

STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
01462 730064 enquiries@stotfoldtowncouncil.gov.uk



26 September 2024

Members of Stotfold Town Council:

Members of the Governance & Resources Committee: Cllr S Buck (Chair), Cllr J Smith (Vice Chair), Cllr M Cooper, Cllr S Dhaliwal, Cllr S Hayes, Cllr J Headington, Cllr D Matthews, Cllr B Saunders, Cllr J Talbot.

You are hereby summoned to attend the **Governance & Resources Committee** meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 2 October 2024 at 19:15** 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 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 Members of the Committee.

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 PREVIOUS MEETING

To approve the minutes of the Governance & Resources Committee meeting held 24th 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 COMMITTEE

To receive the following reports:

6.1 Fees & Charges 2025 - 2026

To review the fees and charges for 2025 - 2026.

6.2 Budget 2025 - 2026

To review this Committee's Budget for 2025 - 2026.

6.3 Grant Application

To consider the attached grant applications

6.4 Town Council Regalia

To consider the report and artwork for consort's regalia.

6.5 Policy Review

To review the following Policies and recommend their adoption to Full Council.

- Flag Flying Policy

6.6 Town Council Banking Arrangements and Review of Investment Policy

To review the town council's banking arrangements and review the Investment Policy

6.7 Scheme of Delegation

To consider a Scheme of Delegation for the efficient operation of the Town Council.

6.8 Developer Obligations - S106

To consider future projects and S106 contributions.

6.9 VAT Review

To receive a report on the Town Council's VAT liability

6.10 Bank Reconciliations

To note the bank reconciliations.

7 MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

8 DATE OF NEXT MEETING

Wednesday 23rd October 2024.

9 SUPPORTING DOCUMENTATION

10 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.

10.1 Town Clerk Evaluation

To receive a report on the evaluation of the Town Clerk's role, presented by James Corrigan, Council HR and Governance Support

10.2 HR Budget

To receive the HR budget for 2025-26

10.3 Staff Structure

To receive a confidential report on the current staff structure



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): _____

COMMITTEE: GOVERNANCE & RESOURCES

DATE: 2ND OCTOBER 2024

**SUBJECT: CLERK'S REPORT, CORRESPONDENCE RECEIVED AND
MATTERS ARISING FROM PREVIOUS MINUTES, FOR
INFORMATION**

1. CREDIT CARD

The Clerk can report that the limit for the Town Council's credit card has been increased to £5,000 in line with the recommendation of this committee. This limit covers all three cards. The Public Realm Manager and Democratic Services Manager have been issued with credit cards. Their limits are £2,000 and £1,000 respectively, with the Town Clerk having a limit of £3,000. These sums are covered in the scheme of delegation to be considered by this meeting.

2. TRANSFER OF ROKER PARK

The Clerk can confirm that the transfer of Roker Park from the Town Council to Settle has been resolved with confirmation from the Town Council's solicitors on 20 September 2024.

3. PAYROLL PROVISION

Following the decision by this committee not to outsource payroll, arrangements have been put in place for the Town Clerk to undertake Sage Payroll training to act as a back up for the Finance Officer.

This has also coincided with the notification from Payflow that they will be ceasing their operation with Barclays Bank in January 2025. The Town Clerk has arranged with Unity Trust to implement bulk payments which will cover all salary, HMRC and pension payments. These payments will need to be authorised by two of the nominated the bank signatories.

Bulk payments are made using a Unity Trust pro forma Excel document which will be populated by the Finance Officer with all the payments to be transacted. Authorisation of bulk payments will necessitate the bank signatories signing into the Unity Trust bank account to authorise just one transaction which will cover the multiple payments. It takes 3 days to implement a bulk payment for Councillors will need to consider this when authorising payments so that staff are paid on time. It will be implemented with effect from October's salary payment.

There is a fee of bulk payments of 40p per item e.g. 15 members of staff plus HMRC and pension (LGPS, Nest collected by DD) = £6 per month.

Payflow payroll was £21 per month.

If the system does not work, then an alternative solution to payroll will need to be considered.

STOTFOLD TOWN COUNCIL

COMMITTEE: GOVERNANCE & RESOURCES

DATE: 2 OCTOBER 2024

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: FEES AND CHARGES 2025-26

1. SUMMARY

- 1.1 Each committee with delegated powers to charge for Town Council services has reviewed their fees and charges with the recommended levels for 2025-26 outlined in the attached report.

2. RECOMMENDATION

- 2.1 Members are asked to review the fees and charges outlined in the report and advise the Clerk if they agree with the proposed increase.

3. BACKGROUND

- 3.1 It is outlined in Town Council's adopted Financial Regulations that all fees and charges should be reviewed annually as part of the budget setting process:

13.2 *The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.*

- 3.2 Reviewing fees and charges regularly is important for reasons such as:

- Cost recovery – increase in costs due to inflation, materials, staff and other organisational considerations.
- Fairness and equity – ensuring they remain fair and proportionate for users, preventing outdated charges from placing an unfair burden on some groups or providing unintended subsidies to others.
- Revenue sustainability – as the needs of the Council changes, regular reviews help maintain a steady and predictable stream, ensuring the sustainability of the services provided.
- Market competitiveness – fees that are too high or too low compared to similar services offered by neighbouring parish/town councils can affect public perception.
- Economic and community changes – population growth, economic shifts or changes in community needs may alter demand for services, making periodic fee adjustments necessary to reflect the current environment.
- Transparency and accountability – regular fee reviews demonstrate to the public that the Town Council is responsible in its financial management, ensuring accountability in the use of public funds.

4. FINANCIAL

4.1 In 2023/24, income levels were as follows:

Activity		2023-24 Income
Allotments (Norton Road only as Common Road is passed onto charity.		£2,502
Open Spaces		£7,370
Cemetery	Inc memorials, plot purchase, burials, chapel lease	£32,490
Hall Hire	Simpson Centre inc. library lease and utility recharge	£9,733
	Memorial Hall	£27,129
	Greenacre Centre	£586
		£79,810

4.2 External income sources make up 7% of the Town Council's income stream.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Regular review of fees and charges reducing the risk of large increases in subsequent years.
Legals	N/A
Resources/Stakeholders	Officers
Contracts/Financials	Income generation
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A

		2022/23	2023/24	2024/25		Forecast	Proposed
		Actuals	Actuals	Annual Budget	Variance	for 2024/25	Budget 2025/26
GOVERNANCE & RESOURCES							
61 GOVERNANCE & RESOURCES							
6003	Income Miscellaneous	98	41	50	50	50	50
6004	Income - Interest	19,239	53,283	2,500	2,500	17,000	60,000
6005	Income - Insurance Recharge					1,329	1,500
6008	Income - Mayor Event	11	647	0	0	300	300
Total Income		19,348	53,971	2,550	2,550	18,679	61,850
601	Staff Salaries	136,793	246,857	344,691	344,691	230,000	361,680
602	Employers NI	12,861	19,482	24,428	24,428	15,000	36,168
603	ER Pension Cont	36,660	39,748	51,063	51,063	38,200	48,389
604	Staff Training	4,052	7,773	5,000	5,000	8,000	5,000
605	Clerk's Expenses	261	905	500	500	500	500
607	Printer Costs	559	654	750	750	850	2,250
608	Telephone/Fax/ISDN	3,754	4,560	4,000	4,000	3,900	1,476
609	Postage	481	478	600	600	500	600
610	Stationery	3,856	3,464	2,750	2,750	2,500	2,750
611	Insurances	7,347	8,773	12,000	12,000	9,002	15,000
612	Audit Fees	1,850	2,400	3,000	3,000	1,900	3,200
613	Legal Fees	2,433	18	5,000	5,000	5,000	5,000
614	Advertising	3,405	4,676	6,000	6,000	6,000	6,000
615	IT Services	14,897	15,697	15,000	15,000	12,000	13,784
618	Subscription/Licence	12,879	13,789	10,000	10,000	12,000	12,000
619	PWLB Loan Repayments	19,520	16,731	20,000	20,000	20,000	20,000
620	Civic Allowance	1,323	1,629	1,500	1,500	1,500	2,000
621	Bank Charges	529	471	600	600	600	700
627	Travel Expenses	73	338	250	250	250	250
630	Grants	5,650	15,173	15,000	15,000	15,000	15,000
631	Councillor Training/Mileage	89	301	1,000	1,000	1,000	1,000
632	Professional Support	0	0	2,000	2,000	0	2,000
633	Vehicle Repayments (S106)	0	0	2,410	2,410	0	2,410
634	Vehicle Insurance	0	0	5,000	5,000	0	5,000
635	Vehicle Fuel	0	0	5,000	5,000	0	5,000
636	Vehicle Maintenance	0	0	5,000	5,000	0	5,000
637	Christmas Event	0	0	15,000	0	0	0
638	Stotfold 50	0	0	50,000	50,000	0	0
639	Community Engagement	9,615	0	15,000	15,000	8,500	0
641	Arlesey Road Repayments (S106)	0	0	4,000	4,000	0	4,000
Total Exp		278,887	403,917	626,542	611,542	392,202	576,157
Net Exp over Inc		259,539	349,946	623,992	608,992	373,523	514,307

New contract

0 Move to Community Engagement Cost Centre

0 Move to Community Engagement Cost Centre

0 Move to Community Engagement Cost Centre

		2022/23 Actuals	2023/24 Actuals	2024/25 Annual Budget	Variance	Forecast for 2024/25	Proposed Budget 2025/26
TOWN STRATEGY							
71 TOWN STRATEGY							
701 Town Strategy		5165	0	4000	4000	4,000	4000
Total Exp		5,165	0	4,000	4,000	4,000	4,000

STOTFOLD TOWN COUNCIL

COMMITTEE: GOVERNANCE & RESOURCES

DATE: 2 OCTOBER 2024

OFFICER RESPONSIBLE: SIAN VAN DER MERWE, DEMOCRATIC SERVICES MANAGER

SUBJECT: COMMUNITY GRANT APPLICATIONS

1. SUMMARY

- 1.1 Community Grant Awards are made bi-annually in the municipal year – in April and September. This report outlines those applications received for the first round of grant applications.

2. RECOMMENDATION

- 2.1 Members are asked to review the Community grant applications and advise the Clerk if they wish to award a grant.

3. GRANTS RECIVED

- 3.1 Grant applications for this application term have been made by:

- **The Need Project – £1,500**

The funding will cover purchase of tinned food for the foodbank. The last grant awarded to The Need Project was in 2020/21 for £500.

- **Stotfold Bowls Club - £1,500**

This application is for part of the cost of a speciality lawn green mower (Cobra Fortis 25E Cordless Cylinder Mower) to replace aged equipment. The current lawn surface is damaged due to the older mower consistently cutting certain patches too short. The balance of the cost of the lawnmower will be match funded by the Bowls Club.

Stotfold Bowls Club was awarded the following grants previously:

2022/23	£1500 purchase of scarifier (April)
2022/23	£1000 equipment to maintain turf (September)
2023/24	£500 lighting improvements to club house (April)
2024/25	£1,040 steel multi-locking security door (April)

- **Keech Hospice Care - £500**

This application is for part of the cost of the total annual service budget for children with life-limiting conditions as well as supporting family and loved ones. The total overall spend for services amounts to £2,672,536 for all of Bedfordshire, Hertfordshire and Milton Keynes.

The last grant to this organisation was for £500 2021/22

- **Friends of Roecroft Lower School - £1,500**

This application is for part of the funding for a request from the Lower School to raise funds for 100 set of “silent disco headphones” at a cost of £2,664.95. The schools trialled interactive story headphones in EYFS which enhanced the learning experience as children were able to listen to stories and participate in actions to explore key vocabulary and understand different events and characters. These headphones will be used across the whole school.

The last grant paid to this organisation was April 2024 for £1500 towards an outdoor stage area.

- **1st Stotfold Scouts - £1,500**

This application is for part of the cost of removing a prefab garage and wooden shed from the rear garden at the scout hut. The structures have been surveyed and the presence of asbestos has been confirmed, which requires specialist attention. These structures are currently used for ad-hoc storage. The total quote for the work to be done is £3,500.

3.2 All requirements for eligibility have been checked and approved by Officers.

3.3 Supporting documentation can be found online in the Councillor’s SharePoint file.

4. BACKGROUND

4.1 The Town Council now has a dedicated Community Grant Applications page on its website, setting out eligibility criteria, deadline dates and with an online application form.

4.2 Grant awards for 2024 – 2025 to date are:

Grant Term	Organisation	Purpose of Grant	Amount Awarded
April 2024	The Bowls Club	Steel multi-locking security door	£1,040
April 2024	St. Mary’s C of E Academy	Outfitting a room as a sensory nurture room.	£1,575.72
April 2024	Friends of Roecroft Lower School	Two outdoor stages using anti-slip decking material. The first, located in the EYFS playground of Roecroft Lower School features a trap door for hidden sandpits	£1,500
April 2024	St. Mary’s Church	Assisting with cost of replacing the boiler and heating system	£1,500
May 2024	Just Out	Funding towards cost of equipment for youth engagement	£1,000
May 2024	The Rooms	External defibrillator	£1,500

4.3 Applications for grants awarded in the 2023 – 2024 year were:

Grant Term	Organisation	Purpose of Grant	Amount Awarded
April 23	Pix Gymnastics Club	Qualification fees for coaches	£600.00
April 23	Magpas Air Ambulance	Funding for Doctor and Paramedics	£1,500.00
April 23	Stotfold Bowls Club	Lighting improvements to clubhouse	£500.00
April 23	Respite at Home	Funding for grants officer	£900.00
April 23	Stotfold Conservative Club	Purchase of defibrillator	£720.00
April 23	St Marys Church of England Academy	Purchase of Binoculars	£750.00
April 23	The Barn, Stotfold	Upkeep of defibrillator, housing unit, Batteries, Pads etc.	£162.00
April 23	Just Out	Improve facilities at the Roecroft Centre – recommended installation of full concrete slab for entire bike shelter	£1,000.00
April 23	Stotfold Parish Church	Funding for Coronation celebrations	£225.00
April 23	Stotfold Salvation Army	Purchase of defibrillator	£750.00
Sept 23	Larksfield Surgery PPG	Production of a newsletter	£750
Sept 23	H.O. Roe Charity	Supplies to outfit new kitchen in the refurbished Roecroft Centre	£1,500

4. FINANCIAL

- 4.1 The annual budget for Community Grants for the 2024/2025 year was set at £15,000.
- 4.2 The remaining balance for Community Grants awards for the 2024/2025 budget is £12,500.
- 4.3 Total Value of grant applications received in this round September 24: £6,500

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Formal checks on eligibility criteria – Grants Applications Policy
Legals	Localism Act 2011, General Power of Competence
Resources/Stakeholders	Community Groups, Officers
Contracts/Financials	Precept
Crime & Disorder	N/A
Equalities	N/A

Biodiversity	N/A
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STOTFOLD TOWN COUNCIL

COMMITTEE: GOVERNANCE & RESOURCES

DATE: 2 OCTOBER 2024

OFFICER RESPONSIBLE: SIAN VAN DER MERWE, DEMOCRATIC SERVICES MANAGER

SUBJECT: CIVIC REGALIA

1. SUMMARY

- 1.1 It was a resolution of this committee that replacing the Civic Regalia for this Council was considered as part of the anniversary of the Town Council. This report outlines a proposal for new Mayor and Deputy Mayor's Consorts civic regalia.

2. RECOMMENDATION

- 2.1 That Members give approval to the purchase of:
- a) New Civic Regalia for the Mayor and Deputy Mayor's Consorts made up of hand painted, enamelled logo, including engraving and infilling of the top bar, with a handmade, satin lined case on the inside.
 - b) Whether Members would prefer a gold finish for the Mayor's Consort brooch and silver for the deputy Mayor's Consort brooch, or whether they would prefer either colour for both brooches.

3. BACKGROUND

- 3.1 At the G&R Committee Meeting on 29 May 2024 Members requested a brooch style design for the Mayor and Deputy Mayor's consort badges.
- 3.2 A quotation is attached for two different types of brooch-style regalia – DS33 and HL32 back plates.



DS.33
DIE No : S019



- 3.3 An artist's rendering is attached for the brooch style with the DS33 back plate showing the gold- and silver-plated metal contrast.



- 3.4 The logo will be hand painted enamel with a polished finish and engraved top bar with an enamel finish.
4. **FINANCIAL**
- 4.1 The cost of the brooch-style regalia with DS33 plate is £698.86 each, so £1,397.72 for both. The cost of the brooch-style regalia with HL32 plate is £638.56, so £1,277.12 for both.
- 4.2 The cost of the hand-made case with satin finish is £43.35 each so £86.70 for two cases.

IMPLICATIONS

Strategic Plan	N/A
Risk Management	Mayoral insignia should be kept securely to prevent loss and damage to reputation.
Legals	N/A
Resources/Stakeholders	Consorts of Mayor and Deputy Mayor
Contracts/Financials	Financial implication
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A



HL/10



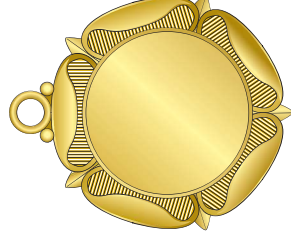
HL/10/L
DIE No : S111



HW/14/L
DIE No : S009



HW/14
DIE No : S008



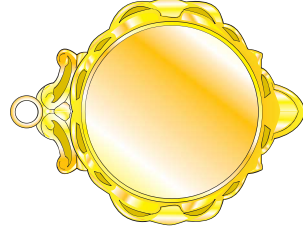
P1L
DIE No : S032



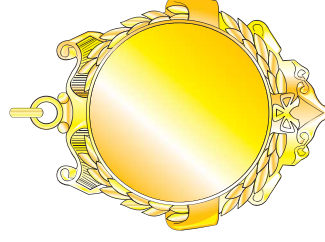
HW/22
DIE No : S028



DS/70
DIE No : S025



No.25/D
DIE No : S018



HL/32
DIE No : S029



36D
35mm x 55mm
Inc ring
DIE No : S016



DS.33
DIE No : S019



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Birmingham
B19 3BJ

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Quotation

165507

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Stotfold Town Council
The Greenacre Centre
Valerian Way
Stotfold
Hitchin, Herts
SG5 4HG

Deliver To
Stotfold Town Council
The Greenacre Centre
Valerian Way
Stotfold
Hitchin, Herts
SG5 4HG

Customer Ref	Customer Order Ref.	Quote	Quote Date	Valid Until	Currency
S430	MAYOR'S CONSORT & DEPUTY 3		24/09/2024	02/10/2024	Pound Sterling

Product	Description	Quantity	Price	Unit	Total
DS33.B/F.G	MAYOR'S CONSORT & DEPUTY MAYOR'S CONSORT JEWEL 1X GILT PLATED 1X SILVER-PLATED: As per the design, these would be die stamped to shape using our DS33 backplate in gilt (gold-plated) and silver-plated metal, Your logo would be the highest quality hand-painted enamel, A hand polished finish, Fitted to a top bar which will have the titles engraved and enamel filled, A brooch pin fitting to the reverse.	2.00	698.86	EACH	1,397.72
MASONICJEWELCASE	DAR18 SMALL JEWEL CASE 5.1/4 x 2.3/4" Small jewel case to house the jewels if required by customer.	2.00	43.35	EACH	86.70
HL32GW	MAYOR'S CONSORT & DEPUTY MAYOR'S CONSORT JEWEL As per the Jewels above but with the HL32 Backplate ~ 1x gilt (gold-plated) metal and 1x silver-plated metal.	2.00	638.56	EACH	1,277.12

Product	Description	Quantity	Price	Unit	Total
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Payment Terms: 30 Days

Comments:

**Please check that the above information is correct and notify us immediately of any errors.
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STOTFOLD TOWN COUNCIL

COMMITTEE: GOVERNANCE & RESOURCES

DATE: 2 OCTOBER 2024

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: POLICY REVIEW

1. SUMMARY

1.1 Members are asked to review the following adopted policies:

Flag Flying Policy 2024

2. RECOMMENDATION

2.1 Members are asked to recommend the adoption of the Flag Flying Policy to Full Council.

3. BACKGROUND

3.1 The Town Clerk is in the process of reviewing all the town council's adopted policies, identifying where there are any gaps in line with best practice. There will then be a cyclical programme of policy review. The majority of policies will be reviewed bi-annually with the exception of Standing Orders, Financial Regulations, Investment Policy and Scheme of Delegation.

4. FINANCIAL

4.1 There are no financial implications in the review of policies, however, the adoption of some policies may have financial implications which shall be met from existing budgets.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Regular review of policies ensure they are current and relevant.
Legals	N/A
Resources/Stakeholders	Officers/Members
Contracts/Financials	Some budgetary impact dependent on policy
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A



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

COMMITTEE:	GOVERNANCE & RESOURCES
DATE:	2 OCTOBER 2024
OFFICER RESPONSIBLE:	EMMA PAYNE, TOWN CLERK
SUBJECT:	BANKING ARRANGEMENTS REVIEW OF INVESTMENT POLICY

1. SUMMARY

- 1.1 At this committee's meeting held on 25 May 2024, it was resolved to bring a report to a future meeting about the Town Council's banking arrangements.
- 1.2 The Town Council's Investment Policy is also due for review and re-adoption by Full Council.

2. RECOMMENDATION

- 2.1 Members are asked to:
 - a) Note the current banking arrangement.
 - b) Advise the Clerk if they wish to make any changes to current arrangements including investigating opening a further investment account to increase liquidity of investments.
 - c) Review the Investment Policy and recommend to Full Council that it is adopted.

3. BACKGROUND

- 3.1 Section 8 of the Financial Regulations covers the arrangements for banking for the Town Council.
- 3.2 Currently the Town Council arranges its day-to-day banking with Unity Trust. There are two bank accounts:
 - Current Account
 - Deposit Account

This is the bank account which receives the precept payment from CBC which is paid in two stages (April and September).

- 3.3 In addition, there are five Barclays bank accounts. Currently there are only three active accounts as the Town Clerk is trying to reduce the number of accounts that need to be reconciled on a monthly basis. The main Barclays account was primarily used for payroll as the previous financial regulations stipulated that a separate bank account should be used for payroll. This is not in the latest financial regulations. The other Barclays account held the Mossman EMR amongst other reserves which have been transferred into other accounts which pay a higher rate of interest.
- 3.4 The Barclays account is also used to receive the Football Foundation PitchPower grant funding as that organisation does not recognise Unity Trust as a regular banking provider.

- 3.5 There is also a CCLA Deposit account which is used as a deposit account, which holds the EMR for the GAC.
- 3.6 The FSCS extended its protection in 2015 to include ‘smaller authorities’ which are described as authorities with an annual budget of less than 500,000 Euros (£430,000). As the Town Council is a larger authority, there is no FSCS protection, and an investment strategy was adopted by the Town Council in September 2023 which is now due to review.

4. FINANCIAL

- 4.1 Interest on investments is budgeted to exceed £50,000 2024/25. This is a useful source of income.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Investment Policy in situ
Legals	Local Government Act 2003
Resources/Stakeholders	Officer
Contracts/Financials	Investment Policy
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A



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 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

Stotfold Town Council
Investment Policy

Date Reviewed: October 2024
Date for Review: October 2025

	Change of Committee name to Governance & Resources.

STOTFOLD TOWN COUNCIL

COMMITTEE: **GOVERNANCE & RESOURCES**

DATE: **2 OCTOBER 2024**

OFFICER RESPONSIBLE: **EMMA PAYNE, TOWN CLERK**

SUBJECT: **SCHEME OF DELEGATION**

1. SUMMARY

- 1.1 A Scheme of Delegation will help with the efficient operation of the Town Council because it defines the authority and responsibilities delegated to Committees and Officers, allowing the Council to function more effectively.
- 1.2 This proposed scheme replaces the one adopted in 2020 [Scheme of Delegation.docx](#)

2. RECOMMENDATION

- 2.1 Members are asked to recommend to Full Council that the attached Scheme of Delegation is adopted.

3. BACKGROUND

- 3.1 Having a Scheme of Delegation has the following benefits.

a) Efficiency in Decision Making

It enables quicker decision-making, as officers or committees can act within their delegated powers without waiting for full council approval. Routine matters and administrative decisions can be handled without the need for Full Council approval.

b) Clear Roles and Responsibilities

It clarifies who is responsible for specific tasks, reducing confusion and overlap; defining the boundaries of authority for officers and committees.

c) Focus of Strategic Issues

The Council can focus on more strategic and policy-related issues, while day to day operational matters are handled through delegation. It frees up Members to concentrate on longer term planning and community engagement.

d) Compliance and Accountability

It provides a framework for accountability with delegated decisions being reported back to Council. It also ensures compliance with legal and procedural requirements as the scheme is reviewed annually and stands alongside Standing Orders and Financial Regulations.

e) Flexibility and Responsiveness

It enables the Council to respond more flexibly and rapidly to unforeseen issues.

f) Resource Management

Helps to better utilisation of council resources, as delegation can allow more effective workload distribution among staff. It prevents bottlenecks by decentralising decision-making for specific areas, ensuring that Council resources are used efficiently.

4. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Reviewed annually
Legals	LGA 1972 s101
Resources/Stakeholders	Council, Officers
Contracts/Financials	Adhered to Financial Regulations
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A



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. Committees are delegated plenary decision-making powers in respect of matters delegated. 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 Establishment 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 Establishment 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.

4.5 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 Establishment 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.

4.6 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
<p>Manage all Town Council staff, either directly or indirectly including:</p> <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.

STOTFOLD TOWN COUNCIL

COMMITTEE: **GOVERNANCE & RESOURCES**

DATE: **2 OCTOBER 2024**

OFFICER RESPONSIBLE: **EMMA PAYNE, TOWN CLERK**

SUBJECT: **DEVELOPER OBLIGATIONS – S106**

1. SUMMARY

- 1.1 It is often too late when a development is being planned for the Town Council to consider what they would like to see included in S106 agreements.
- 1.2 Planning in advance, highlight strategic projects that the Town Council would like to implement, and which can offset some of the demands of the development on the existing infrastructure of the town.

2. RECOMMENDATION

- 2.1 Members are asked to consider future projects which may be suitable for S106 agreements with developers.

3. BACKGROUND

- 3.1 Planning obligations under S106 of the Town and Country Planning Act 1990 are a mechanism to make a development proposal acceptable in planning terms, that would not otherwise be acceptable. They are focussed on site specific mitigation of the impact of development. S106 agreements are often referred to as 'developer contributions' along with highways contributions and the Community Infrastructure Levy.³
- 3.2 A planning obligation⁰⁰²⁰ is a legal agreement between the planning authority, the developer and other interested parties. By law they must be:
 - Necessary to make the development acceptable in planning terms
 - Directly relatable to the development
 - Fair and reasonably related to in scale and kind to the development.
- 3.3 They may involve restrictions or obligations on the developer to secure planning permission. For example, a developer of a large housing site may contribute to build a new classroom at a local school.

An obligation cannot require a developer to solve an existing problem, but it can ask for a contribution if the development will make it worse.

[CBC S106 Myths and Facts](#)

- 3.4 Development cannot proceed unless the developer has fulfilled planning obligations either by submitting a unilateral undertaking or submitting a S106 agreement with CBC. The agreement will specify when payments or in-kind contributions will be made. The trigger varies between developments and often relates to the commencement date or specific occupancy rate.

- 3.5 CBC have a Supplementary Planning Document which sets out the type and scale of planning obligations required to support sustainable development. This was adopted in June 2024 and can be found at the following link.

[Planning Obligations Supplementary Planning Document \(SPD\)](#)

- 3.6 Planning Officers are responsible for negotiating and securing Planning Obligations. They work with Spending Officers who assess the need for new infrastructure and services. Some Spending Officers are external to the Council, such as the Police, but the majority fall within the responsibility of CBC.
- 3.7 Planning Obligations will be secured by CBC to make sure that the impact of development on local infrastructure is appropriately mitigated. These obligations will be secured through formal agreements, which are legally binding. It will set out the specific obligations being secured as well as a timeframe for the provision of the obligation.
- 3.8 The Clerk has been liaising with CBC recently regarding S106 funding that needs to be used. They have advised the Clerk that the Leisure team advises Planning of projects, facilities and locations for the money to be spent on. They would welcome a list of future projects that we would like to see S106 contributions for. These projects should be for items that we expect to deliver only as a result of new development. So, we are looking at long term planning, 2-3 years minimum. This is because the works must relate directly to the impact of the new development on those facilities.
- 3.9 The Mayor and Town Clerk are attending a CBC S106 webinar on 1 October and will report back to this meeting.

4. FINANCIAL

- 4.1 The current S106 allocations with uncommitted spending can be found here:

[24_08_16 Stotfold S106 - Funds Received.xlsx](#)

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	N/A
Legals	Legal agreement between CBC and Developer
Resources/Stakeholders	CBC, Officers
Contracts/Financials	May require additional finance contribution from existing budgets.
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A

S106...

...**can** be collected to make a development acceptable in planning terms

...**can** be collected for expenditure which is directly associated with the development which generates the contribution

...**can** restrict the development or use of land

...**can** secure affordable housing and specify the type and timing of housing

...**can** secure financial contributions to provide infrastructure

...**can** be collected where this is fair and reasonably related in scale and nature to the development

Key Points:

- S106 obligations must be evidenced as needed - and must be necessary to make development acceptable in planning terms
- S106 monies can only be spent in accordance with the terms of the S106 agreement

Central
Bedfordshire

S106@centralbedfordshire.gov.uk

S106 Myths

S106 can be used for anything in the vicinity of a development

S106 'underspend' on projects can be pooled/carried forward to new projects

S106 is a small scale project 'pot' in the authority

Local arrangements and 'deals' with developers can typically be a route to negotiate a S106 agreement

S106 obligations can be manipulated to make sure we get the cash investment needed

S106 is an opportunity to get additional funds into a community when any development happens

Once received S106 monies can be flexed to support a wide range of projects

S106 monies can be used to routinely address pre-existing infrastructure issues and unrelated historic problems

S106 Facts

S106 contributions must be necessary to make development acceptable, in planning terms, must be directly associated with and proportionate to the development it relates to

S106 underspend cannot be carried forward to new projects - this highlights the importance of getting an accurate cost plan in place for the projects brought forward

S106 as a funding stream that is the largest directable capital source of our Authority, benefitting every community in which there is growth

S106 obligations must be objectively developed in a timely way, based on an evidenced case of need and development mitigation

S106 obligations cannot be used as a mechanism for general income generation or to overcharge developers for infrastructure

S106 obligations should not be sought where they are clearly not necessary to make the development acceptable in planning terms

All funding received through S106 obligations must be used **entirely** in accordance with the terms of the **individual** S106 obligation agreement

S106 funds cannot be secured to rectify existing issues or ongoing issues not directly related to a development

Section 106 Agreements

Central
Bedfordshire

S106...

...**cannot** be collected on developments of less than 10 properties except in the AONB

...**cannot** be imposed where this would adversely affect the viability of a development

...**cannot** be collected where they cannot be justified or evidenced as necessary to make a development acceptable in planning terms

...**cannot** be collected on permitted development

...**cannot** usually be varied once legal agreements are in place

...**cannot** be requested for projects already carried out

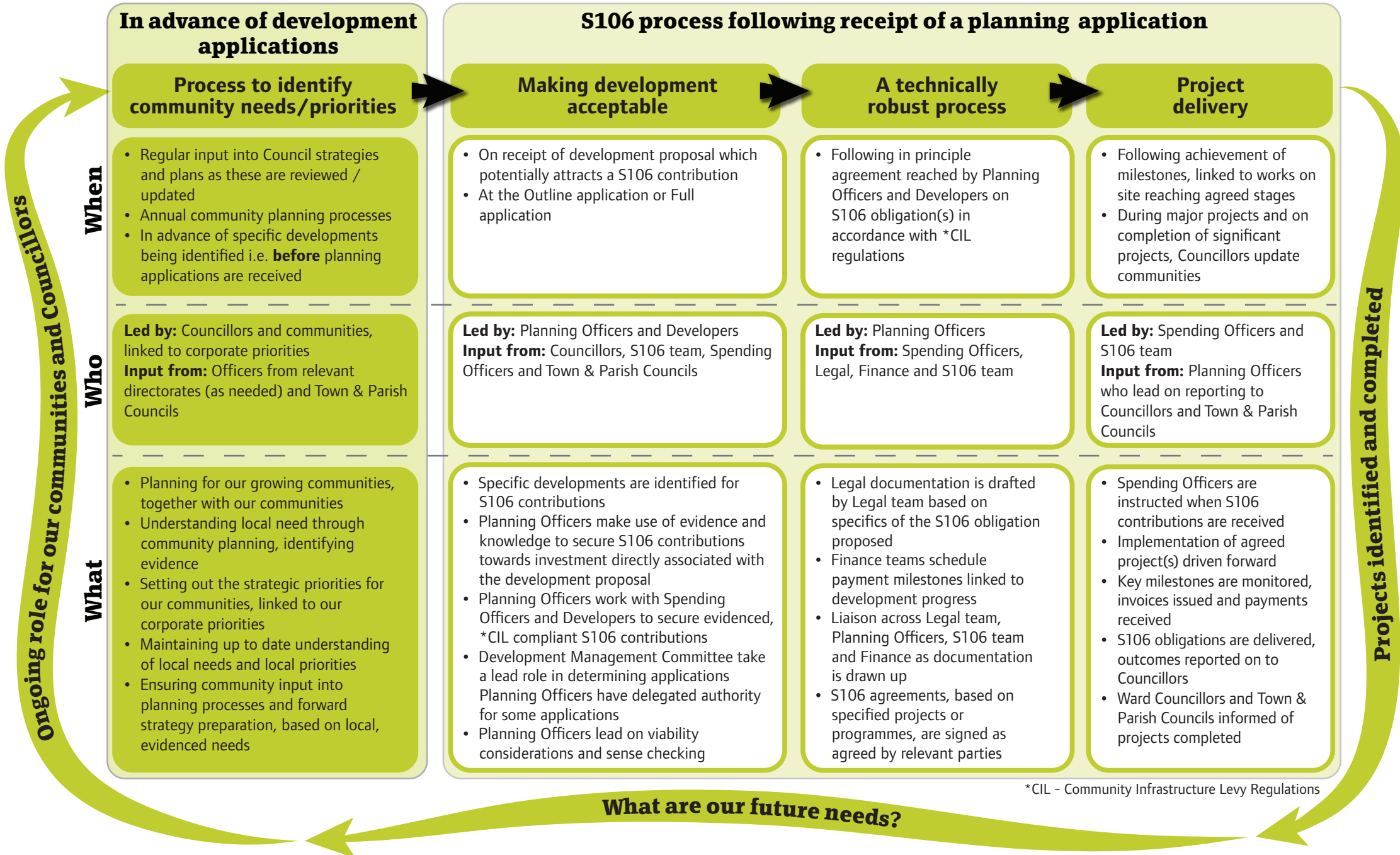
...**cannot** be sought at reserved matters stage - this is too late!

S106 in Central Bedfordshire



A legal and contractual process

S106 - Viability and Evidence - National Planning and Policy Guidance require that Local Authorities ensure that requests for planning obligations, including S106, associated with a development do not threaten the viability of a site. Planning obligations can assist in mitigating the impact of development which benefits local communities, supporting the provision of new or improved local infrastructure. Obligations associated with evidenced need, particularly in health, education, transport and affordable housing are early priorities. These and other needs are considered in advance by developers as specified in the Council’s evidence bases, linked directly to the growth proposals in our Local Plan, and have been tested for viability. Our communities, enabled by elected Members, directly inform evidenced local priorities and shape how delivery takes place, based on local evidence.



*CIL - Community Infrastructure Levy Regulations

STOTFOLD TOWN COUNCIL

COMMITTEE: GOVERNANCE & RESOURCES

DATE: 2 OCTOBER 2024

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: VAT REVIEW

1. SUMMARY

- 1.1 Following an interim audit undertaken in 2023, a review of the Town Council's VAT liability was undertaken for 2022-23. This exercise was repeated for 2023-24.
- 1.2 Any activities that the Town Council undertake which may affect its VAT status needs to be carefully considered as part of the business case for the project.

2. RECOMMENDATION

- 2.1 Members are asked to note the report.

3. BACKGROUND

- 3.1 The guidance relating to VAT and local authorities can be found in the following notice:

[Local authorities and similar bodies \(VAT Notice 749\) - GOV.UK \(www.gov.uk\)](#)

- 3.2 In 2022-23, the town council had reached a VAT level of £7,153.37 when the de minimis level was £7,959.

[vat patial exemption calc year 2022-23.pdf](#)

- 3.3 When the exercise was repeated in 2023-24 the level reached was £6,468.90 with a de minimis level of £7,500.

[STC VAT Patial Exemption Calc 2023-24.pdf](#)

4. FINANCIAL

- 4.1 This exercise was undertaken by DCK Accounting Solutions Ltd and cost £465 + VAT which will be met from the budget for Professional Support (61/632)

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Evaluation of VAT liability when major projects implemented.
Legals	VAT Notice 749
Resources/Stakeholders	Officers, consultants
Contracts/Financials	May have affect on future business activities
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A

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