



## **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

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#### **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 21<sup>st</sup> 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 8<sup>th</sup> 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):** .....