold TC land (inside the site) but they came back asking for it writing last week so I got that over to them the next day. That is currently with them to accept and then give us start dates. I'm hoping that this will commence next month*

**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** **BUILDINGS COMMITTEE**  
**DATE:** **25 SEPTEMBER 2024**  
**OFFICER RESPONSIBLE:** **ADAM LEADBEATER – PUBLIC REALM MANAGER**  
**SUBJECT:** **REVIEW OF FEES AND CHARGES 2025/2026**

**1. SUMMARY**

- 1.1 The last review of fees and charges was undertaken in November 2022. This report details the current STC fees and charges with comparable local rates.

**2. RECOMMENDATION**

Members are asked to:

- a) Consider the STC rates based on similar local amenity hire and or CPI as of October 2023. All calculations in the table are based on 8% CPI, an accumulated total of the 2023 figure and current.
- b) If in agreement with the proposed increase, recommend to the Governance & Resources Committee that these fees and charges are implemented.

**3. BACKGROUND**

- 3.1 Please see below table 3.1 showing current charges made for facilities hire by STC agreed for the financial year 2023/2024.

Note: A 10% discount is applied for regular hirers as per the hiring agreement.  
A double fee is charged for non-resident of Stotfold.

**Table 3.1**

Location	Type	Class	2023/2024	2025/2026
Greenacre Centre	Council Chamber	Per hour	£17.00	£18.50
	Maple Room	Per hour	£17.00	£18.50
Memorial Hall	Main Hall & Kitchen	Per hour	£17.00	£18.50
	Rear Hall	Per hour	£12.00	£13.00

The below table 3.2 shows market research on current local facilities hire cost with which to make a comparison.

**Table 3.2**

Location	Type	Class	2023/2024
Arlesey	Village Hall	Weekdays	£14.50
		Weekends	£16.00



Biggleswade		Weekdays Non-Profit	£10.00
		Weekends Non-profit	£11.00
		Weekdays Non-Resident	£12.50
		Weekends Non-Resident	£14.00
	Community Hall	Corporate per hour	£35.00
		Community per hour	£28.00
		Caretaker assistance	£10.00
		10% discount for 7 or more bookings	
		20% reduction for charities & non-profit organisations	
	Training Room	Corporate per hour	£31.00
		Community per hour	£22.00
		Caretaker assistance	£10.00
		10% discount for 7 or more bookings	
		20% reduction for charities & non-profit organisations	

#### 4. FINANCIAL

It is noted that if the 8% CPI based increase is adopted, this would go some way to offsetting the market increase in utilities, insurance and maintenance cost incurred in providing the facilities.

#### 5. IMPLICATIONS

Strategic Plan:	N/A
Risk Management:	Covering costs and building reserves.
Legals:	Stotfold Juniors Football Club Contract
Resources/Stakeholder:	Stotfold Football Club and Regular Hirers
Contracts/Finance:	Stotfold Football Club and Regular Hirers
Crime & Disorder:	N/A
Equalities:	N/A
Biodiversity:	N/A
Privacy Impact:	N/A

STC Budget 2025-26 V1.xlsx  
BUILDING MANAGEMENT

		2022/23 Actuals	2023/24 Actuals	2024/25 Annual Budget	Variance	Forecast for 2024/25	Proposed Budget 2025/26
<b>BUILDING MANAGEMENT</b>							
<b><u>51 SIMPSON CENTRE</u></b>							
5002	Income - Simpson Hall Hire		345	0	0	0	0
5003	Income - Simpson Centre	4,140	6,295	4,570	2,830	2,600	0
5004	Income - library utilities	2,000	1,781	2,000	2,000	2,000	0
5005	Income - Library lease	2,565	1,312	2,565	2,565	2,565	0
Total Income		8,705	9,733	9,135	7,395	7,165	0
505	Rates - Simpson	8,483	8,907	9,100	-698	9,789	7,875
507	Water Charges - Simpson	710	772	400	190	750	100
510	Electricity - Simpson	4,228	3,025	4,500	3,102	3,500	1,000
Total Exp		13,421	12,704	14,000	2,594	14,039	8,975
Net Exp over Inc		4,716	2,971	4,865	-4,801	6,874	8,975
<b><u>52 MEMORIAL HALL</u></b>							
5001	Income - Memorial Hall	18,801	27,129	16,000	5,924	20,000	21,600
Total Income		18,801	27,129	16,000	5,924	20,000	21,600
504	Rates Memorial Hall	4,790	4,491	5,100	5,100	4,491	5,100
506	Water Charges - Memorial Hall	1,214	490	1,600	1,482	1,500	1,500
508	Gas - Memorial Hall	2,185	2,916	4,000	2,911	3,500	3,500
509	Electricity - Memorial Hall	528	1,198	2,300	1,608	2,300	2,300
Total Exp		8,717	9,095	13,000	11,101	11,791	12,400
Net Exp over Inc		10,084	18,034	3,000	-5,177	8,209	9,200

CBC will not charge the town council for an empty property for the first 3 months (6 months if it is an industrial property. After this period we will be charged 100% of the occupied rate. I've applied the 3 months as an empty property in 2024/25 and assumed a 100% for 2025/26.

		2022/23 Actuals	2023/24 Actuals	2024/25 Annual Budget	Variance	Forecast for 2024/25	Proposed Budget 2025/26
<b><u>53 Buildings General</u></b>							
512	Maintenance	19,681	16,349	12,000	5,583	12,000	12,000
518	Bin Hire	2,320	2,775	5,250	4,395	3,200	3,200
538	Services Contracts	15,556	17,062	16,000	12,374	16,000	16,500
Total Exp		59,334	36,186	33,250	22,352	31,200	31,700
Net Exp over Inc		59,334	36,186	33,250	22,352	31,200	31,700
<b><u>55 GREEN ACRE CENTRE</u></b>							
5008	Income	11,136	217	15,000	14,630	5,000	1,500
5009	Income - Solar Panels FIT	349	369	400	400	400	400
NEW	Income - Library Lease	0	0	0	0	0	18,000
NEW	Income - Café Lease	0	0	0	0	0	562
NEW	Income - Service Charge	0	0	0	0	1,000	4,000
Total Inc		11,485	586	15,400	15,030	6,400	24,462
504	Rates	13,224	15,207	15,400	-586	15,968	17,000
506	Water charges	884	399	4,000	3,903	2,000	3,000
508	Gas	3,982	6,544	7,500	4,464	7,000	9,000
509	Electricity	8,889	11,056	18,500	14,134	17,500	20,000
537	Cleaning contract	13,245	14,270	13,500	8,500	1,200	0
Total Exp		40,224	47,476	58,900	30,415	43,668	49,000
Net Exp over Inc		-28,739	-46,890	-43,500	-15,385	-37,268	-24,538
<b>Building Management Summary</b>							
Income		38,991	37,448	40,535	28,349	33,565	46,062
Expenditure		121,696	105,461	119,150	66,462	100,698	102,075
Net Exp over Income		82,705	68,013	78,615	38,113	67,133	56,013

**STOTFOLD TOWN COUNCIL**

**COMMITTEE: BUILDING MANAGEMENT**

**DATE: 25 SEPTEMBER 2024**

**OFFICER RESPONSIBLE: COLIN ROGERS, PROJECTS OFFICER**

**SUBJECT: FEASIBILITY STUDY OF THE MEMORIAL HALL**

**1. SUMMARY**

- 1.1 Officers were asked to obtain a quote for a feasibility study of the Memorial Hall to consider potential renovations to the current building.
- 1.2 Members could elect to proceed with the feasibility study only, however a full structural survey could provide more a more detailed and realistic feasibility study and for the longevity of any proposed renovations to the Memorial Hall.

**2. RECOMMENDATION**

- 2.1 Members are asked to consider the following:
  - a) Approval of the quote received from the feasibility study.
  - b) Instructions regarding a full structural survey to support the production of the feasibility study to establish the lifespan of the Memorial Hall in its current form.

**3. BACKGROUND**

- 3.1 It has been suggested by Councillors that renovations to be considered by the architect when producing the study will be:
  - Addition of a warm roof over existing
  - Demolition of Chimney and single storey side addition to left of entrance.
  - Demolition of side Garage building.
  - New side building to boundary with adjacent property 173 Hallworth Drive.1.5/2 storey
  - Demolition and rebuild Kitchen and office to form extended area to main hall.
  - Remove stage and back room to enlarge hall.
- 3.2 These are initial thoughts. Further indication of what improvements could be made would be achieved through consultation with users of the facility.

**Recommendation 1 – Quote to produce feasibility study**

Create a feasibility study showing the proposed upgrade and modernization, including extensions of Stotfold Memorial Hall. These will include hand drawn plans, elevations and sectional sketches. This will include:

- Addition of a warm roof over existing
- Demolition of chimney and single storey side extension to left of entrance
- Demolition of side garage building
- New side building to boundary with adjacent property 173 Hallworth Drive 1.5/2 storey
- Demolition and rebuild kitchen and office to form extended area to main hall
- Remove stage and back room to enlarge hall

**Price: £185**

## **Recommendation 2 – Quotes for Full Structural Survey**

### **Quote A**

£900 + VAT

Members, please note that we have worked with this party before on another project.

### **Quote B**

£2,000 + VAT

### **Quote C**

£1,200 + VAT

## **4. FINANCIAL**

4.1 Costs are to be met from EMR 9006 Building Fund

## **5. IMPLICATIONS**

Strategic Plan:	N/A
Risk Management:	Undertaking a feasibility study/condition survey would reduce the risk to the Town Council.
Legals:	N/A
Resources/Stakeholder:	Officers, user of the facility, neighbouring properties
Contracts/Finance:	EMR
Crime & Disorder:	N/A
Equalities:	N/A
Biodiversity:	Potential works to refurbishment of hall would reduce the property's carbon footprint.

**STOTFOLD TOWN COUNCIL**

**COMMITTEE: BUILDING MANAGEMENT**

**DATE: 25 SEPTEMBER 2024**

**OFFICER RESPONSIBLE: SIAN VAN DER MERWE, DEMOCRATIC SERVICES  
MANAGER**

**SUBJECT: CITIZEN'S ADVICE USE OF GREENACRE CENTRE**

**1. SUMMARY**

- 1.1 Citizen's Advice have indicated that they are able to return to the Greenacre Centre to operate an outreach service.

**2. RECOMMENDATION**

- 2.1 Members are asked to approve the free use of a room at the Greenacre Centre for Citizen's Advice to operate an outreach service.

**3. BACKGROUND**

- 3.1 The CAB historically hosted a clinic at the Greenacre Centre before COVID in the Maple Room. The closest face-to-face meeting place for Stotfold Residents is Biggleswade, which is not easily accessible by public transport. A copy of statistics for Stotfold residents is attached for information. Citizens accessing the service would more likely be facing economic hardship or have a disability.
- 3.2 The proposal would be for the CAB to host their outreach session, initially in the Council Chamber between 10:00 and 13:00 bi-weekly, on a trial basis over a 3-month period. Depending on uptake and demand, they will apply to the Town Council to extend this to 14:00 at a later date. Once the Oak Room/Maple room works are completed, it will be assessed whether to move this to the Maple Room.
- 3.3 For very sensitive or complicated issues, clients would be encouraged to make a follow up appointment with the advisers after the drop-in clinic.
- 3.3 Any members wishing to attend the clinic will be asked to wait on the seating in the lobby. The plan would be for two advisers to be in the chamber, one to speak with the client and the second recording notes from the previous clients.
- 3.4 It is not expected that the CAB will use any of the technology in the room, simply the space.

**4. FINANCIAL**

- 4.1 Hire rates for the Greenacre Centre are £17.00 per hour.

**5. IMPLICATIONS**

Strategic Plan	N/A
Risk Management	CAB to have a register of client details. CAB to have one male staff member as part of attendants for the sessions .
Legals	N/A
Resources/Stakeholders	Officers, Citizen's Advice
Contracts/Financials	N/A
Crime & Disorder	N/A
Equalities	Increase access to the service for people not able to travel to other venues.
Biodiversity	N/A

## **Sian van der Merwe**

---

**From:** Simon Kelly  
**Sent:** 22 August 2024 17:36  
**To:** Sian van der Merwe; Sarah Hossack  
**Cc:** Fran Marritt  
**Subject:** Re: Outreach  
**Attachments:** Key Stats (9).png

Good Afternoon Sian and Sarah

Thank you for your time earlier discussing a potential Citizens Advice outreach project in Stotfold, Please see the below proposal following our discussion.

### **About Mid Beds Citizens Advice**

We currently operate from 2 offices located in Biggleswade and Ampthill, and additionally we do weekly outreach work Lidington. Our advice is provided by volunteers who have had extensive training on providing advice on a range of issues including but not limited to Welfare Benefits, Debt/Financial Capability, Housing, Employment and Family issues. Our volunteers are supported by employed members of staff who provide supervision and support to ensure that our advice is to the highest standards and as a result we are accredited to provide this advice.

### **Our advice to Stotfold residents**

Between 1st April 2023 and 31st March 2024 we advised just 93 clients in Stotfold on a total of 324 issues achieving total income gains of £14,042 . The most prevalent issues that Stotfold residents approached our service about were:

- Benefits
- Employment
- Housing
- Debt

These stats including which the attached graphic expands on demonstrates the need for Stotfold residents to access our service. Through being in Stotfold we expect the number of Stotfold Residents accessing our service to increase.

## **Proposal**

We would like to provide an outreach project in Stotfold. This would begin on a 2 weekly cycle, with the frequency being reviewed depending on demand.

We would like to operate this between 10am and 1pm as a drop-in session advertised locally and through social media. This drop-in session would provide initial advice to clients and if the client's had complex issues or required specialist advice then we would arrange further follow up appointments or contact with the client, wither over the telephone, by email or at one of our offices.

Between 1pm and 2pm we would use the outreach for prebooked appointments if required for more complex enquiries.

Each session would be attended by between 1 and 2 advisers and may be reviewed depending on demand and availability, however each session would have at least one adviser in attendance. In order to operate the outreach, we would require desks for 2 advisers with seating for the advisers and clients. Clients waiting to be seen would need suitable space to wait for an adviser to be available if they are already advising other clients.

We would require access to Wi-Fi if possible.

If you have any questions please don't hesitate to contact me.

Thank you

Simon

**SIMON KELLY | OPERATIONS MANAGER | Citizens Advice Bedford**  
**8 Harpur Centre | Bedford | MK40 1TP | [www.bedfordcab.org.uk](http://www.bedfordcab.org.uk)**  
**Tel: REDACTED | Mobile: REDACTED**



Follow us on:





**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** **BUILDING MANAGEMENT**

**DATE:** **25 SEPTEMBER 2024**

**OFFICER RESPONSIBLE** **JEANETTE EVERITT, FACILITIES OFFICER**

**SUBJECT:** **SIMPSON CENTRE FIRE ALARM SYSTEM**

**1. SUMMARY**

- 1.1 The fire alarm system at the Simpson Centre had a general fault which caused the alarms to be triggered. Chubb our contractor was called out to rectify the fault.

**2. RECOMMENDATION**

- 2.1 Members are asked to approve the recommended repairs and upgrades to the Fire Alarm system as outlined in the report.

**3. BACKGROUND**

- 3.1 An engineer visited the site on the 24<sup>th</sup> July 2024 due to a general fault showing on the alarm. The fault was rectified, and the system has been serviced and an Inspection Certificate has been received (see attached).
- 3.2 As a result of the inspection there are a number of recommendations for replacing all old detection across the site.
- 3.3 A Fire Risk Assessment was carried out in 2022 by a former member of staff. This was not carried out by someone that was suitably qualified or experienced as is required. Members are advised to have a proper Fire Risk Assessment carried out by a professional for it to be compliant.

**4. PROPOSAL**

- 4.1 To replace the following parts -
- 3 x detectors in the entrance foyer (kitchen, entrance, office near the library)
  - 2x high level devices in the library (A-frame ladders required)
  - 1 x detector in cafe office
  - 2x detectors in cafe seating area
  
  - Detector Base - £405.00
  - Optical Detector - £945.00
  - Standard Additional Hours - £198.78
- Total £1548.78**
- 4.2. To commission a Fire Risk Assessment of the Simpson Centre carried out by a suitably qualified person

**£900.00**

4.3 Costs to be met from Building Maintenance Budget.

## 5. IMPLICATIONS

Strategic Plan:	N/A
Risk Management:	Fire Alarm Maintenance
Legals:	Insurance, Compliance, Health & Safety Compliance
Resources/Stakeholders:	Officers and Lessee's
Contracts/Financial:	N/A
Crime & Disorder:	N/A
Equalities:	N/A
Biodiversity:	N/A

POWERED BY **API GROUP**

## Inspection Certificate

Work Order # 33373615

## Site Name and Site Address

STOTFOLD TOWN COUNCIL

SIMPSONS COMMUNITY CENTRE, HITCHIN ROAD, STOTFOLD, HITCHIN, , SG5 4HP

## Summary of Work Performed

GENERAL FAULT ON ZONE 2 - ISSUE WHEN SETTING

Attended site and found zone 2 fault. Found the End of line in the device in the office next to the kitchen in the entrance area. Voltage is present. Disconnected from device and connected through in blocks and fault cleared meaning the device was faulty. Replaced the device with new, tested and working. System left clear of fire and fault.

Old devices are over the manufacturers recommended life of 10 years (Dated 2011). These have previously been quoted with no action taken. Replacing the devices through Callout's will become a lot more expensive.

Quote attached to replace the other old devices on site.

## Work Order Details

Contract No:	2358173-Standard	Work Done Description:	Fire Alarm or EM Light Callout
Off Site Time:	24/07/2024 08:42	Technician:	Nicolas Hill
Service PO #:		Sales PO #:	

## Summary of Work Performed

Is the system satisfactory? Yes

Is the job complete with no revisit required? Yes

## Job Summary - Detection &amp; Alarm

Equipment Type	Quantity		
Callout Reason -	1	Reason For Callout:	Conventional Device Fault
		Has a fault report been generated?	No
		Is there an alarm?	No
		Zone Number	2

The Fire Detection and Alarm system has been tested and inspected in accordance with BS5839 part 1 2017. However please note that nothing in this document amounts to confirmation that the system is compliant with the requirements of BS5839. Where any recommendations and/or observations have been made it is the customers responsibility to determine, in consultation with the relevant authorities, the appropriate corrective action, as detailed within BS5839 PART 1 2017 CLAUSE 46.2

## Sales Summary

Description	Quantity	Unit Price (GBP)	Total Price (GBP)	Reason
Optical Detector	1	105.00	105.00	Replacement
Detector Base	1	45.00	45.00	Replacement
STANDARD CALL OUT 2 HRS.	1	279.08	279.08	Additional
	Total	429.08	429.08	

## Recommendations

Part Description	Part Number	Quantity	Reason	Disposition	Unit Price (GBP)	Total Price (GBP)
Detector Base	201FF850287 N	9	Replacement	Quote	45.00	405.00
Optical Detector	201FF850673 N	9	Replacement	Quote	105.00	945.00
STANDARD ADDITIONAL HRS.	201FC02	2	Additional	Quote	99.39	198.78
			Total		249.39	1548.78

Please note that there may be a labour or attendance/delivery charge if a further visit is required to supply/install this equipment. Please note that all prices shown are exclusive of VAT



POWERED BY **API GROUP**

## Inspection Certificate

Work Order # 33373615

### Recommended Upgrades/Repairs

[!ESSENTIAL!] Replacing all old detection across site due to the age of the system.

3x detectors in the entrance foyer (Kitchen, entrance, office near the library)  
2x high level devices in the library (Aframe ladders required)  
1x detector in cafe corridor  
1x detector in cafe office  
2x detectors in cafe seating area

### Customer Signature

In the event of any sales at the time of servicing all sales will be supplied subject to Chubb Fire standard terms and conditions of sale. A copy of which I acknowledge has been supplied to me at the time of this service.

**Customer Name:** Chris

**Title:** Town ranger

**Customer Signature:**

**Date:** 24/07/2024 08:42

Thank you for your business! Satisfied customers are our highest priority. If you have any questions or comments please call us on 0344 879 1666.

**Chubb Fire & Security Limited Registered Office:**

Chubb House, Shadsworth Road, Blackburn, Lancashire, United Kingdom, BB1 2PR. Registered in England and Wales under company number 524469

**Email:**

**Website:** [www.chubb.co.uk](http://www.chubb.co.uk)





POWERED BY API GROUP

## Inspection Certificate

Work Order # 33200776

## Site Name and Site Address

STOTFOLD TOWN COUNCIL

SIMPSONS COMMUNITY CENTRE, HITCHIN ROAD, STOTFOLD, HITCHIN, , SG5 4HP

## Summary of Work Performed

PREVENTATIVE MAINTENANCE VISIT

Maintenance visit: Quarterly visit. 25% inspection

System category: L4 (assumed)

False alarm rate: None recorded

Changes to building layout: None

Areas tested: Tested manual break glasses and detection across the entrance hall area and cafe area. All devices which were tested operated correctly without any issues. Power supply batteries tested. Sounders tested. System left clear of fire and fault.

Not accessible areas: None

Faults: Customer has been having intermittent faults with zone 2. 1x detector was replaced previously in the store cupboard as faulty. Re made all connections in the detectors and break glasses on zone 2. No faults present. System left clear of fire and fault.

Outstanding work: As previously noted, detection is passed the manufacturers life of 10 years and could be the cause of the intermittent fault. Quote recently sent across for replacing the old types of detectors.

## Work Order Details

Contract No:	2358173-Standard	Work Done Description:	Detection & Alarm Routine Serv
Off Site Time:	25/07/2024 14:50	Technician:	Nicolas Hill
Service PO #:	REVIEW	Sales PO #:	

## Summary of Work Performed

Is the log book available for inspection?	No
Is the system satisfactory?	Yes
Have the 3 to 6 monthly checks been carried out in accordance with your work instruction CFWIDA02?	Yes
Have the Annual checks been carried out in accordance with your work instruction CFWIDA02?	Yes
Is the job complete with no revisit required?	Yes

## Job Summary - Detection &amp; Alarm

Equipment Type	Quantity		
Call Points - 1	4	Call Points	
		MAC's are of a similar operation?	Yes
		Quantity Tested	2
		Quantity Passed	2
		Quantity Failed	0
Control Panel - 2	1	Control Panel	
		Is the panel located in accordance with the British Standard?	Yes
		Is the panel in good condition?	Yes
		Are there any faults indicated?	No
		Are any devices isolated? (Log details in Job Summary)	No
		Are spare glasses available?	Yes
		Is the panel obsolete?	No
		Is the panel config available?	Yes
		How many circuits have been tested?	5
		Fire control panel failure or large area of detection non functioning?	No
Heat Detector - 3	2	Minor fire control panel fault?	No
		Detection / manual callpoint / sounder device failure?	No
		Heat Detector	
		Quantity Tested	2

## Inspection Certificate

Work Order # 33200776

		Quantity Passed	2
		Quantity Failed	0
Point Detection - 4	12	Point Detection	
		Quantity Tested	6
		Quantity Passed	6
		Quantity Failed	0
Power Supply - 5	1	Power Supply	
		Visual inspection of Power Supply?	Yes
		Battery Size OK?	Yes
		Battery Condition OK?	Yes
		Battery Failed?	No
		Charger Size OK?	Yes
		Charger OK?	Yes
		Connections Checked?	Yes
		Battery Size	7
		Charger Voltage	27.61
		Quiescent Load	0.12
		Alarm Current	0.40
		Battery Voltage with Mains Disconnected	25.62
Sounders & Beacons - 6	12	Sounders & Beacons	
		Sounders are of a similar sound?	Yes
		Quantity Tested	12
		Quantity Passed	12
		Quantity Failed	0

The Fire Detection and Alarm system has been tested and inspected in accordance with BS5839 part 1 2017. However please note that nothing in this document amounts to confirmation that the system is compliant with the requirements of BS5839. Where any recommendations and/or observations have been made it is the customers responsibility to determine, in consultation with the relevant authorities, the appropriate corrective action, as detailed within BS5839 PART 1 2017 CLAUSE 46.2

### Customer Signature

In the event of any sales at the time of servicing all sales will be supplied subject to Chubb Fire standard terms and conditions of sale. A copy of which I acknowledge has been supplied to me at the time of this service.

Customer Name: Emma azzopardi

Title:

Customer Signature:



Date: 25/07/2024 14:50

Thank you for your business! Satisfied customers are our highest priority. If you have any questions or comments please call us on 0344 879 1666.

Chubb Fire & Security Limited Registered Office:

Chubb House, Shadsworth Road, Blackburn, Lancashire, United Kingdom, BB1 2PR. Registered in England and Wales under company number 524469

Email:

Website: [www.chubb.co.uk](http://www.chubb.co.uk)

**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** BUILDING MANAGEMENT  
**DATE:** 25 SEPTEMBER 2024  
**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK  
**SUBJECT:** POLITICAL PARTY USE OF TOWN COUNCIL RESOURCES

**1. SUMMARY**

- 1.1 Previously the Town Council has refused the use of Town Council owned facilities to political organizations. However, there is no record of this having been a formal resolution and/or policy and for the sake of good order, the Town Clerk is seeking guidance from Members on how best to proceed with this.
- 1.2 This report considers whether Members wish to formalise this approach by adopting a policy.

**2. RECOMMENDATION**

- 2.1 Members are asked to consider this report and advise the Clerk of their preferred approach.

**3. BACKGROUND**

- 3.1 The Town Council has adopted a statement of political neutrality at its last meeting on 4 September 2024.

[Stotfold Town Council Statement of Political Neutrality.pdf](#)

- 3.2 The current MP, has asked to hire the Memorial Hall for constituency surgeries. This is an opportunity for provide a direct way for constituents to raise issues, ask for assistance or seek advice. Surgeries provide a platform for residents to speak directly to their elected representative allowing MPs to take these issues to Parliament, government agencies or local authorities, as necessary. Constituents often come to surgeries with personal issues such as housing, immigration and health matters and MPs can advocate on their behalf. They can also help navigate complex bureaucracy.
- 3.3 Surgeries allows MPs to demonstrate accountability and accessibility. It is a way for MPs to show that they are available to help and willing to engage with the concerns of constituents. It fosters open communications and provides residents with the ability to feedback on government policies of the MPs own performance.
- 3.4 Letting the MP use town council owned facilities presents risks particularly due to public ownership and the political role of the MP. These include:
- Public perception of bias – giving the impression that the town council supports of favours the MP. It could be construed as a public endorsement of their policies or actions.
  - Equal access and fairness – if the council allows an MP to use the facilities, then it may be expected to offer the same access to other parties of political candidates,

especially during election periods. If the MP is involved in local matters, such as decision making which affects the town council, this could create perceived or real conflicts of interest.

- **Use of Public Resource** – as the town council facilities are funded by taxpayer's money, its use could be scrutinised, especially as its seen as benefitting one political party over another.
- **Operational and security concerns** – we are all aware of the murder of Sir David Amess during a surgery in Southend in 2021. Additional security may need to be considered when hosting an MP which could create logistical or financial burdens for the council.
- **Reputation and Community Relations** – if the MP is a polarising figure or associated with contentious issues allowing them to use the facility could exacerbate divisions within the community, affecting the Town Council's relationship with residents.

### 3.5 Mitigation Strategies – These are potential mitigation strategies

- **Clear Usage Policy:** Establish a transparent, non-partisan policy for how council facilities can be used by elected officials. This policy should apply equally to MPs from all parties and other political figures.
- **Fee Structure:** Consider charging a standard fee for facility use to avoid any perception that the MP is receiving special treatment or using public resources for free.
- **Event Type Restrictions:** If the MP is using the facility for community meetings or official duties (as opposed to political campaigning), make sure there are guidelines that differentiate between these uses.
- **Public Communication:** Clearly communicate to the public that the council-owned facilities are open for use by all MPs and elected officials in a fair and non-partisan manner.

## 4. FINANCIAL

4.1 The hall hire fee is currently £17 per hour.

4.2 All commercial hirers are required to provide PLI and relevant risk assessments.

## 5. IMPLICATIONS

<b>Strategic Plan</b>	N/A
<b>Risk Management</b>	Consider separate risk assessment from MP
<b>Legals</b>	N/A
<b>Resources/Stakeholders</b>	Officer
<b>Contracts/Financials</b>	Hall hire fee relevant and hirers agreement
<b>Crime &amp; Disorder</b>	Liaise with MP office regarding security arrangement
<b>Equalities</b>	Increases equality of opportunity for residents to access MP
<b>Biodiversity</b>	N/A



# BUILDINGS MANAGEMENT COMMITTEE - WORK PROGRAMME 2024-2025

Meeting Date	Agenda Item	Description	Officer Responsible
27/11/2024			
	Q2 Income and Expenditure Report	To receive this Committee's income and expenditure report along with any notes on variances	Town Clerk
	Building schematics quotes	To consider the quotations for building schematics regarding Legionella	Public Realm Manager
	Ranger Relocation	To considered the hiring and relocation cost of moving the Rangers to the barn	PRM
	Hiring forms and agreements	Review documentation relating to the hire of facilities	Facilities Officer
08/01/2025			
26/03/2025			

# Table of contents

25/9/24 7:00 PM - 8:00 PM

---

<b>1 - APOLOGIES FOR ABSENCE</b>	<b>3</b>
<b>2 - DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS</b>	<b>3</b>
<b>- PUBLIC SECTION</b>	<b>3</b>
<b>4 - MINUTES OF THE PREVIOUS MEETING</b>	<b>3</b>
<b>5 - CLERK'S REPORT, CORRESPONDENCE RECEIVED &amp; MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION</b>	<b>3</b>
<b>6 - REPORTS</b>	<b>3</b>
6.1 - Fees & Charges 2025-26	3
6.2 - Budget 2025-26	3
6.3 - Memorial Hall Feasibility Study	3
6.4 - Citizen's Advice at GAC	3
6.5 - Simpson Centre Fire Risk Assessment	3
6.6 - Political Party Use of Town Council Facilities	3
<b>7 - WORK PROGRAMME</b>	<b>3</b>
<b>8 - ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY</b>	<b>4</b>
<b>9 - DATE OF NEXT MEETING</b>	<b>4</b>
<b>10 - CONFIDENTIAL ITEM</b>	<b>4</b>
10.1 - Simpson Centre	4
10.2 - Stotfold Library	4
<b>11 - SUPPORTING DOCUMENTATION</b>	<b>4</b>
<b>Attachments</b>	
2024.07.17 - Buildings Committee - Minutes - Draft	5
5 2024.09.25 - Buildings Committee - Clerks Report	8

6.1 Review of Fees and Charges 2025 2026	9
6.2 BM Budget 2025-26	11
6.3 Memorial Hall -Feasibility Study	13
6.4.1 Citizen's Advice at Greenacre Centre	15
6.4.2 CAB Stotfold Approach	16
6.5 Simpson Center Fire Alarm Report	18
6.5.1 Simpson Centre General Fault Inspection Certificate	20
6.5.2 Simpson Centre Service Inspection Certificate	22
6.6 Political Party Use of Town Council Facilities	24
7 BM WP September 2024	26