



MINUTES OF THE MEETING OF GOVERNANCE & RESOURCES COMMITTEE HELD ON WEDNESDAY 2 OCTOBER 2024, AT STOTFOLD TOWN COUNCIL, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG AT 19:20

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

Also in attendance:
Cllr J Hyde

Also present:
E. Payne – Town Clerk

1 APOLOGIES FOR ABSENCE

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

Accept the apologies

2 DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Cllr Smith declared a personal, non-pecuniary interest in item 6.3 as a member of the Bowls Club.

3 PUBLIC SECTION

There were no Members of the Public present.

4 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 24 July 2024 were received. It was **RESOLVED** to:

Adopt the minutes of the meeting as a true record.

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

The Clerk's report was received. There were no updates. It was **RESOLVED** to:

Note the report.

6 REPORTS TO COMMITTEE

6.1 Fees & Charges 2025 - 2026

Members received the report on fees and charges with recommendations from Committees. It was **RESOLVED** that:

The fees and charges for 2025-26 are adopted with effect from 1 April 2025.

6.2 Budget 2025 - 2026

Members received a proposed budget for this Committee.

It was **RESOLVED** to:

Incorporate this budget for this Committee into the overall budget for 2025-26

6.3 Grant Applications

Members received grant applications as outlined in the report. Members commented that the application for Keech Hospice was not specifically for project expenditure, and they would be asked to resubmit their application for a specific project. It was **RESOLVED** to award the following grants:

- a) ***The Need Project £1500 for the purchase of supplies for the foodbank.***
- b) ***Stotfold Bowls Club £1500 towards the purchase of a lawn green mower.***
- c) ***Friends of Roecroft School £1500 towards silent disco headphones.***
- d) ***Stotfold Scouts £1500 towards the cost of removing outbuildings from the rear of the scout hut.***

6.4 Town Council Regalia

Members received a report on the Town Council regalia. It was **RESOLVED** that:

- a) ***Design DS33 is preferred option.***
- b) ***The Mayor's consort badge would be finished in gold.***
- c) ***The Deputy Mayor's consort badge would be finished in silver.***

6.5 Policy Review

Members received the flag flying policy for review. It was **RESOLVED to RECOMMEND TO FULL COUNCIL** that:

The Flag Flying policy 2024 is adopted.

6.6 Town Council Banking Arrangements and Review of Investment Policy

Members received a report on the Town Council's banking arrangements and a review of the Investment Policy.

It was **RESOLVED** to:

- a) ***Note the current banking arrangements.***
- b) ***The Clerk will investigate further investment opportunities.***
- c) ***Recommend to Full Council that the Investment Policy is adopted.***

6.7 Scheme of Delegation

Members received a report with a proposed Scheme of Delegation. It was **RESOLVED TO RECOMMEND TO FULL COUNCIL** that:

The Scheme of Delegation is adopted.

6.8 Developer Obligations - S106

Members received a report on S106 Developer's Obligations. Members noted that the Clerk had attended a S106 webinar with CBC and asked that a copy of the recording was circulated to all Members. It was **RESOLVED** to:

Defer this item for 3 months to allow Members to view the webinar and consider future projects.

6.9 VAT Review

Members received a report outlining the Town Council's VAT liabilities for 2023-24. It was **RESOLVED** to:

Note the report.

6.10 Bank Reconciliations

Members were advised that the Bank Reconciliations for July and August were available for authorisation. It was **RESOLVED** that:

Cllrs Cooper and Miller would authorise the bank reconciliations.

7 MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

There were no items to note.

8 DATE OF NEXT MEETING

23 October 2024.

10 CONFIDENTIAL ITEMS

It was **RESOLVED** that:

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.

It was **RESOLVED** to:

Move item 10.1 to the first item of business to be transacted after the adoption of the minutes.

10.1 Town Clerk's Evaluation

Members received a confidential report which was presented by the contractor who had undertaken the evaluation. It was **RESOLVED** to:

Adopt the recommendation outlined in the report with immediate effect.

10.2 HR Budget

Members received the confidential HR budget. It was **RESOLVED** to:

Note the budget

10.3 Staff Structure

Members received a confidential report from the Public Realm Manager. It was **RESOLVED** to:

- a) Agree to the proposal in principle, subject to HR advice.***
- c) Report to a future meeting with detailed costs and a job description.***

The meeting closed at 20:45

SIGNED BY CHAIRMAN:

MINUTES APPROVED (date):