



**MINUTES OF THE MEETING OF THE COMMUNITY ENAGEMENT COMMITTEE HELD ON WEDNESDAY 15<sup>TH</sup> MAY 2024, IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG AT 19:00**

---

Committee Members present:

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

Also present:

E. Payne – Town Clerk  
S. van der Merwe – Democratic Services Manager  
S. Hossack – Community Engagement Officer

---

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Wightwick and Bendell. It was **RESOLVED** to:

***Accept the apologies.***

**2. DISCLOSURE OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATION**

There were no declarations made.

**3. PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

There were no members of the public present.

**4. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that the Minutes of the Community Engagement meeting held on 10<sup>th</sup> April 2024 are a correct record.

It was **RESOLVED** that the Minutes of the Community Engagement meeting held on 13<sup>th</sup> March 2024 are a correct record.

**5. ELECTION OF VICE-CHAIRMAN**

Following nominations by Members, Cllr J Smith was elected Vice-Chairman of the Community Engagement Committee for the forthcoming year.

**6. TERMS OF REFERENCE**

The Town Clerk drew Members' attention to the items to be removed and the highlighted items, which this Committee was asked to approve.

It was **RESOLVED** to **RECOMMEND TO FULL COUNCIL THAT** the amended Terms of Reference for the Community Engagement Committee are adopted.

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

There were no items under this section.

## **8. REPORTS TO COMMITTEE**

### **8.1 Strategic Plan Task and Finish Group**

It was **RESOLVED** that membership of this Task and Finish group be made up by Cllrs Woods, Headington, Smith and Buck.

It was **RESOLVED** that the Terms of Reference for this Task and Finish Group be **ADOPTED**.

### **8.2 Stotfest 50 – Anniversary Weekend**

The Town Clerk updated Members on the action items from the Community Engagement Working Party Meeting of 22<sup>nd</sup> April 2024.

The report was **NOTED**.

Members discussed the gin and beer pricing following the Stotfold Steam Fair & Country Show. Gin would be priced at £39 per bottle going forward and £33 per crate of beer.

The Town Clerk asked Members to consider the admissions process, with a nominal contribution as ticket price and proceeds to go in support of the Mayor's Charity. It was **AGREED** that staff would monitor the number of tickets sold online as a means of monitoring numbers of attendees.

### **8.3 Walking Market**

The Walking Market is gaining in popularity and the Town Council is looking to provide support to the community by way of providing copies of maps to stall holders from a Town Council "hub", which should also include an ice cream van and a tea/coffee stand.

It was **RESOLVED** that the Town Council will support Stotfold News with arrangements for the Stotfold Walking Market.

### **8.4 Community Survey**

It was **AGREED** this item be deferred to the next Community Engagement Committee Meeting.

### **8.5 Christmas Lights Tender**

The Town Clerk had circulated the Christmas Light Tender proposal including a list of potential product combinations and locations. Members agreed this proposal should be extended to a five-year period. A visit to the Green highlighted an option to add festoon lights to a catenary wire with which could also be used for future events.

Members requested that the tender specification should list the costs by itemised list, with a schedule of rates to allow the Town Council to determine the financial provision for installation of infrastructure and the cost of the lights across the five-year period.

It was **RESOLVED** that the Town Clerk should publish the Tender with the specification provided, including the need for an itemised list with a schedule of rates.

#### **8.6 D-Day Commemoration**

Officers updated Members on the current status of plans for this event.

It was **RESOLVED** that Stotfold Town Council donate £250 for the D-Day Commemoration wreath.

#### **9. WORK PROGRAMME**

The report was **NOTED**.

#### **10. PUBLIC REALM WORKS**

There were no comments to add.

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

The Democratic Services Manager asked Members to give some thought to items they wish to add to the Work Programme for future and these could be emailed to her.

Cllr Woods suggested engagement with older residents about scams and it was **AGREED** that it would be worth doing a collaborative article with Central Bedfordshire Council's Community Safety Team and getting it into the Stotfold News Magazine.

#### **12. DATE OF NEXT MEETING**

Wednesday 10<sup>th</sup> July 2024.

The meeting closed at 19:37

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

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