

STOTFOLD TOWN COUNCIL

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



19 June 2025

Members of Stotfold Town Council:

Cllr S Buck (Mayor), Cllr J Smith (Vice-Mayor), Cllr L Anderson, Cllr J Bendell, Cllr M Cooper, Cllr S Dhaliwal, Cllr S Hayes, Cllr J Headington, Cllr J Hyde, Cllr D Matthews, Cllr L Miller, Cllr B Saunders, Cllr J Talbot, Cllr B Woods, Cllr N Venneear.

You are hereby summoned to attend the **Stotfold Town Council** meeting to be held in the **Greenacre Centre, Valerian Way, Stotfold SG5 4HG** on **Wednesday 25 June 2025 at 7.00pm** for the purpose of transacting business detailed in the agenda.

Central Bedfordshire Council Ward Members, representative of the press and electorates of Stotfold, for information.

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).



The seven principles of public life
Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

AGENDA

423/25 APOLOGIES FOR ABSENCE
For Decision

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

424/25 DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS
For Decision

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.

424.1/25 REQUEST FOR DISPENSATION
For Decision

To consider a request for dispensation from Cllr Brian Saunders.

425/25 PUBLIC SECTION
For Information

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.

426/25 MEMBERS ON OTHER AUTHORITIES
For Information

To receive and note the reports of CBC Ward Councillors.

427/25 COUNCIL MINUTES
For Decision

To approve the Minutes of the Full Council meeting held 7 May 2025 and the Extra-Ordinary Town Council Meeting of 28 May 2025 as a true record of the meetings.

428/25 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE
For Information

Civic Attendance report attached for information.

429/25 CLERK'S REPORT
For Information

To receive the Clerk's report.

430/25 COMMITTEE MINUTES

To receive the Minutes of the following Committee meetings and resolve to adopt any recommendations:

430.1/25 Planning Committee – 7 May 2025
For Information

There were no recommendations.

430.2/25 Planning Committee Meeting - 21 May 2025

There were no recommendations.

430.3/25 Community Engagement Committee - 21 May 2025
For Decision

The following policies were recommended for adoption:

- a. Sponsorship and Advertising Policy and Town Council Sponsorship Programme
- b. Safeguarding Protection Policy
- c. Community Engagement Policy
- d. Social Media Policy

430.4/25 Buildings Management Committee – 28 May 2025
For Information

There were no recommendations.

430.5/25 Governance & Resources Committee - 4 June 2025
For Decision

The following recommendations were made:

- a. The contract for the Internal Auditor is extended until the End of Year audit for 2026/27
- b. The Anti-Fraud and Corruption Policy is adopted
- c. Operation London Bridge is re-adopted
- d. Document Management and Retention Policy is adopted

430.6/25 Public Realm Committee - 11 June 2025

There were no recommendations.

431/25 FINANCE & RISK MANAGEMENT

431.1/25 Internal Auditor's Report for the end of year Audit 2024 - 2025
For Decision

To receive and resolve to adopt the Internal Auditor's Report for end of year audit 2024 -2025. There were no recommendations.

431.2/25 Asset Register 2024 - 25
For Decision

To note the asset register.

431.3/25 Annual Governance Statement 2024 - 2025
For Decision

To receive and approve the Annual Governance Statement for 2024 - 2025.

431.4/25 Accounting Statements 2024 - 2025
For Decision

To receive the Accounting Statement for 2024 - 2025 including income and expenditure, earmarked reserves and balance sheet for the period ending 31 March 2025.

431.5/25 Exercise of Public Rights
For Information

To note the dates for the exercise of public rights.

431.6/25 Expenditure Report April 2025
For Decision

To resolve to approve the expenditure report for April 2025.

431.7/25 Income Report April 2025
For Information

To note the income report for April 2025.

431.8/25 Income and Expenditure Year To Date
For Information

To note the income and expenditure report and the earmarked reserves report.

432/25 REPORTS

To receive reports for consideration.

432.1/25 Consultation Policy
For Discussion

To consider how the town council handles consultations.

#consultation

432.2/25 Cemetery Toilet Consultation
For Decision

To receive a proposed consultation document for the cemetery toilet project and agree on a timescale for the consultation.

#consultation #cemeterytoilets

432.3/25 Management of Reserves
For Discussion

To consider the management of reserves and a potential review of the reserves policy.

432.4/25 Annual Report
For Decision

To approve the Annual Report for 2025 - 2026.

433/25 MEMBERS ON OUTSIDE BODIES

To receive reports from Members on Outside Bodies.

- Cllr L Anderson, St Mary's Academy
- Cllr J Talbot, Area 5 Police Priority Setting Meeting

434/25 MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY
For Information

435/25 WORK PROGRAMME

For Members to receive the Work Programme for the Town Council.

436/25 DATE OF NEXT MEETING

Wednesday 3 September 2025.

437/25 CONFIDENTIAL ITEM

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.

437.1/25 Simpson Centre
For Decision

To receive a confidential report on the Simpson Centre.

437.2/25 Cafe Lease
For Decision

To resolve to delegate to the Chair, Vice Chair and Town Clerk to sign the cafe lease.

#cafe

[Request for Dispensation - Cllr Brian Saunders.pdf](#)
[2025-05-07 - Annual Town Council Meeting - Minutes - Draft.pdf](#)
[2025-05-28 - Extra Ordinary Town Council Meeting - Minutes - Draft.pdf](#)
[2025 - 05 - Mayor's Civic Attendances - May 2025.pdf](#)
[2025-05-07 - Planning Committee Meeting - Minutes - Draft.pdf](#)
[2025-05-21 - Planning Committee Meeting - Minutes - Draft.pdf](#)
[2025-05-21 - Community Engagement Committee - Minutes.pdf](#)
[Sponsorship Advertising Policy 2025 Draft.pdf](#)
[Town Council Sponsorship Programme 2025-26.pdf](#)
[Safeguarding Protection Policy 2025.pdf](#)

ANNEX 1 **REQUEST FOR DISPENSATION**

Councillors seeking dispensations under Section 33 of the Localism Act 2011 may do so using this form.

The matter for which dispensation is sought (refer to agenda item number if appropriate)	Stotfold Football Club – Director
Details of your interest in that business: Director of Stotfold Football Club from 15 April 2025 and recorded as such on Companies House Registration Documents.	
Date of meeting or time period (up to 4 years) for which dispensation is sought.	2 years
Dispensation request to: Participates, or participate further, in any discussion of that business.	Yes / No
Dispensation requested to: Participate in any vote , or further vote, taken on that business.	Yes / No
Reason(s) for Dispensation:	
33(2)(a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.	Yes / No
33(2)(c) the dispensation is in the interests of persons living in the Council's area	Yes / No
33(2)(c) that is it otherwise appropriate to grant a dispensation Reason: to provide background on any bowls club agenda item, should information be requested.	Yes / No

Print Names: (Alan) Brian Saunders

Signature: 

Date: 02/06/2024

Decision:	
Dispensation given: Yes / No	Length of Dispensation:
Date	Minute reference:
Signed:	Town Clerk:



MINUTES OF THE MEETING OF ANNUAL TOWN COUNCIL MEETING HELD AT GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG ON WEDNESDAY 7 MAY 2025 AT 19:00

Present:

Cllr S Buck (Mayor), Cllr J Smith (Vice-Mayor), Cllr L Anderson, Cllr J Bendell, Cllr M Cooper, Cllr S Dhaliwal, Cllr S Hayes, Cllr J Headington, Cllr J Hyde, Cllr D Matthews, Cllr L Miller, Cllr B Saunders, Cllr J Talbot, Cllr B Woods, Cllr N Venneear.

Also Present:

E Payne, Town Clerk
S Riley, Public Realm Manager
1 Member of the Public (virtually)

394/25 ELECTION OF MAYOR

Cllr Buck was proposed for the position of Mayor by Cllr Smith, seconded by Cllr Headington. There were no other nominations.

Decision: It was **RESOLVED** that Councillor Buck was elected as Mayor for Stotfold Town Council for the term 2025-26.

395/25 ELECTION OF DEPUTY MAYOR

Cllr Smith was proposed for the position of Deputy Mayor by Cllr Headington, seconded by Cllr Hyde. There were no other nominations.

Decision: It was **RESOLVED** that Councillor John Smith was elected as Deputy Mayor for Stotfold Town Council for the term 2025-26.

396/25 APOLOGIES FOR ABSENCE

All members were present.

397/25 DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no declarations of interest or requests for dispensations.

398/25 PUBLIC SECTION

There were no members of the public present.

399/25 MEMBERS ON OTHER AUTHORITIES

Apologies were received from CBC Ward Councillors Wightwick and Woodfine.

400/25 COUNCIL MINUTES

The minutes of the Council meeting held on 9 April 2025 were received.

Decision: It was **RESOLVED** that the minutes of the Council meeting held on 9 April 2025 were approved as a true record.



401/25 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION

The Town Clerk provided a verbal update regarding the library café. Members had previously deferred the item due to lack of interest, but recent enquiries from potential renters was noted. The Clerk proposed to include this item on the agenda for the next meeting on 25th June 2025 and to re-advertise the vacancy. The council accepted this update.

Task: Include the library café item on the agenda for the next meeting on 25th June and re-advertise the vacancy.

Task: Approach previous interested parties about readvertisement

402/25 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

Members received the civic attendance report.

Decision: It was **RESOLVED** to note the Civic Attendance report.

403/25 APPOINTMENT OF COMMITTEE MEMBERSHIP AND RATIFICATION OF TERMS OF REFERENCE

403.1/25 Committee Membership

Members ratified the following committee membership and elected Chairs of committees:

Public Realm

Cllr S Buck (Chair), Cllr J Talbot, Cllr B Saunders, Cllr J Smith, Cllr L Anderson, Cllr M Cooper, Cllr J Headington, Cllr J Hyde, Cllr S Hayes, Cllr B Woods

Community Engagement

Cllr J Headington (Chair), Cllr J Smith, Cllr J Bendell, Cllr N Venneear, Cllr S Buck, Cllr S Dhaliwal, Cllr L Miller, Cllr B Woods

Building Management

Cllr D Matthews (Chair), Cllr S Hayes, Cllr J Talbot, Cllr M Cooper, Cllr J Hyde, Cllr J Bendell, Cllr N Venneear, Cllr B Saunders

Planning

Cllr L Anderson (Chair), Cllr S Hayes, Cllr J Headington, Cllr J Hyde, Cllr J Bendell, Cllr S Dhaliwal, Cllr M Cooper, Cllr B Woods, Cllr S Buck

Governance & Resources

Cllr S Buck, Cllr J Smith, Cllr D Matthews, Cllr J Headington, Cllr L Anderson, Cllr S Hayes, Cllr M Cooper, Cllr J Talbot, Cllr J Bendell

The Chair of Governance and Resources will be elected at the first meeting of the committee.

Decision: It was **RESOLVED** to agree the committee membership as outlined above, with the Chairs of Committees confirmed and elected.

Task: Update all relevant information including website with the new committee structure and committee chairs



403.2/25

Terms of Reference

The council ratified the terms of reference for the following committees:

- Public Realm
- Buildings Management
- Community Engagement
- Governance & Resources
- Planning

Amendments and updates were made to ensure clarity and conciseness. Specific discussions included the delegation of responsibilities for litter bins, bus shelters, and seats, and the addition of the Chapel lease to Buildings Management.

Decision:

It was RESOLVED to ratify the terms reference for the committees, including amendments and updates.

Action:

All Terms of Reference to be updated on the website.

404/25

REPRESENTATIVES ON OUTSIDE BODIES

Representatives for various outside bodies were confirmed.

Community Governor for St Mary's Academy – Cllr L Anderson
Community Governor Etonbury Academy – Cllr J Bendell
Stotfold Football Club Committee – Cllr J Smith and Cllr S Dhaliwal
Mossman Management Committee – Cllr B Saunders
Stotfold Bowls Club Committee – Cllr M Cooper
Stotfold Scouts Committee – Cllr J Talbot and Cllr N Venneear
Trustees of the Eleemosynary Charity of William Field – Cllr J Hyde (2025-2029) and Cllr S Hayes (2022-2026)
Bedfordshire Association of Town & Parish Councils – Cllr J Smith, Cllr J Bendell and Cllr Buck.

Cllr Hyde advised the meeting that her term as a trustee was due to expire in November 2025 but to coincide with the Council year, the appointment as a trustees should be from May, with any appointment ratified by the Annual Town Council Meeting. The Clerk advised Members that they were seeking advice on what would happen in the event of a council appointed trustee no longer being a member of the Town Council. Cllr Hyde advised that the Town Council had previously agreed that council appointed trustees would continue to remain trustees even if they were no longer councillors.

Decision:

It was RESOLVED to ratify representatives for the outside bodies.

Action:

All relevant information to be updated to reflect any changes.

405/25

MEMBER REPRESENTATIVES ON THE TOWN COUNCIL

Member representatives were appointed to the following positions:

- **Police Priority Setting:** Councillor J Talbot and Councillor N Venneear
- **Highways:** Councillor J Smith
- **Tree Warden:** Councillor M Cooper



Decision: It was **RESOLVED** to ratify the representatives to council positions.

406/25 CALENDAR OF MEETINGS 2025-26

Members received the calendar of meetings for 2025-26 and were advised that the date for the Annual Town meeting in 2026 had been brought forward a week, to ensure a week's gap between it and the annual town council meeting, thus avoiding a busy period for agendas. The council approved the amended calendar.

Decision: It was **RESOLVED** to adopt the calendar of meetings for 2025-26.

Action: Website to be updated with new council meeting dates

Action: Calendar invitations to be sent to all councillors with meeting dates.

407/25 TOWN COUNCIL POLICIES

The council noted the Town Council's adopted policies and their review dates.

Decision: It was **RESOLVED** to note the Town Council's adopted policies and their review dates.

408/25 COMMITTEE MINUTES

408.1/25 Public Realm Committee - 16 April 2025

The Public Realm Committee meeting minutes from 16 April 2025 were received. there were no recommendations from that meeting.

Decision: It was **RESOLVED** to note the minutes of the Public Realm Committee meeting held on 16 April 2025.

409/25 FINANCE & RISK MANAGEMENT

Members received the following reports:

- a) Subscriptions and regular payments for 2025-26
- b) Expenditure for March 2025
- c) Income received during March 2025
- d) The year-to-date income and expenditure report and Earmarked Reserves as at 31 March 2025

Decision: It was **RESOLVED** to

- a) **Approve the regular payments and subscriptions for 2025-26**
- b) **Approve the expenditure for March 2025**
- c) **Note the income received during March 2025**
- d) **Note the year-to-date income and expenditure report and Earmarked Reserves as at 31 March 2025.**

410/25 REPORTS

410.1/25 Community Governance Review

Members discussed the proposal from CBC to undertake a Community Governance Review. This review would potentially involve aligning parish boundaries. Members considered the proposal in the report that the parish meeting of Astwick is merged into Stotfold parish and the boundary with Arlesey is moved to align with the A507. Members expressed concern about taking on



Etonbury Woods until it was pointed out that it was only an administrative border, not a transfer of assets.

Decision: It was **RESOLVED** to respond to the CGR consultation with the proposal of changing the boundaries of Stotfold in line with report.

410.2/25 Grants Policy

Members have asked for the Grants Policy to be reviewed with recommendations from the last Town Council meeting. This included a 12-month timescale for grants to be used and for further financial information to support applications.

Decision: It was **RESOLVED** to adopt the updated Grants Policy.

Action: Update grants policy on website.

410.3/25 LGPS Pensions Discretionary Policy

Members received an updated LGPS Pensions Discretionary Policy for adoption which had been reviewed by Bedfordshire LGPS Department.

Decision: It was **RESOLVED** to adopt the LGPS Pensions Discretionary Policy.

Action: Send updated LGPS Pensions Discretionary Policy to Pensions Authority.

411/25 Town Council Insurance

The council was unable to review quotations for the renewal of the Town Council insurance as they had not been received in time. This item was deferred to a future meeting.

412/25 REPORTS FROM MEMBERS ON OUTSIDE BODIES

Reports from members on outside bodies were noted. Councillor Nigel Venneear provided a written report on the Police Priority Setting Forum, highlighting issues such as shoplifting and drug-related offences. Councillor Janice Bendell provided a verbal report on the Etonbury School Ofsted inspection, noting that it went well and was an ungraded report.

Decision: It was **RESOLVED** to note the reports.

413/25 WORK PROGRAMME

Members received the Work Programme, acknowledging the next meeting would include the annual governance and accountability review.

Decision: It was **RESOLVED** to note the Work Programme for Full Council

414/25 MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY

There were no items raised.

415/25 DATE OF NEXT MEETING

Wednesday 25 June 2025.



416/25 CONFIDENTIAL ITEMS

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, were excluded from the meeting due to the confidential nature of the business to be transacted.

Decision: **It was RESOLVED to** exclude the public and press from the meeting due to the confidential nature of the business to be transacted.

416.1/25 Cemetery Mast
A confidential report on the Cemetery Mast was received by the council members.

Decision: **It was RESOLVED to not agree to the request laid out in the report.**

The meeting closed at 19:51

SIGNED BY CHAIR:

MINUTES APPROVED (date):



MINUTES OF THE EXTRA ORDINARY TOWN COUNCIL MEETING HELD IN THE COMMUNITY ROOM, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 28 MAY 2025 AT 19:00

Present:

Cllr S Buck (Mayor), Cllr J Smith (Vice-Mayor), Cllr L Anderson, Cllr M Cooper, Cllr S Dhaliwal, Cllr S Hayes, Cllr J Hyde, Cllr D Matthews, Cllr B Saunders

In attendance (virtually)

Cllr J Talbot, Cllr B Woods

Also Present:

E Payne, Town Clerk
S Riley, Public Realm Manager
C Rogers, Projects Officer

417/25 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Bendell, Headington, Miller, Talbot and Venneear and Woods. Cllrs Woods and Talbot attended virtually.

Decision: It was RESOLVED to accept apologies

418/25 DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no declarations of interest.

419/25 PUBLIC SECTION

There were no members of the public present.

420/25 REPORTS

420.1/25 Town Council Insurance

Members reviewed quotations for Town Council insurance, noting that one company declined to insure due to flood risk concerns. The premium was discussed, and it was agreed that the address for the cemetery needed to be corrected in the documentation. The Council unanimously approved the selected insurance quotation, which was necessary to finalise by the weekend.

Decision: It was RESOLVED to renew the Town Council insurance with Zurich at a cost of £14,929.61 for 1 year, to be met from budget 61/611.

420.2/25 Wheeled Sports Facility

Members received an updated plan for the proposed wheeled sports facility. Members were advised on the redesign process, which involved feedback from 314 survey responses and user group data. The new design retains the bowl element,



making it unique locally, and includes features such as a stair set and varying height obstacles to cater to different skill levels. The Council discussed the next steps, including planning considerations and the potential for either permitted development or full planning application. Concerns about traffic, noise and drainage were raised, and the Council agreed to seek initial consultation with Central Bedfordshire Council for guidance on the planning route. The importance of obtaining planning permission ahead of funding applications was also noted.

Decision: It was **RESOLVED** to seek a pre application initial consultation with Central Bedfordshire Council for guidance on the planning route.

Task: Projects Officer to arrange initial consultation with Central Bedfordshire Council for guidance on the planning route for the wheeled sports facility.

Task: Projects Officer to investigate costs for conducting a traffic survey as part of due diligence for the skate park project.

Task: Projects Officer to confirm drainage details for the skate park bowl with designers to ensure functionality and compliance with environmental standards.

Task: Projects Officer to clarify with the skate park designers whether materials excavated from the bowl can be reused onsite to reduce costs.

421/25 DATE OF NEXT MEETING

The date of the next meeting was confirmed as Wednesday 25 June 2025.

422/25 CONFIDENTIAL ITEM

Decision: 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, be excluded from the meeting because of the confidential nature of the following business to be transacted.

422.1/25 Library Cafe Tenders

Members received proposals from potential tenants for the café. Reassurances were needed about business continuity from sole traders. It was also noted that the equipment list supplied by one of the submissions contained domestic equipment which may not be relevant in a catering situation.

Decision: It was **RESOLVED** to award the tenancy to Wild Café.

422.2/25 Cemetery Mast

Members received an updated report on the cemetery mast.

Decision: It was **RESOLVED** to decline the offer.

The meeting closed at 19:41

SIGNED BY CHAIR:

MINUTES APPROVED (date):



Mayor's Civic Attendances May 2025

8 May 2025

VE Day Events

Deputy-Mayor's Civic Attendances May 2025

None



**MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD IN THE
COMMUNITY ROOM, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5
4HG ON WEDNESDAY 7TH MAY 2025 AT 18:45**

Present:

Cllr Saunders (Chairperson), Cllr L Anderson (Vice-Chairperson), Cllr S Buck (Ex Officio), Cllr S Hayes (Ex Officio), Cllr J Bendell, Cllr M Cooper, Cllr S Dhaliwal, Cllr J Headington, Cllr J Hyde, Cllr L Miller, Cllr N Venneear.

Also Present:

Cllr J Talbot – Non-Committee Member (arrived 18:50)

In Attendance:

Emma Payne – Town Clerk
Susan Riley – Public Realm Manager
Sian van der Merwe – Democratic Services Manager

1. APOLOGIES FOR ABSENCE

There were none.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Members were reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

Cllr Venneear declared an interest in item 6.3 on the Agenda, related to the outline planning application for Speedwell Way.

Cllr J Hyde entered the meeting room at 18:47.

3. PUBLIC SECTION (MAX. 15 MINUTES)

Members of the public may speak on matters of concern, ask questions, or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.

4. MINUTES OF THE PREVIOUS MEETING

Members were advised by the Clerk that the draft minutes of the Planning Committee meeting held on **27th November 2024** were omitted from the published Agenda and would be brought to the next meeting.

DECISION: It was RESOLVED to review the minutes from the Planning Committee Meeting of 27 November 2024 at the next Planning Committee Meeting.

Cllr J Talbot entered the meeting room at 18:50.



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

All Town Council Members will be afforded the opportunity to submit their proposal for street names the Arlesey Road development and this will be brought to a Planning Committee Meeting before the deadline of **23rd May 2025**.

6. PLANNING APPLICATIONS

6.1. [CB/25/00979/FULL - 19 Astwick Road, Stotfold, SG5 4AT](#)

Part single, part two storey rear extensions, external alterations and erection of brick boundary wall, entrance gates, new and replacement fencing. Erection of detached double garage with store room above with two rooflights. Demolition of the single garage and carport.

DECISION: The Planning Committee **RESOLVED** there is **NO OBJECTION** to this planning application.

6.2. [CB/24/03066/OUT - Land North of A507 Angelica Avenue, Stotfold](#)

This Committee communicated the following **OBJECTIONS** to this application on 18 December 2024:

- Overdevelopment of the estate – 650 units were permitted; this proposal will take the number of units over the original permit – this would therefore put significant further pressure on roads and there is already insufficient parking.
- Significant noise concerns associated with houses adjacent to the A507.
- Stotfold Town Council has run a public consultation on a Wheeled Facility at the Greenacre Centre and this should be added to the Constraints Plan.
- The Town Council supports CBC's MANOP Older People Team request that the applicant consider the Council's evidenced need for 23% of planned housing growth to be suitable for older people when designing this scheme.
- All S106 funding needs to be ringfenced for Stotfold only and the Town Council should be consulted on where that funding should be allocated.
- The Town Council echoes Ivel Drainage Board's concerns over balancing ponds which will be likely to flood, thereby adding additional pressure on the Pix catchment.
- Additional pressure on already overextended local infrastructure including medical facilities, local and public transport needs, electricity supply and telecommunications.
- Safety concerns over entry on Tansy Avenue, which could conflict with the exit from the A507 roundabout - improved visibility is required.
- Failure to demonstrate 10% biodiversity net gain.

The Town Council also stated it would welcome working in consultation with the Developer and designer on a suitable design.

Members discussed the noise investigation report issued in relation to the proposed site's location near the A507. Members noted that the report has offered no mitigation against the objections previously filed.

DECISION: The Planning Committee **RESOLVED** to maintain its **OBJECTIONS** to this outline planning application on the aforementioned grounds.



6.3. [CB/24/03068/OUT Land North of A507 Speedwell Way, Stotfold](#)

This Committee communicated the following **OBJECTIONS** to this application on 18th December 2024:

- Overdevelopment of the estate – 650 units were permitted, this proposal will add further pressure on roads and insufficient parking.
- Parking spaces are opposite - Concerns over noise levels for homes closest to the concerns over.
- Significant noise concerns associated with houses adjacent to the A507.
- Stotfold Town Council has run a public consultation on the Wheeled Facility and this should be added to the Constraints Plan.
- The Town Council supports CBC's MANOP Older People Team request that the applicant consider the Council's evidenced need for 23% of planned housing growth to be suitable for older people when designing this scheme.
- All S106 funding needs to be ringfenced for Stotfold only and the Town Council should be consulted on where that funding should be allocated.
- The Town Council echoes IDB concerns over balancing ponds which will be likely to flood adding additional pressure on the Pix catchment.
- Additional pressure on already overextended local infrastructure including medical facilities, local and public transport needs must be met, electricity supply and telecommunications.
- Failure to demonstrate 10% biodiversity net gain, scheme will result in 47% loss of biodiversity. This could be reduced by retaining more open space on site.
- Lots of missing info from Applicant.
- Parking concerns – people will want to park in front of their houses so provision should be made.

The Town Council also stated it would welcome working in consultation with the Developer and designer on a suitable design.

Members discussed the noise investigation report issued in relation to proposed site's location near the A507. Members noted that the report has offered no mitigation against the objections previously filed.

DECISION: The Planning Committee **RESOLVED** to maintain its **OBJECTION** to this outline planning application on the aforementioned grounds.

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

8. **DATE OF NEXT MEETING**

Wednesday 21st May 2025 at 18:45.

SIGNED BY CHAIRMAN:

MINUTES APPROVED (date):



**MINUTES OF THE PLANNING COMMITTEE MEETING HELD IN THE COMMUNITY ROOM,
GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG ON WEDNESDAY 21 MAY
2025 AT 18:45**

Present:

Cllr L Anderson (Chair), Cllr J Bendell, Cllr S buck, Cllr M Cooper, Cllr S Dhaliwal, Cllr S Hayes,
Cllr J Headington, Cllr J Hyde, Cllr L Miller, Cllr B Woods

In attendance:

Cllr J Smith (non-Committee Member)
Cllr N Venneear (non-Committee Member)

Also Present:

Sian van der Merwe – Democratic Services Manager
E Payne – Town Clerk

1. APOLOGIES FOR ABSENCE

There were none.

2. ELECTION OF VICE CHAIR

Cllr Mary Cooper was proposed as Vice-Chair of the Planning Committee and seconded by Cllr J Headington.

3. DISCLOSURE OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no declarations of interest or requests for dispensations.

4. PUBLIC SECTION (MAX. 15 MINUTES)

There were no members of the public present.

5. MINUTES OF THE PREVIOUS MEETINGS

The minutes of the Planning Committee meetings of **27 November 2024** and **7 May 2025** were received.

Decision: It was **RESOLVED** that the minutes of the Planning Committee Meetings held on **27 November 2024** and **7 May 2025** were approved as a true record.

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

Cllr Jane Hyde entered the room at 18:54.

Members were advised that that the next phase of the Local Plan Consultation will be between February and April 2026.

7. PLANNING APPLICATIONS

7.1. CB/24/0283 - Arlesey Road Development - Street Naming Consultation

Members suggested a number of street names for this consultation.



Decision: It was **RESOLVED** to respond to Central Bedfordshire Council's Street Naming Consultation with the following proposed street names:

- Etonbury Rise
- Etonbury Fields
- Etonbury View
- Etonbury Close
- Coprolite Close
- Coprolite Mead

Members requested that the remaining suggestions be kept on a Street Naming Register.

DECISION: It was **RESOLVED** to retain the remaining suggested street names on a register for future use.

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

The Chair noted that Cllr Kathryn Woodfine had published a social media post with a map setting out the Central Bedfordshire Council Local Plan call for development sites in and around Stotfold.

9. DATE OF NEXT MEETING

To be confirmed.

SIGNED BY CHAIR:

MINUTES APPROVED (date):

[Community Engagement Policy 2025 - DRAFT.pdf](#)
[Social Media Policy - 2025 Draft.pdf](#)
[2025-05-28 - Buildings Management Committee - Minutes.pdf](#)
[2025-06-04 - Governance Resources Committee - Minutes - Draft.pdf](#)
[Anti-Fraud Corruption Policy - DRAFT .pdf](#)
[Mourning Protocol 2025.pdf](#)
[Document Management and Retention Policy - 2025 - DRAFT.pdf](#)
[2025-04-16 - Public Realm Committee Meeting - Minutes - Draft.pdf](#)
[STC IA June 25.pdf](#)
[Asset Register 2024-25.pdf](#)
[Asset Register 2024-25 Full.pdf](#)
[AnnualReturnForm3 2024-25 e-pages.pdf](#)
[Detailed Income Expenditure by Budget Heading 31 03 2025 \(4\).PDF](#)
[Earmarked Reserves .PDF](#)
[Income and Expenditure Account for Year Ended 31 March 2025.PDF](#)
[Balance Sheet as at 31 March 2025.PDF](#)
[Exercise of Public Rights 2025.pdf](#)
[April 25 Expenditure Report.pdf](#)
[April 25 Income Report.pdf](#)
[April 25 Detailed Income Expenditure by Budget Heading.pdf](#)
[April 25 EMR Reserves Report.pdf](#)
[Consultation Policy Report.pdf](#)
[Consultation Policy 2025 - Draft.pdf](#)
[Cemetery Toilet Block Consultation Report - DRAFT V2.pdf](#)
[Cemetery Toilet Consultation Document.pdf](#)
[Cemetery Toilet Block - Architects Plans.pdf](#)
[Reserves Policy Report.pdf](#)
[Reserves Policy 2025.pdf](#)
[Capital Projects Strategy 2025.pdf](#)
[Annual Report 2024-25.pdf](#)
[STC WP June 2025.pdf](#)



**MINUTES OF THE MEETING OF COMMUNITY ENGAGEMENT COMMITTEE HELD
IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG ON
WEDNESDAY 21 MAY 2025 AT 19:00**

Present:

Cllrs J Headington (Chair), Cllr N Venneear (Vice Chair), Cllr J Bendell, Cllr S Buck, Cllr S Dhaliwal, Cllr L Miller, Cllr J Smith, Cllr B Woods.

Also Present:

Cllr M Cooper
1 Member of the Public
E Payne, Town Clerk
S Hossack, Community Engagement Officer

1. APOLOGIES FOR ABSENCE

All members were present.

2. ELECTION OF VICE CHAIR

The Chair called for nominations for the position of Vice Chair of the Community Engagement Committee. Cllr Venneear was nominated by Cllr Dhaliwal, seconded by Cllr Buck.

Decision: It was **RESOLVED** that Cllr Venneear is elected as Vice Chair of the Community Engagement Committee.

3. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

4. PUBLIC SECTION (MAX. 15 MINUTES)

There was one member of the public present who addressed the meeting for item 7.1.

5. MINUTES

Members received the minutes of the Community Engagement Committee meeting held on 19 March 2025.

Decision: It was **RESOLVED** that the minutes of the Committee meeting held on 19 March 2025 were approved as a true record of the meeting.

6. CLERK'S UPDATE

The Clerk provided an update on previous actions, including the action tracker. There was an update on the dinosaur trail, noting that around 500 individual phones scanned dinosaurs. Members agreed this indicated a successful engagement



7. REPORTS

7.1. Men in Sheds

Members received a report with a proposal for setting up a Men in Sheds initiative to support men with mental health issues such as anxiety, grief, and depression. The initiative aims to provide a space for men, particularly retirees, to engage in activities and maintain social connections. The member of the public was invited to address the meeting in support of the proposal. The Committee expressed strong support for the proposal and agreed to provide practical assistance, supporting the group to coordinate efforts and consider recommending a one-off start-up fund from the grant budget.

Decision: It was **RESOLVED** that the Community Engagement Committee:

- a) **Supports in principle the establishment of a Men's Shed in Stotfold;**
- b) **Agrees that the Council will provide promotional and practical assistance as outlined in the report;**
- c) **Requests the Clerk liaise with the initiating group to help coordinate a public meeting;**
- d) **Considers recommending a one-off start-up grant (amount to be determined) once a viable project plan has been presented.**

Task: Town Clerk to liaise with the initiating group to coordinate efforts for the Men in Sheds

7.2. Community Repair Cafe Proposal

The Committee discussed the proposal from Arlesey Town Council to form a community repair cafe. There was a consensus that the initiative is worth exploring further. The idea of sharing the repair cafe with neighbouring towns like Arlesey and Fairfield was considered feasible.

Decision: It was **RESOLVED** to

- a) **Work with Arlesey Town Council and Fairfield Parish Councils to support a Community Repair Cafe proposal on the proviso that it is enabled by Arlesey Town Council and is covered by their insurance.**
- b) **Recommend to Buildings Management Committee that a free hire is offered to support the Repair Café.**

Action: Agenda item for next Buildings Management Committee for free hire for repair café.

7.3. Sponsorship for Town Council Events

The Committee reviewed a proposal to implement a sponsorship and advertising programme to support town council events. The draft policy was discussed, and there was general agreement on its adoption. The sponsorship package details were considered, with a focus on ensuring it covers costs effectively. The Committee agreed to recommend the policy to the full council.

Decision: It was **RESOLVED** to recommend the sponsorship and advertising policy is adopted by Full Council.

Task: Add Sponsorship and Advertising Policy to Full Council agenda 25/6/2025

7.4. Stotfest 2025



An update was provided on the preparations for Stotfest 2025. The event is shaping up well, with tickets expected to go on sale shortly. The Committee discussed logistical aspects, such as seating arrangements and sponsorships noting that attendees are encouraged to bring their own chairs to the event,. The first sponsorship for the event, amounting to £1500 from Satchell's, was announced.

Decision: It was **RESOLVED** to note the work undertaken on Stotfest to date.

7.5. October Steam Fair

Members considered the Town Council's participation in the October Steam Fair. There was a strong consensus on maintaining a presence at the event, albeit in a scaled-back capacity. The idea of using a gazebo instead of a trailer was agreed upon to ensure visibility and engagement with attendees.

Decision: It was **RESOLVED** to maintain a presence at the October Steam Fair using a gazebo instead of a trailer.

7.6. Update on Events and Expenditure to date

The Committee reviewed the updated list of events and noted the expenditure to date.

Decision: It was **RESOLVED** to note the report.

7.7. Policy Adoption

Members considered the adoption of several policies, including the Safeguarding Protection Policy, Community Engagement Policy, and Social Media Policy. There was a discussion about the need for a designated safeguarding officer. The Committee expressed support for adopting the policies and agreed to look into appointing a safeguarding officer.

Decision: It was **RESOLVED** to recommend to Full Council that the following policies are adopted:

- a) **Safeguarding Policy**
- b) **Community Engagement Policy**
- c) **Social Media Policy**

Task: Consider appointing a designated safeguarding officer.

Task: Add the policy recommendations to Full Council 25 June 2025.

7.8. VJ DAY - 15 August 2025

Members discussed the commemoration of VJ Day on 15 August 2025. It was noted that the event is less celebrated than VE Day, but the Committee agreed on the importance of having a presence. Suggestions included a commemorative event similar to the VE Day service with a laying of a wreath at the war memorial by the Mayor. The Committee decided to revisit the plans in the July meeting for further updates.

Decision: It was **RESOLVED** to commemorate VJ Day with a laying of a wreath at the War Memorial and live stream the event.



Task: Reconsider the plans for VJ Day commemoration in the July meeting for further updates.

8. MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

Members asked for updates on the film choice for the open-air cinema. There had been over 60 films suggested to date and a poll to choose the final 3 would be organised.

9. WORK PROGRAMME

The Committee reviewed its work programme. There were no comments.

Decision: It was **RESOLVED** to note the work programme.

10. DATE OF NEXT MEETING

The next meeting was scheduled for Wednesday, 16 July 2025.

SIGNED BY CHAIR:

MINUTES APPROVED (date):



STOTFOLD TOWN COUNCIL

SPONSORSHIP & ADVERTISING POLICY

1. Purpose

- 1.1 This Policy is designed to outline the Town Council's approach to sponsorship and related advertising. The Council believes that careful guardianship of the Town Council's finances and assets is economically, socially and environmentally important.
- 1.2 Sponsorship can help, for example, by providing more sustainable or disability-friendly products than could normally be afforded. This Policy is designed to help provide a positive framework for actively seeking and accepting sponsorship, while providing the necessary controls to protect the Town Council's reputation and to ensure any related advertising is appropriate.

2. Definition

In the context of this Policy the following definitions apply:

- Sponsorship - This is a contractual arrangement between parties whereby one meets all the costs of an activity or project, usually in exchange for a benefit such as advertising.
- Advertising - This is a contractual arrangement between parties for the promoting of a product (or service) to potential and current customers and is typically displayed on signs, websites and emails etc.

3. General Principles

- 3.1 The Town Council reserves its rights in all circumstances to refuse or apply any conditions, but the following is a list of general principles which will be applied to sponsorship and advertising arrangements:
- 3.2 The Town Council welcomes all opportunities to work in partnership with organisations which are aligned with its strategic priorities and core values. However, the Town Council will not put itself in a position where it might be said that such a partnership has, or might, or may be thought to have:
 - influenced the Town Council or its Officers in carrying out its statutory functions.
 - been offered unduly favourable terms from the Town Council in any business or other agreement.
 - aligned the Town Council with any organisation which conducted itself in a manner which conflicted with the Council's values.
- 3.3 The Town Council actively welcomes sponsorship and advertising opportunities to obtain appropriate commercial sponsorship for events, campaigns or initiatives to provide added value for services to the public.
- 3.4 Sponsorship is for additions and improvements, not for the Town Council's statutory and core contractual and service obligations.
- 3.5 Transparency of process will apply to protect the Council's reputation and manage expectations.



- 3.6 The Code of Conduct applies to all Councillors in respect of transparency and interests in contracts.
- 3.7 Sponsorship and related advertising agreements must also comply with the law and Town Council's policies, including the Equality and Diversity Policy.
- 3.8 Any advertising does not indicate that the Council endorses or accepts any liability connected with the advertising company or products.
- 3.9 Sponsors shall be informed of the following disclaimer in writing:
"Acceptance of advertising or sponsorship does not imply endorsement by the Town Council of products and services."

In order to make this clear - all publications, or other media, with advertising or sponsorship should carry the following disclaimer:

'Whilst every effort has been made to ensure advertising within this publication complies with all relevant legislation, Stotfold Town Council cannot accept any liability for errors or omissions contained in any material provided by an advertiser. The Town Council does not accept any liability for any information or claims made by the advertisement or by the advertisers. Any inclusion of the Town Council's name on a publication should not be taken as an endorsement by the Town Council.'

- 3.10 Where it is not possible to print a disclaimer, for example in the case of an advertising hoarding, the material should identify Stotfold Town Council as being the owner and that this Policy is available on the Town Council's website.
- 3.11 Any logos of sponsors should not be more prominent or compelling than those of the Town Council.
- 3.12 Explicit sales messages with trading claims, including those relating to relative superiority, exclusivity of supply, health benefits or other claims that are controversial, judgmental or difficult to substantiate should be avoided e.g. 'no.1 provider of baked beans', 'the only provider of play equipment in the UK', '40% of cats are happier after eating this' and 'eat meat, run faster, live longer'.
- 3.13 It is accepted that most sponsorship will be offered on the basis that it is in return for publicity or an advertising platform. However, the Town Council warmly welcomes any philanthropic sponsorship (donation) that is offered with no expectation of any benefit to the donor.
- 3.14 The Town Council reserves its right to refuse sponsorship and remove any advertising where any declarations or conditions are contravened; a fundamental condition of any sponsorship agreement is that should any reputational risk arise from the sponsorship for the Town Council shall end the agreement without any financial loss to the Town Council.
- 3.15 A list of sponsors and details of what they have sponsored will be published on the Town Council's website except where the donor wishes to remain anonymous (and the Council agrees to the anonymity).
- 3.16 There is no bar on Councillors, or other statutory bodies offering sponsorship to the Town Council either by sponsoring Town Council events or activities. However, apart from the conditions that apply to all potential sponsors, care must be taken that the sponsorship would not contravene the Councillors' Code of Conduct or the restrictions on Town Council publicity, particularly during the sensitive pre-election period. If necessary, the advice of the Monitoring Officer will be sought should a Councillor put forward a sponsorship proposal.



- 3.17 The Town Council abides by the Town and Country Planning Act 1990. The Control of Advertisement Regulations provides the rules on displaying advertising. The Town Council has a duty to ensure all advertising on its owned platforms falls within this legislation and will ensure planning law relating to the display of advertisements is complied with.
- 3.18 The Council will advertise its own services and offers as appropriate using its own platform. This may include adverts relating to traded services or quasi-trading services, which generate an income. The Town Council permits paid for advertising on some of the platforms it owns, and this may include advertising from for-profit companies. In both circumstances the Town Council will comply with the Supply of Goods and Services Act 1982.
- 3.19 Any advertising material and/or content complies with the relevant Committees of Advertising Practice (CAP) code; where it relates to advertising to children and young people, any advertising shall be lawful, appropriate taking into any related CAP Code, shall not foster 'pester power' and shall not feed stereotypes and prejudice.
- 3.20 Any advertising material and/or content complies with the rules laid out in the UK Code of Non-broadcast Advertising, Sales Promotion and Direct Marketing (CAP Code) enforced by the Advertising Authority.
- 3.21 The advertising material/content complies with relevant legislation and the appropriate Code of Recommended Practice on Local Authority Publicity.

4. Co-ordination and approval procedure

- 4.1 Approaches to or by potential sponsors/advertisers must be through the Town Clerk who will determine the route for decision in line with this Policy and the table below:

Packages	Procedure Note	Level of Approval
Annual Floral Display Sponsorship	Clerk to ensure the availability of sponsorship opportunity be made known at least through the Council's website and for a minimum of 7 days and in compliance with the Public Contracts Regulations 2015, on Contracts Finder, where required.	Community Engagement, Town Council meeting
Stotfest Stage and Event Sponsorship	Clerk to ensure the availability of sponsorship opportunity be made known at least through the Council's website and for a minimum of 7 days and in compliance with the Public Contracts Regulations 2015, on Contracts Finder, where required.	Community Engagement, Town Council meeting
Christmas Light Column Sponsorship (Five Year Commitment)	Clerk to ensure the availability of sponsorship opportunity be made known at least through the Council's website and for a minimum of 7 days and in compliance with the Public Contracts Regulations 2015, on Contracts Finder, where required.	Community Engagement, Town Council meeting
Additional Sponsorship Opportunities	Clerk to ensure the availability of sponsorship opportunity be made known at least through the Council's	Community Engagement, Town Council meeting



	website and for a minimum of 7 days and in compliance with the Public Contracts Regulations 2015, on Contracts Finder, where required.	
--	--	--

Revision History:

Date Adopted	[March 2025]	
Date Reviewed		



STOTFOLD TOWN COUNCIL

SPONSORSHIP PROGRAMME

A Unique Opportunity for Local Businesses

Introduction

The Town Council is delighted to present an exciting sponsorship programme for local businesses and community members to support and enhance our town's vibrancy while gaining valuable promotional benefits.

This initiative offers a variety of sponsorship opportunities, from sponsoring our annual floral displays and popular events like Stotfest to long-term commitments such as the five-year Christmas light display. Additionally, we are introducing Christmas light column sponsorships, allowing businesses or families to display a roundel promoting their name for five years.

This programme provides sponsors with excellent visibility, demonstrating their commitment to the local community while benefiting from increased brand recognition. The Town Council aims to collaborate with sponsors to create a thriving and visually appealing environment for residents and visitors alike.

Why Sponsor?

Sponsoring town projects is more than just advertising; it's an investment in the community. Sponsors will:

- Gain increased brand exposure through strategic placement of their business name.
- Demonstrate corporate social responsibility by supporting community-enhancing initiatives.
- Contribute to making the town more attractive and vibrant for residents and visitors.
- Enjoy long-term advertising benefits with affordable sponsorship packages.

Below are the sponsorship opportunities available.

Sponsorship Opportunities

1. Annual Floral Display Sponsorship

The town is looking to develop the town centre with the introduction of floral displays, which enhance the beauty of key public areas throughout the year. Sponsorship of these displays offers an excellent opportunity for businesses to align themselves with a project that improves the town's environment and quality of life.

Sponsorship Benefits

- A sign placed near the sponsored floral display with the company's name and logo.
- Recognition in the Town Council's e-bulletin and website.
- Social media posts thanking the sponsor.

Sponsorship Packages

- Hanging Basket Sponsorship: £100 per basket
- Full Town Display Sponsorship: £3,000 per year (exclusive sponsorship)



2. Stotfest Stage and Event Sponsorship

Stotfest is one of the town's biggest annual events, attracting thousands of visitors and showcasing live music, local talent, food vendors, and entertainment. Sponsoring the Stotfest Stage or the overall event provides excellent exposure for businesses looking to connect with the local community.

Sponsorship Benefits

- The sponsor's logo featured prominently on the Stotfest Stage.
- Recognition in all event-related promotions, including posters, leaflets, and online advertising.
- Mentions during stage announcements and performances.
- The opportunity to display banners and marketing materials at the event.

Sponsorship Packages

- Stotfest Main Stage Sponsorship: £3,000 (exclusive branding of the stage)
- Gold Event Sponsor: £2,000 (banners at 3 entrances into the town; 3 entrances into the field, artwork to be provided by sponsor)
- Silver Event Sponsor: £1,000 (branding in select event areas)
- Community Sponsor: £500 (business logo included in promotional materials)

3. Christmas Light Display Sponsorship (3-Year Commitment)

The annual Christmas lights bring festive cheer to the town, attracting visitors and boosting local businesses. The Town Council is offering a unique three-year sponsorship package for businesses looking for long-term community engagement.

Sponsorship Benefits

- The sponsor's name and logo displayed prominently on signage near key Christmas light installations.
- Regular mentions on social media and in press releases about the town's Christmas celebrations.
- Inclusion in the Town Council's 'Thank You' advertising campaign at the end of each festive season.
- A sustained promotional presence in the town throughout the festive period for three consecutive years.

Sponsorship Package

- Three-year Christmas Light Display Sponsorship: £6,000.

4. Christmas Light Column Sponsorship (Three -Year Commitment)

A new initiative allows businesses or families to sponsor a Christmas light column, featuring a roundel displaying their name or logo for three years. This is an affordable way to show support for the community while maintaining a visible presence during the festive season.

Sponsorship Benefits

- A personalised roundel attached to a Christmas light column for three years.
- The roundel will feature the sponsor's name, logo, or family name.



- Visibility during the busiest shopping season, enhancing brand recognition.
- A cost-effective way to support the town while advertising to a broad audience.

Sponsorship Package

- Three Year Christmas Light Column Sponsorship: £1,000.

5. Open Air Cinema

Free to attend open-air cinema on The Green, showing three films to residents.

Sponsorship Benefits

- Have your company logo displayed on the screen between showings.
- Total of three films, with your logo displayed between each film, in a rolling programme of images.

Sponsorship Package

- Screen sponsor - £25 per logo (company logo displayed on the screen in between film showings)
- Screen sponsor (Advert) £50 (company advert displayed on the screen between film showings. Can include any promotion recruitment or other information).
- Screen sponsor (advert) £75 (as above with two adverts included in this package).

5. Additional Sponsorship Opportunities

For businesses looking for more tailored sponsorship opportunities, the Town Council is open to discussing custom packages that align with their brand values and objectives. Some additional sponsorship options include:

- Summer and Winter Town Events: Opportunities to sponsor smaller events such as Pancake Race, Duck Race or Dinosaur Hunt.
- Public Seating and Benches: Sponsoring a public bench with a commemorative plaque.
- Heritage and Arts Programmes: Supporting local art installations, murals, or historical preservation projects.
- Sponsorship package fees for these events will be determined by the Community Engagement Committee on a case-by-case basis and advertised to local businesses in advance.

6. How to Apply for Sponsorship

Businesses and individuals interested in sponsorship opportunities can apply through the Town Council's sponsorship programme by following these steps:

- a) Select a Sponsorship Package: Review the options and choose the one that best suits your business objectives.
- b) Apply: Complete the sponsorship form available on the Town Council's website or collect one from the Town Council offices.
- c) Confirm Sponsorship Agreement: Upon approval, sign a sponsorship agreement outlining the terms and conditions.
- d) Payment and Implementation: Once payment is received, sponsorship benefits will be activated.



Conclusion

The Town Council's sponsorship programme is a unique and valuable opportunity for businesses to contribute to the town's growth and vibrancy while gaining significant promotional benefits. Whether sponsoring a floral display, an event like Stotfest, or making a long-term commitment to the Christmas lights, businesses can make a meaningful impact on the community.

For more information or to discuss sponsorship opportunities, please contact the Town Council's sponsorship team at enquiries@stotfoldtowncouncil.gov.uk.

We look forward to partnering with you to create a brighter, more vibrant town for all!

DRAFT



STOTFOLD TOWN COUNCIL

SAFEGUARDING PROTECTION POLICY

1. Policy Overview

- 1.1 Stotfold Town Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Town Council.
- 1.2 The purpose of this policy is to make clear to all members, staff, volunteers, and contractors what is required in relation to the protection of children, young people and vulnerable adults should any child protection issue arise during their work.
- 1.3 Children, young people, and vulnerable adults have the right to participate, have fun and be safe in the services provided for them and the activities they choose, or their parents/carers choose for them. This Policy will help to maintain a safe and positive environment for children and vulnerable adults.
- 1.4 The policy has been created in line with the following legislation:
 - Children Act 1989 and Children Act 2004
 - Safeguarding Vulnerable Groups Act 2006
 - The Crime and Disorder Act 1998
 - The Care Act 2014
 - Equality Act 2010

2. Policy Coverage

- 2.1 This policy applies to all members, employees, volunteers, and contractors working in partnership with Stotfold Town Council. The Town Council has a duty to co-operate with other agencies and authorities to promote the well-being of children and young people. Central Bedfordshire Council is the lead agency for the protection of vulnerable adults.
- 2.2 Stotfold Town Council does not investigate allegations of abuse. However, all members, employees, volunteers and contracted services providers have a responsibility to act when they suspect or recognise that a child or vulnerable adult may be a victim of significant harm or abuse. This Policy is to be used in conjunction with the Council's Risk Management Policy, Health and Safety Policies, Equal Opportunities Policy, Complaints Policy and Procedure, Disciplinary and Grievance Procedures.
- 2.3 The phrase "children, young people and vulnerable adults" refers to:
 - a) Anyone under the age of 18 years,
 - b) Someone who is over the age of 18 who is or may need community care services by reasons of mental health or other disability, age or illness and is, or may be, unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

When the term "parents" is used, it is in the broadest sense to include parents, carers and guardians.



3. Policy Principles

- 3.1 Stotfold Town Council recognises that all children and vulnerable adults have an equal right to protection from abuse. It is committed to safeguarding children and vulnerable adults and protecting them from abuse when they are engaged in services organised and provided by, or on behalf of, the Council.
- 3.2 Referrals of suspicions of abuse cannot be anonymous and should be made in the knowledge that, during enquiries, the agency that made that referral will be made clear.
- 3.3 Stotfold Town Council will not tolerate the harassment of any member, employee, volunteer, contracted service provider or child/vulnerable adult who raises concerns of abuse.

4. Policy Statement

- 4.1 Stotfold Town Council is committed to taking all reasonable precautions to safeguard the welfare of children and vulnerable persons that use its services and will promote a safeguarding culture and environment.
- We will endeavour to keep children and vulnerable adults safe from abuse.
 - Suspicion of abuse will be responded to promptly and appropriately.
 - We will always act in the best interests of the child or vulnerable adult.
 - We will proactively seek to promote the welfare and protection of all children and vulnerable adults living in the local community.
 - We will endeavour to ensure that unsuitable people are prevented from working with children and vulnerable adults through, as appropriate, its recruitment and selection policy and by reminding hirers of their safeguarding responsibilities.
 - We will take any concern made by a member, employee, volunteer or contracted service provider or child / vulnerable adult seriously and treat it with sensitivity.

5. Responsibilities & Procedures

- 5.1 The Town Council will appoint a Safeguarding Officer within the Council and his/her responsibilities will include:
- Ensuring that before any Council organised event with children or vulnerable persons, the Safeguarding Officer will brief participants appropriately.
 - Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.
 - Ensuring that whilst Council members are unlikely to be involved with children during the performance of their duties, they are mindful of the risk they face.
 - Ensuring that before any volunteers or paid members of staff are recruited to work with children and vulnerable persons they are interviewed, and two references taken up.
 - Decisions on whether any person should have a DSB check will be made by the Town Clerk following a risk assessment.
 - All new councillors are to be provided with a copy of this Safeguarding Protection Policy and are required to acknowledge they will abide by it.
 - Councillors will adhere to the 'List of Recommended Behaviour' namely:
 - A minimum of two adults present when supervising children.
 - Not to play physical contact games.
 - Adults to wear appropriate clothing at all times



- Ensure that accidents are recorded in an accident book.
- Never do anything of a personal nature for a young person.

6. Procedure and Systems

6.1 Definitions of Abuse

Abuse covers any form of physical, emotional, mental and sexual abuse including bullying, including lack of care that leads to injury or harm. For vulnerable adults abuse may also be financial.

Neglect is where people fail to meet a child's or vulnerable person's basic physical /psychological needs and is likely to result in the serious impairment of their health or development, e.g. failure to ensure that a child is protected from unnecessary risk of injury or exposing them to undue cold.

Physical Abuse is where physical pain or injury is caused, e.g. hitting, shaking, biting, etc. Sexual Abuse is where children or vulnerable adults knowingly or unknowingly take part in an activity that meets the sexual needs of the other person or persons involved. This includes inappropriate photography or videoing.

Emotional / Mental Abuse is where there is persistent emotional ill treatment that causes severe and persistent adverse effects on the child's or vulnerable person's emotional status e.g. bullying (including cyber and text bullying), constant criticism and unrealistic pressure to perform.

- 6.2 It is important to recognise that disabled children may be particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them. Dependency on others for primary needs, e.g. feeding and clothing may make a person feel powerless to report abusive treatment.

- 6.3 This policy is inclusive of all children, young people and vulnerable adults, irrespective of their age, gender, race or ethnicity, religion, disability or sexual preference.

6.4 Use of Video and Photography

The use of photographs and images of young people will be controlled to prevent possible misuse. In general, agreement will be sought from parents or guardians that images can be used as appropriate.

6.5 Digital Safety and Online Conduct

Where council communications or events involve digital interaction (e.g. via Zoom, Teams, social media), appropriate safeguards will be implemented, including:

- Clear codes of conduct for online interactions.
- Staff and Councillors not initiating private online contact with young people.
- Parental consent for online participation by minors.
- Use of official Council accounts/devices for communication.



7. Responding to Allegations

7.1 If a person discloses abuse by someone else:

- Stay calm, take the allegation seriously.
- Allow the person to speak without interruption, accepting what is said, but DO NOT Investigate.
- Only ask questions for clarification, do not ask leading questions and do not attempt to investigate.
- Alleviate feelings of guilt and isolation, while passing no judgement. Reassure them that they did the right thing by talking to you.
- Advise that you will try to offer support, but that you MUST pass the information on, do not offer to keep secrets.
- Record the facts as you know them.
- Refer the allegation immediately and directly to the Town Council's appointed Safeguarding Officer. If an employee or volunteer is implicated, refer to their Line Manager. If a manager or another young person is implicated, refer directly to the Town Clerk. If the Town Clerk is implicated, refer to the Town Mayor. All allegations must be referred, no matter how insignificant they seem to be, or when they occur. Try to ensure that no-one is placed in a position which could cause further compromise.

7.2 As soon as possible after the incident or disclosure has occurred, the person who received the report should:

- Write down notes, dates, times, facts, observations, and verbatim speech.
- Ensure the correct details are available, the young person's / vulnerable adult's name and address, and the name and address of their parent or guardian.
- Immediately contact the Town Council's Safeguarding Officer and inform them of the report.
- Both the person who received the report as well as the Safeguarding Officer must initiate contact with Central Bedfordshire Council's Children and Young Person's Integrated Front Door service or the Adult Safeguarding Team as soon as possible regarding the report.
- During your call to Central Bedfordshire Council (refer to Item 6.4 below for direct contact details), carry out the following actions:
 - Request the name of the person with whom you are speaking.
 - Repeat all the information shared by the person – do not filter any information
 - Ask if anyone else should be informed
 - Prepare a confidential file. Record all notes, conversations, and advice from Central Bedfordshire Council. Every effort should be made to ensure that confidentiality is maintained for all concerned.
- Follow the advice from Social Services; take no other action unless advised to do so by Social Services. Do not attempt to investigate any matters this is not the role of the Town Council.
- The Safeguarding Officer will store all information in a secure place with limited access to designated people, in line with data protection legislation.

If in doubt about the advice you have received at any stage refer to Social Services for guidance.



7.3 Contact Details for Central Bedfordshire Council, the Police and NSPCC:

If you believe the person is in immediate danger, please call the Police on 999.

Central Bedfordshire Council – Child protection – Safeguarding Children and Young People: Integrated Front Door Service
Telephone: 0300 300 8585 (office hours) 0300 300 8123 (out of hours)

Central Bedfordshire Council - Safeguarding of Vulnerable Adults:
0300 300 8122 (Monday to Friday, 8:45am to 5:20pm)
0300 300 8123(outside of these hours)
email at adult.protection@centralbedfordshire.gov.uk

First Responders: Telephone: 101 or in an emergency 999

NSPCC Child Protection Helpline:
Telephone: 0808 800 5000

7.4 Responding to concerns about a child's welfare where there has been no specific disclosure or allegation

All members, employees, volunteers, and organisations contracted to provide services on behalf of the Council are encouraged to share concerns with the Town Clerk. The Town Clerk will, if appropriate, make a referral to Social Services.

Recognising abuse is not always easy. The list below provides some indicators of abuse; however, the list is not exhaustive and contains only indicators, not confirmation, of abuse:

- unexplained bruising, marks or injuries on any part of the body e.g. cigarette burns,
- bite marks.
- bruises which reflect hand marks or fingertips (from slapping or pinching)
- an injury for which the explanation seems inconsistent, or which has not been treated adequately.
- sudden changes in behaviour, including becoming withdrawn or becoming aggressive, severe temper outbursts.
- reluctance to get changed e.g., for swimming.
- neglected in appearance, dirty or "smelly".
- constant hunger, sometimes stealing food from others.
- inappropriate dress for the conditions.
- fear of parents or carers being approached for an explanation.
- flinching when approached or touched.
- neurotic behaviour e.g., hair twisting, rocking.
- being unable to play.
- fear of making mistakes.
- self-harm.
- fear of being left with a specific person or group of people, lack of trust in adults.
- sexual knowledge which is beyond their age or development age.
- sexual drawings or language.
- saying they have secrets they cannot tell anyone about.
- not allowed to have friends.



7.5 Confidentiality

Members, employees, volunteers, and contracted service providers must not discuss allegations of abuse, substantiated or not, with anyone other than in connection with the formal investigation. Where it is necessary to put in procedures to prevent continuing abuse the matter should be shared with the Town Clerk so that appropriate risk assessments may be undertaken.

8. Prevention

8.1 Recruitment

Prospective employees will be interviewed, and previous, relevant experience will be noted. Two appropriate references will be taken up for all employees. All employees will undergo a minimum 6-month probationary period.

All members, employees and volunteers who are required to carry out duties that involve working with children or vulnerable adults or whose roles mean they come directly into contact with children or vulnerable adults will be checked by the Government's Disclosure and Barring Service (DBS) and / or appropriate safeguarding agency. In line with best practice, these checks will be repeated every three years.

8.2 Training

The council will make the Safeguarding Protection policy available to all members, staff and volunteers. Line managers will encourage good practice and identify any training needs required through the Council's Annual Performance Management system.

All members and employees will be expected to read this policy and sign the Declaration at the end of the document.

Councillors will be offered appropriate training on safeguarding children and vulnerable adults.

Mandatory safeguarding refresher training will be provided at least every three years or in line with changes to legislation or guidance.

8.3 Reporting

The council is committed to maintaining an open culture where members, employees, volunteers, children, vulnerable persons, parents, guardians and carers feel able to express concerns both about child protection and issues of poor practice.

In addition to the procedures outlined in this policy, the council's Complaints Policy is available to all members, staff, volunteers and the general public.

8.4 Safeguarding Culture and Risk Assessment

The council will conduct safeguarding risk assessments for events, venues and activities involving children and vulnerable adults, and take steps to mitigate identified risks.



8.5 Whistleblowing Mechanism

Any person who has safeguarding concerns should feel confident in raising these. Where staff or volunteers feel they cannot report their concerns through the usual channels, they are encouraged to use the Town Council's Whistleblowing Policy, ensuring concerns can be raised without fear of reprisal.

9. Codes of Practice and Behaviour

These guidelines have been devised to protect children and vulnerable adults from abuse, as well as to protect members, staff and volunteers from situations where false allegations may occur.

The guidelines apply to those working with children or vulnerable persons involved in activities organised by or on behalf of Stotfold Town Council or at services provided by Stotfold Town Council.

9.1 Members, staff and volunteers must:

- Treat everyone with respect, regardless of their age, ethnicity, social background, ability, sexual orientation, culture, or religious beliefs.
- Provide an example of good conduct they wish others to follow.
- Plan activities which involve more than one other person being present, or at least which are within sight or hearing of others.
- Provide access for young people to talk to others about any concerns they may have.
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviours they do not like.
- Remember that someone else might misinterpret their actions, no matter how well intentioned.
- Recognise that special caution is required when discussing sensitive issues, such as bullying, bereavement, abuse, or personal development.
- Recognise that some children or vulnerable adults will be more vulnerable to abuse than others and may face extra barriers in getting help because of their race, gender, age, religion, disability, sexual orientation, social background, or culture.
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse.
- Be identifiable and always wear a name badge or branded uniform

9.2 Members, staff and volunteers must not:

- Engage in physical horseplay, such as wrestling or tickling.
- Have any inappropriate verbal or physical contact with children or vulnerable people or make suggestive remarks or gestures.
- Permit abusive youth peer activities (e.g., initiation ceremonies, ridiculing, bullying etc.).
- Play physical contact games with children or vulnerable adults.
- Jump to conclusions about others without checking the facts.
- Ask children or vulnerable adults to do things that are potentially dangerous, illegal or otherwise unreasonable.
- Exaggerate or trivialise abuse issues.
- Show favouritism to any individual.
- Rely on just their good name to protect them.
- Believe it could "never happen to me".



- Take chances when common sense, policy or practice suggest a more prudent approach.
- Allow allegations made to go unchallenged, unrecorded, and not acted upon.

Stotfold Town Council takes its responsibility very seriously. Employees who breach these guidelines will face investigation and may face disciplinary action, which could lead to a dismissal. Volunteers in breach of the above Code of Conduct will have their services terminated with immediate effect and their parent organisation (as appropriate) will be informed. If a member does not adhere to the policy, there may be grounds for reporting their behaviour to the Monitoring Officer, who may require an investigation under the Member Code of Conduct. Where there is evidence of illegal activity, the member, employee, or volunteer will be reported to the relevant authorities and may face a criminal investigation.

10. Procedure in Relation to Specific Services

10.1 Work Experience

Stotfold Town Council may offer work experience placements. The Council will ensure that employees working with children or vulnerable adults are aware of the Safeguarding Protection Policy. Line managers are responsible for the health, safety and welfare of work experience students who under law are regarded as employees.

10.2 Employees and volunteers aged under 18

Stotfold Town Council may employ workers or engage volunteers under the age of 18. The Council will ensure that all employees and volunteers and their parents are aware of this Safeguarding Protection Policy. Line managers are responsible for the health, safety and welfare of all employees.

10.3 Grants

All organisations applying for a grant will be required to supply a copy of their safeguarding policy in order for their application to be progressed.

10.4 Council Assets and Facilities

Independent sports clubs and private individuals who regularly use the assets and facilities operated by Stotfold Town Council should have appropriate child protection and vulnerable adult policies in place, as well as safeguarding training provided to their employees, commensurate with the level of contact they have and activities they provide. Furthermore, their employees or volunteers who have significant and regular unsupervised contact with children and vulnerable adults should have satisfactory DBS checks.

The council will state on its Booking Forms that it is the Council's expectation that groups will follow best practice procedures in relation to Child and Vulnerable Adult Safeguarding.

10.5 Use of Contractors

Stotfold Town Council will take reasonable care that contractors doing work on behalf of the council are monitored appropriately. Any contractor or sub-contractor engaged by the council in areas where workers are likely to come into regular contact with children, young people, or vulnerable adults, should have its own equivalent Child Protection and



vulnerable adult policies, and/or must comply with the terms of this policy. This requirement will be written into the contract. If this is not met, the contractor will be deemed to be in breach of their contract.

Contractors working in close proximity to children or vulnerable adults must provide evidence of safeguarding training and policies or adhere to the Town Council's policy. A signed declaration of compliance will be required as part of any contract agreement.

10.6 Internet and e-mail Policy

Please refer to Stotfold Town Council's Information & Data Protection Policy.

10.7 First Aid

The administration of first aid to children, young people and vulnerable adults can present risks. Under ordinary circumstances, a child or young person can be administered with first aid only if their parent or guardian expressly permits this course of action.

When administering first aid, wherever possible, employees should ensure that another adult is present or is aware of the action being taken. Parents/carers should always be informed when first aid is administered.

Child welfare is of paramount importance. In certain circumstances members, employees, volunteers, and contracted service providers may undertake first aid as a last resort, notifying parents carers as soon as possible, to minimise a child's or vulnerable adult's distress.

10.8 Special Events Photography

It is an unfortunate fact that some people have used children and young people's events as opportunities to take inappropriate photographs or footage of children, every attempt should be made to ensure that this does not happen. Members, employees, volunteers, and contracted service providers should be vigilant at all times. Anyone using cameras or film recorders for or on behalf of the Council should obtain consent from the parents of children being photographed or filmed before the activity commences.

When commissioning professional photographers or inviting the press to cover Council services, events and activities the Council's expectations must be made clear in relation to child protection by checking the credentials of any photographers', ensuring identification is worn and by not allowing unsupervised access to children or one to one photographic session.

10.9 Equality & Diversity Alignment

This policy is implemented in accordance with the Equality Act 2010. Safeguarding actions will be taken without discrimination and with respect to protected characteristics.

10.10 Misuse of Procedure

Malicious complaints about a member or an employee(s) and/or serious and/or persistent abuse of these safeguarding policies and procedures will not be tolerated and will be dealt with through Stotfold Town Council's disciplinary process.



11. Policy Monitoring and Review

This policy will be reviewed every two years by the Town Council or sooner if legislation or best practice guidance changes.

All incidents and allegations of abuse and complaints will be recorded and monitored.

Revision History:

Date Adopted	June 2025	
Date reviewed	June 2027	

DRAFT



STOTFOLD TOWN COUNCIL

SAFEGUARDING PROTECTION POLICY

Declaration

Stotfold Town Council is fully committed to safeguarding the wellbeing of children, young people and vulnerable adults and promoting their welfare. Representing Stotfold Town Council as an Elected Member Working or working as an employee, volunteer or contracted service provider of Stotfold Town Council it is important that you have taken the time to thoroughly read the Safeguarding Policy and Procedures document.

By being made aware of the policy it is our intention to ensure that all are proactive in providing a safe and secure environment for the children and vulnerable adults in our community.

I have received, read, and understood the Stotfold Town Council Safeguarding Policy and Procedures document. By signing I agree to adhere to the principles of the policy.

Signed: _____

Name (please print): _____

Date: _____



STOTFOLD TOWN COUNCIL

COMMUNITY ENGAGEMENT POLICY

1. Purpose

- 1.1 Stotfold Town Council wants to work closely with the public – residents, communities, businesses and voluntary organisations. Our aim is to engage with residents and encourage their participation in the local democratic process; creating a more active and informed community that is involved in decision making and securing better services.
- 1.2 Community Engagement effectively gives local people a voice and an opportunity to involve them in decisions which affect them and their community. This may include individuals, community groups, businesses, and other public bodies.
- 1.3 The objectives of this Policy are to:
 - **Promote active community engagement** by providing accessible and inclusive opportunities for residents, businesses, and community groups to participate in local decision-making.
 - **Ensure transparency and accountability** by clearly communicating how community feedback influences Council decisions and service delivery.
 - **Strengthen understanding among Councillors and Officers** of the importance of public engagement and their role in facilitating meaningful interactions.
 - **Enhance service delivery** by using community insights to inform and improve Council projects, policies, and local services.
 - **Expand engagement reach** by identifying and addressing barriers to participation, ensuring that all residents—including underrepresented groups—have a voice.
 - **Develop a structured communication strategy** to guide community engagement activities over the next three years, incorporating digital and non-digital methods.

2. Principles

- 2.1 Community engagement is the act of involving of local people in decisions which affect them and their community. This can include individuals and community groups as well as businesses and other public bodies. It provides an opportunity for local people to communicate with the Council about their community and neighbourhoods needs and/or aspirations.
- 2.2 Community engagement provides the Council with an opportunity to consult and inform the public about its services and projects.
- 2.3 Certain groups within the community who are not often engaged with the Council can be those who experience social exclusion and can be perceived as being disempowered. An example may be young residents, elderly residents or those with a disability.
- 2.4 The Town Council employs a range of strategies to ensure accessibility of its information and engagement, including:

- accessible format of documents on its website and all prints or literature;
- distribution of information via noticeboards within the community, notices at its points of service (i.e. cemetery, allotments and leisure spaces for hire),
- distribution of information within the community by email to local businesses, placement of posters and event notices in the windows of local businesses and community support charities, banners at strategic points across the town, publication of the Annual report in digital and paper format and distributing this within the community;
- engagement opportunities with all members of the community – including young people, those with disabilities and non-English speakers;
- collaboration with local organisations, local faith groups and schools to share information on events and initiatives aimed at specific groups.

2.5 The key aspects of community engagement include:

- Developing a network of relationships between the Council, individuals and community interest or support groups;
- Clear and open communication to ensure that information is made accessible to all groups;
- Listening to and understanding a range of people to identify aspirations, needs and problems.

2.6 The benefits of community engagement include:

- Problems and needs within communities are identified so they can be addressed;
- Those participating feel more empowered by being involved in decision making and a sense of ownership over new facilities/initiatives can be developed;
- May result in a renewed respect for the Council; enhanced leadership.

2.7 The Localism Act 2011 places a responsibility on Local Government to engage with its residents and community - the guiding principles are:

- The Town Council cannot force any individual or group to become involved but it can and will make it easier and more appealing to do so.
- It will always be clear before the start of any participation or consultation event; to what extent it will inform a decision.
- The Town Council will adhere to a minimum period of 4 weeks for consultations, with clear advertisement of the start and finish dates of consultations on all consultation media, social media and paper notifications.
- The Town Council's consultations will include online survey response options, paper survey response option as well as face to face meeting/s.
- Feedback for all consultations will be collated and the results of the consultation will be published via media, social media and paper notifications.
- The findings of consultations will be presented to the relevant committee or Full Council for consideration. Any agreed actions will be incorporated into a formal action plan and an update on the outcomes and next steps will be published to keep residents informed.
- If the outcome of a consultation or participation event is intended to inform a decision and a different decision is taken, the reasoning behind that decision will be published openly and with transparency in mind.
- All involvement will be time-bound and the aggregated results published openly.
- Not every decision will require community involvement.

- 2.8 The process should encourage people to take the wider view and to ensure those not able to attend any consultation events to have their views expressed by other means. Consultation events are not intended as an opportunity for individuals with a particular interest to lobby decision makers.
- 2.9 Consultation will be targeted at relevant groups and, if it calls for wider public involvement, it will be advertised locally allowing residents time to engage with the process.
- 2.10 Questions will be specific and non-leading, they may be open (e.g. where do you think the swings should be sited?) but not open ended (e.g. what do you think should be done?).
- 2.11 Care will be taken to ensure that no one voice is given greater weight than any other.
- 2.12 All information requested/provided will be lawful and fair handling of personal data will be in accordance with the Data Protection Act 2018, the Freedom of Information Act 2000 and other associated legislation.

3. Commitment

- 3.1 To communicate information to our community clearly, factually and appropriately through:
- Holding public meetings and events in accessible venues, with provisions for diverse accessibility needs, including physical access, sensory considerations, and alternative communication methods.
 - A website detailing all Town Council services, activities and Town Council and Committee meetings adhering to statutory accessibility requirements
 - Advertisements in local publications for events, activities and consultations.
 - Press releases.
 - An Annual Report.
 - Use of social media in line with the Council's Social Media Policy.
 - Regular Councillor surgeries, information sessions related to projects, community events.
 - Use of banners, advertisements, leaflets and posters to promote or to celebrate and advertise community or national events of significance.
 - Use of plain English.
 - Accessible written and published communication forms (either in paper form or to the website) to foster engagement across all abilities represented within our community:
 - including accessible formats, including large print, braille, easy-read versions where required.
 - translation into commonly spoken community languages on request.
 - Digital engagement platforms adhering to accessibility best practices, including screen reader compatibility and captioned video content.
- 3.2 To enable an involved, empowered and active citizenship through:
- All meetings of the Town Council and its Committees will be open to the public and press and there is a dedicated period at each of those meetings for residents to speak.

- Residents can access Agendas for Council meetings via the Town Council's website, the Town Council office, Library and Town Council notice boards.
- Involving residents in community issues and informing local people of the Town Council's services and actions taken via social media and press releases, details of how to contact the Town Council are displayed on notice boards, the website and social media.
- Engaging proactively with all sections of the community, use of consultations, surveys and polls where necessary and appropriate and making results available to the public.

3.3 To improve our communication with our partners and stakeholders and co-ordinate our community engagement efforts through:

- Supporting the work of statutory agencies in Stotfold.
- Supporting the work of non-statutory organisations in Stotfold.
- Maintaining positive working relationships with local organisations.
- Identifying and embracing opportunities to work with other local community groups, as and when the need arises.
- Receptive to requests from residents and will attempt to be flexible in order to ensure their opinions are known not only to the Town Council but other organisations.
- Ensure local people and communities are referred to the correct department/Officer/Council department and that they are aware of the ways that they can use relevant systems to make their views known.

3.4 To raise the image and reputation of the Town Council through:

- Inviting residents to be actively involved in Town Council meetings via the public forum.
- Publicising the Annual Town Meeting.
- Inviting residents/community groups to provide information for Town Council publications, website or Facebook.
- Issuing press releases covering activities of the Council.
- Encouraging the Mayor to represent the Council and the community by issuing statements, articles or attending events.
- Holding a/series of public meetings regarding issues that affect a particular community consideration where the issue may be considered controversial.
- Publishing positive results achieved from working relationships between the Town Council and other community groups/bodies.

3.5 To enable every Councillor to maximise their role as elected representatives and community leaders through:

- The supply of a New Members Pack setting out the roles and responsibilities of a new Councillor.
- Encouraging Councillors to attend appropriate training to help fulfil their responsibilities.
- Encouraging Councillors to attend Town Council and community meetings, even those to which they are not nominated as a member.
- Encouraging Councillors to take up places on community groups and organisations.
- Attending Councillor surgeries, community events, public meetings.

3.6 To ensure every member of staff understands the Town Council's role and priorities through:

- Provision of regular staff training, continuous professional development and briefings Encouraging staff to provide input into the decision-making process.
- Encouraging staff to represent the Town Council at community events.
- Regular internal meetings and briefings.
- Having clear written guidelines in this Policy.
- Performance management.

3.7 The Town Council is committed to improving community engagement by:

- Continuing all the above activities and services into the future.
- Developing and embracing opportunities to harness the opinions of people and groups from all sectors of the community of Stotfold via in-person discussions, informal feedback sessions, gathering of data and assessing sentiment for the Town Council's activities with schools, faith groups, disability advocacy groups, youth clubs and youth engagement initiatives and local charities.
- Continuing the range of electronic communication including a presence on social media via Facebook, Instagram and LinkedIn.
- Ensuring that any information and results the Town Council publishes on engagement outcomes is clear, concise and available in a number of different locations and formats.
- Evaluating consultation exercises to ensure continued improvement and effectiveness in how the Town Council operates.
- Publicising the positive results that are achieved from working in partnership with groups to encourage further partnerships.
- Conducting all forms of communication in an accessible and inclusive manner, ensuring that information is available in formats that accommodate the diverse needs of all individuals, including those with disabilities or language barriers. Reasonable adjustments will be made to support effective communication.

3.8 The Town Council currently facilitates community engagement in the following ways:

- Public participation and public questions at the beginning of each Town Council and Committee meeting.
- Hosting all Town Council and Committee meetings in a hybrid manner, so interested parties can join the meeting remotely.
- The publishing of agendas, minutes and supporting documents for all Town Council meetings on the website and displaying agendas on the notice board at the Greenacre Centre.
- Appointment of Member or Nominated Representatives on outside bodies such as schools, local sports clubs, the Scout Committee, local charities and the Bedfordshire Association of Town & Parish Councils.
- Appointment of a Member representative to Bedfordshire Police for priority setting purposes.
- The Local Government Act 1972 places a statutory duty on the Town Council to hold an Annual Town Meeting, between 1 March and 1 June inclusive. This meeting is called by the Town Council Chairman, or two parish Councillors, or six electors of the parish/town if the Chairman does not do so. This is a meeting of the electors, which enables them to ask questions, raise issues affecting the

- community, receive reports from the Council or local groups and to propose ideas or actions for the Council to consider.
- Publishing the Annual Governance & Accountability Return (AGAR) to our website and noticeboards and inviting residents to give feedback, inspect the accounts in person at the Town Council offices and meet with the Town Clerk to discuss these.
 - The annual External Audit provides the opportunity for questions about the latest Statement of Accounts and Balance Sheet.
 - Sending press releases to local media outlets and publishing news stories on the website.
 - Adopting a Model Publication Scheme, committing the Town Council to producing and publishing the method by which specific information is made available and when.
 - By Town Council Officers working with local businesses, local interest groups, local charities, local sport clubs, local youth engagement initiatives and local churches to foster strong relationships and support community engagement initiatives.
 - Publishing the Annual Budget Summary and inviting feedback via social media and email and public attendance at Town Council or Committee meetings to discuss the budget.
 - By publishing community interest stories, newsletters, Town Council updates, live streaming of events, notifications to the public on services that affect them to social media via Instagram, Facebook and LinkedIn.
 - Through regular Councillor Surgeries, the dates of which are advertised on social media and the website, staff/Councillor bulletin, copies placed on all Town Council noticeboards.
 - By working with Officers from Central Bedfordshire Council and Bedfordshire Police to facilitate, provide space for and advertise Surgery events.
 - Publishing a news article to the Stotfold News Magazine on a monthly basis updating residents on projects, activities and Town Council news.
 - Community events with Officer and Councillor attendance – Remembrance Day, Remembrance Day Parade, Royal Events, Stotfest, Christmas Light Switch On and light attractions.
 - Community Grant Awards for local support community support initiatives and charities.
 - Funding to support youth engagement initiatives.
 - Annual Allotment Awards.
 - Councillor-supported community initiative at The Haven, including a working group to manage the seasonal planting, maintenance management of the space.
 - Facilitating Litter Angels, Snow Angels and Friends of the Cemetery volunteering initiatives.
 - Formal support for local charities and community initiatives.
 - The Mayor's charity fundraising initiatives.

4. Evaluation

4.1 The Town Council will measure its effectiveness in engaging with the community by:

- Consulting with residents through perception and satisfaction surveys.
- Measuring website and social media analytics related to various functions and publishing those to Community Engagement committee meetings as an item for information.

- Reviewing and evaluating comments and complaints received from social media, email, surveys and polls.
- Conducting regular reviews with Councillors and staff of engagements and outcomes in line with this Policy.
- Feedback will be sought from members of the public to improve future engagement activities.
- An annual report will be produced outlining engagement successes, challenges, and areas for development.
- Tracking specific performance indicators such as:
 - Number of responses to public consultations
 - Attendance at community events or council-led activities.
 - Number of views, shares, and interactions across digital platforms.
 - Uptake of volunteering opportunities and engagement initiatives.
- Responsibility for monitoring and evaluating community engagement data will rest with the Town Clerk and the Community Engagement Officer, who will prepare quarterly updates for the Community Engagement Committee. These reports will include analysis of performance indicators, insights from community feedback, and recommendations for improvement.
- An annual report will be produced outlining engagement successes, challenges, and areas for development.
- The annual report will be published on the Council's website and shared via social media and printed copies made available at Council offices and events.
- Where appropriate, changes to services or policies resulting from public engagement will be highlighted through case studies or summary reports to demonstrate how feedback influenced decision-making.
- Engagement efforts will be regularly reviewed to assess effectiveness and inclusivity by:
 - Comparing any survey results, benchmarking and tracking the level of responses for each engagement and assessing the tone of responses to gauge satisfaction;
 - Measuring the number of responses that are used in decision making, advertising those and subsequent completed actions in a "You Said, We Did" manner;
 - Analysing social media and in person feedback to track whether social sentiment is positive or negative.

5. Responsibility

The success of this Community Engagement Policy and Strategy lies with all Councillors and Town Council staff, who must actively work to enhance community engagement in the decision-making process and with the Town Clerk for overseeing its implementation.

6. Review

This Policy will be reviewed on a two-year cycle but amended as necessary based on good practice or in light of on-going experiences in engaging with the community.

Revision History:

Date Adopted	[May 2025]	
Date reviewed		



STOTFOLD TOWN COUNCIL

SOCIAL MEDIA POLICY

1. Purpose

This policy sets out how the Council uses social media to inform and engage with residents. It also outlines expected behaviours and how inappropriate content will be handled.

2. What We Use Social Media For

- Sharing Council news, updates, and events.
- Promoting consultations and asking for feedback.
- Posting live updates during events or meetings.
- Sharing partner and community group activities.

Accounts are managed by the Town Clerk, with support from designated Officers. Platforms include (but are not limited to) Facebook, Instagram, WhatsApp, and others.

3. General Rules

- Accounts are monitored during working hours.
- Political content or comments will be removed.
- Offensive or illegal content will be deleted.
- The Council may correct misinformation but won't engage in political debate.
- Service disruptions or downtime are outside our control.

4. Respectful Conduct Online

We welcome feedback, but:

- Abuse, threats, or personal attacks will not be tolerated.
- Persistent trolling (repeated negative or misleading posts) may lead to blocking.
- All users should engage respectfully and avoid hate speech or harassment.

5. Moderation and Enforcement

Moderation

Content may be hidden or removed if it includes:

- Hate speech, discrimination, or defamation.
- Harassment, threats, or offensive language.
- Political or campaign messages.
- Spam or privacy breaches.

Enforcement:

- First offences may receive a warning.
- Repeated or serious breaches may result in blocking or reports to platform admins or the police if criminal.

6. Appeals Process

Users can appeal deletions by contacting the Town Clerk within 5 working days. Appeals will be reviewed fairly, and decisions will be explained. Content involving hate speech or threats will not be reinstated.



7. Councillor Use

- Councillors must clearly state when their posts are personal views.
- The Council logo may not be used without permission.
- Councillors must not post anonymously or use offensive language.
- Councillors are responsible for their posts and must follow the Code of Conduct.

8. Safety and Escalation

If a Councillor or Officer faces threats or harassment online:

- Report it immediately to the Town Clerk and/or Police.
- Screenshots or URLs should be saved as evidence.
- Serious threats will be escalated to the police, Action Fraud or legal services as appropriate.

9. Data Protection

- Only authorised staff may post on behalf of the Council.
- No personal or confidential information should be shared.
- Suspected data breaches must be reported immediately to the Town Clerk and may be reported to the ICO.

10. Best Practice

- Avoid libellous, discriminatory, or offensive content.
- Do not use Council accounts for personal gain or campaigning.
- Stay within the Equality & Diversity and Civility & Respect policies.

11. Posting Frequency

- Accounts are updated regularly, typically daily, depending on updates and events.
- Key posts (e.g. emergencies, meetings) will be prioritised.
- Posting frequency may change based on resources and need.

12. Crisis Communication

In emergencies:

- Verified updates will be posted by the Town Clerk or delegated staff.
- Rumours will not be addressed.
- Comments may be disabled to prevent the spread of misinformation.

13. Elections

- During election periods, Council social media will remain neutral.
- Candidates must follow **Electoral Commission** rules and may need to pause political accounts.

Revision History:

Date Adopted	June 2025	
Date Reviewed		



**MINUTES OF THE MEETING OF BUILDINGS MANAGEMENT COMMITTEE HELD
IN GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON
WEDNESDAY 28 MAY 2025 AT 19:45**

Present:

Cllr D Matthews (Chair), Cllr S Hayes (Vice Chair), Cllr M Coper, Cllr B Saunders, Cllr J Smith, Cllr J Talbot (virtually)

In attendance

Cllr S Buck (ex officio)
Cllr J Smith (ex officio)

Also Present:

E Payne, Town Clerk
S Riley, Public Realm Manager

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Bendell, Venneear and Talbot who was attending virtually.

Decision: It was RESOLVED to accept apologies

2. ELECTION OF VICE CHAIR

Nominations were sought for the position of Vice Chair for the committee. Cllr Hayes was proposed by Cllr Matthews, seconded by Cllr Cooper.

Decision: It was RESOLVED that Cllr Hayes is the Vice Chair of Building Management

3. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

4. PUBLIC SECTION (MAX. 15 MINUTES)

There were no members of the public present.

5. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 26 March 2025 were received.

Decision: It was RESOLVED that the minutes of the Building Management Committee meeting held on 26th March 2025 were a true record of the meeting.

6. CLERK'S REPORT

The Clerk provided updates on several ongoing actions:

- The library opening is scheduled for the 11th of June, with a family opening day on the 14th, in collaboration with the town council.



- Legionella risk assessments have been completed across all eleven sites, and the results are being tabulated for action.
- Regular hirers of all buildings have been asked to provide updated public liability insurance and risk assessments.
- Feasibility studies are ongoing for the memorial hall.
- The realignment of the car park near the parade of shops is pending an updated quote, with details about private parking and reinforcement discussed.
- The Council Chamber has been renamed to the Community Room.
- Energy lights at the Muslim Centre have been completed, with invoices for contributions pending.

7. REPORTS TO COMMITTEE

7.1. Christmas Fayre

Members discussed the storage requirements for the Christmas Fayre equipment. Concerns were raised about storing items under the stage due to fire and asbestos risks. Alternative storage solutions, including the loft, were considered but deemed impractical or a health and safety risk.

Decision: It was **RESOLVED** not to provide free storage at the Memorial Hall for the Christmas Fayre equipment.

7.2. Simpson Centre Security

The committee considered the security requirements for the Simpson Centre. It was proposed to take over the contract from CBC for the library intruder alarm and investigate extending the security system to cover the old library sections. The idea of boarding up windows was discussed but rejected due to concerns about encouraging vandalism.

Decision: It was **RESOLVED** to:

- Take over the intruder alarm monitoring service and intruder alarm service and maintenance contract, from CBC at the cost of £300 per year to be met from the Buildings General budget (53/512).**
- Investigate extending the security system to include the old café site for consideration at the next meeting.**

Action: Public Realm Manager to investigate extending the security system for consideration at the next meeting.

7.3. Cleaning Contract

Members had asked for an update on the cleaning contract, following notification of an increase in charges. It was noted that changes were due to adjustments in NI thresholds and increase in the national minimum wage. The committee acknowledged the necessity of the increase.

Decision: It was **RESOLVED** to note the increase.

7.4. Greenacre Centre Car Park

The committee discussed changes to the parking signage and closing times for the Greenacre Centre Car Park. Concerns were raised about the allocation of spaces



for café, library, and office staff. It was proposed that the lockable car park barrier is removed and replaced with a height barrier; allocating 6 car parking spaces with lockable bollards.

Decision: It was **RESOLVED** to consider this at the next meeting.

Action: Public Realm Manager to obtain costs for height barrier and lockable bollards.

7.5. Neurodiverse Artwork

The committee considered the proposal to display neurodiverse artwork at the centre. It was suggested to involve schools and have rotating exhibitions. The Clerk was tasked with investigating picture hanging systems and bringing the matter back to the next meeting. Additionally, the idea of selling artwork with a percentage of proceeds going to charity was discussed.

Decision: It was **RESOLVED** to investigate picture hanging systems and bringing the matter back to the next meeting.

Action: Public Realm Manager to investigate picture hanging system for consideration at the next meeting.

8. DELEGATED DECISIONS

Members received this committee's delegated decision and asked that there was a total added to the report in future.

Decision: It was **RESOLVED** to note the delegate decision report.

Action: A total of all delegated decisions to be added to the report.

9. WORK PROGRAMME

Members received the work programme for this committee.

Decision: It was **RESOLVED** to note the work programme.

10. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

There were no items.

11. DATE OF NEXT MEETING

The next meeting was confirmed to be held on Wednesday, 17th July 2025. The meeting was formally closed at 20:32.

SIGNED BY CHAIR:

MINUTES APPROVED (date):



**MINUTES OF THE MEETING OF GOVERNANCE & RESOURCES COMMITTEE
HELD IN THE COMMUNITY ROOM, GREENACRE CENTRE, VALERIAN WAY,
STOTFOLD SG5 4HG ON WEDNESDAY 4 JUNE 2025 AT 19:30**

Present:

Cllr J Smith (Chair), Cllr J Headington (Vice Chair), Cllr L Anderson, Cllr S Buck and Cllr J Talbot.

In Attendance:

E Payne, Town Clerk

1. APPOINTMENT OF CHAIR AND VICE CHAIR

The meeting commenced with the appointment of the Chair and Vice Chair for the Governance & Resources Committee. Councillor Smith was nominated for the position of Chair, and the nomination was seconded and approved by the members present. Councillor Headington was nominated for the position of Vice Chair.

Decision: It was **RESOLVED** that Councillor Smith was appointed as Chair of the Governance & Resources Committee.

Decision: It was **RESOLVED** that Councillor Headington was appointed as Vice Chair of Governance & Resources Committee.

2. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Bendell, Matthews, Hayes and Cooper.

Decision: It was **RESOLVED** to accept apologies.

3. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no declarations of interests.

4. PUBLIC SECTION

There were no members of the public present.

5. MINUTES OF PREVIOUS MEETING

The minutes of the previous Governance & Resources Committee meeting held on 2 April 2025 were reviewed and approved as a true record of the meeting.

Decision: It was **RESOLVED** that the minutes of the Governance & Resources Committee meeting held on 2 April 2025 were a true record of the meeting.

6. CLERK'S REPORT

The tracker for the committee was presented. There were no specific questions or issues raised regarding the tracker.

Decision: It was **RESOLVED** to note the tracker.



7. REPORTS TO COMMITTEE

7.1. Internal Auditor

The Committee discussed the appointment of the Internal Auditor and recommended to the Full Council that their contract be extended.

Decision: It was **RESOLVED** to recommend to Full Council that the contract of the Internal Auditor be extended until the EOY audit for 2027.

Action: Add the recommendation relating to the Internal Auditor to the Full Council Agenda for 25 June 2025.

7.2. Policy Adoption

The Anti-Fraud and Corruption Policy was presented for adoption. Members discussed the Policy and proposed its adoption.

Decision: It was **RESOLVED** to recommend that the Anti-Fraud and Corruption Policy is adopted by the Full Council.

Action: Add the recommendation for the adoption of Anti-Fraud and Corruption Policy by Full Council on 25 June 2025.

7.3. Policy Review

The Committee reviewed the Operation London Bridge Policy and the Document Management and Retention Policy. Members were advised that the Clerk is checking the order of succession in the Operation London Bridge Policy, which will be ratified by the time this Policy is reviewed by Full Council.

Decision: It was **RESOLVED** to recommend the re-adoption of the Operation London Bridge Policy and the Document Management and Retention Policy to the Full Council, subject to the amendment regarding the order of succession.

Action: Order of succession in Operation London Bridge Policy

Action: Add the recommendation for the adoption of Operation London Bridge Policy and Document Management and Retention Policy for ratification by Full Council on 25 June 2025.

7.4. Town Council Investments

A proposal for investment advice was considered. Members discussed the need for further discussions and consultations before making a final decision. The Committee acknowledged that there would be a cost associated with the investment but agreed to continue discussions to make an informed decision. References from other town councils were noted as part of the ongoing evaluation.

Decision: It was **RESOLVED** to arrange a further meeting with the investment company with Cllr J Smith, Cllr S Buck and the Town Clerk.

Action: Arrange a further meeting with the investment company.

7.5. Bank Mandate



Members were asked to add Councillor Bendell to the bank mandate for Unity Trust. The Committee recognised the need to distribute the workload among Councillors, particularly for signing off invoices during the day.

Decision: It was **RESOLVED** to add Councillor Bendell to the bank mandate for Unity Trust.

Action: Cllr J Bendell to be added to the Unity Trust bank mandate.

8. BANK RECONCILIATIONS

The Committee noted that the bank reconciliations for the last financial year had been signed by Councillor Cooper. The reconciliations for the current financial year were in progress due to the end-of-year shutdown.

Decision: It was **RESOLVED** to note that bank reconciliations for year ending March 2025 had been signed off by Cllr Cooper.

9. MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

There were no items.

10. WORK PROGRAMME

The Committee reviewed the work programme for the Governance & Resources Committee.

Decision: It was **RESOLVED** to note the work programme.

11. DELEGATED DECISIONS

The Town Clerk's delegated decisions relating to the Committee were noted.

Decision: It was **RESOLVED** to note the delegated decisions.

12. DATE OF NEXT MEETING

Wednesday, 30 July 2025.

13. CONFIDENTIAL ITEMS

Decision: It was **RESOLVED** to exclude the public and press from the meeting for the discussion of confidential items, in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and Schedule 12A of the Local Government Act 1972.

13.1. Facilities Management

A confidential report on the management of the Town Council's built assets and their compliance was considered.

Decision: It was **RESOLVED** to appoint a qualified Facilities Officer on a three-month contract, as outlined in the report.

Action: The appointment of a Facilities Officer be actioned by the Town Clerk



13.2. Community Engagement Support

A confidential report on additional support for community engagement was considered

Decision: It was **RESOLVED** to recruit an additional Events Officer for on a two-month contract as outlined in the report.

Action: The appointment of a temporary Events Officer to be actioned by the Town Clerk

SIGNED BY CHAIR:

MINUTES APPROVED (date):

DRAFT



STOTFOLD TOWN COUNCIL

ANTI-FRAUD & CORRUPTION POLICY

1. Introduction

- 1.1 Stotfold Town Council is committed to preventing fraud and corruption, whether from external sources or within the organisation. This policy promotes high ethical standards, encourages prevention, and supports effective detection.
- 1.2 The Town Clerk, as Section 151 Officer under the Local Government Act 1972, is responsible for ensuring sound financial arrangements and advising on the legality of Council decisions. All employees must follow Council policies to ensure transparency and compliance.
- 1.3 Any allegations of fraud, corruption, or theft will be investigated thoroughly and dealt with consistently and proportionately.

2. Definitions

- **Fraud:** Includes false representation, failure to disclose information, and abuse of position (Fraud Act 2006). Related offences include deception, theft, bribery, and embezzlement.
- **Corruption:** The misuse of one's position for personal gain, including offering or accepting inducements.
- **Theft:** Dishonest appropriation of property with the intent to permanently deprive the owner.
- **Money Laundering:** Concealing the origins of illegally obtained money.
- **Bribery:** As defined in the Bribery Act 2010, includes offering, receiving, or failing to prevent bribes. The Council must have procedures to mitigate these risks.

3. Reporting Procedure

- 3.1 The Council's expectation is that Members and employees at all levels will comply with Standing Orders, Financial Regulations and Council Policies.
- 3.2 The Council recognises that the primary responsibility for the prevention and detection of fraud rests with management. It is essential that employees of the Council report any irregularities, or suspected irregularities to the Town Clerk.
- 3.3 The Town Clerk will, depending on the nature and anticipated extent of the allegations, determine how the allegations are to be investigated. The Town Clerk will then determine the method of further investigation and will then initiate an investigation team where appropriate. The Town Clerk will:
 - Determine the appropriate investigation method.
 - Record and secure all evidence.
 - Notify relevant authorities (e.g. Police, insurers).
 - Implement disciplinary procedures if necessary.

The Council will co-operate with Internal and External audit, HMRC, and relevant bodies.

4. Culture and Prevention

- 4.1 The Council expects all individuals and organisations associated with it to act with integrity. Employees and Members must lead by example and report concerns confidentially.
- 4.2 Preventative measures include:
- Rigorous recruitment checks.
 - Adherence to Council policies and professional standards.
 - Maintenance of robust internal controls and risk management systems.
 - Compliance with the Members' Code of Conduct.

5. Cyber Security and Financial Vigilance

- 6.1 All employees should be vigilant against digital threats such as phishing, ransomware and social engineering could be used for money laundering and illicit requests for money through e-mails.
- 6.2 Any Service that receives money from any external person or body is potentially vulnerable to a money laundering operation. The need for vigilance is vital and if there is any suspicion concerning the appropriateness of the transaction then advice must be sought.
- 6.3 E-mail scams can take the form of either requests for personal financial information such as bank account details or a suggestion of the depositing of funds for money laundering purposes. Employees are advised to forward the email to the Town Clerk and to then immediately delete the email without responding or copying the email to any other person.
- 6.4 The Town Clerk will decide what further action, if any, needs to be taken, including possible referral to the police.

6. Detection and Investigation

- 7.1 Internal controls have been established for financial and other systems within the Council. They are designed to prevent fraud and provide indicators of any fraudulent activity. We also rely on employees, Members, and the public to be alert and to report suspicion of fraud and corruption.
- 7.2 The Town Clerk will be expected to act in accordance with the Council's Disciplinary Procedures where the outcome of the investigation indicates improper behaviour. They will be responsible for referring the matter to the police.

7. Reporting Arrangements and Post Investigation

- 7.1 Where a suspected irregularity is material or could seriously affect the reputation of the Council then the Members must be informed of this by the Town Clerk.
- 7.2 The format and content of reports to the Council will depend on the nature of the alleged fraud. While these reports are confidential, they may need to be shared with relevant parties such as the police, officers, or Members. Reports may be oral or written, and either interim or final. Typically, a preliminary investigation is followed by a brief report, which may recommend a more detailed inquiry. Interim updates may be issued as needed, but the final report will supersede all others and form the basis for the Town Clerk's actions..
- 7.3 For major incidents of fraud or corruption, the Town Clerk will present a summary report to Members in a closed session within six months of the final investigation report. This summary

will outline the area investigated, findings, actions taken to prevent recurrence, any financial losses, and recovery efforts. As Section 151 Officer, the Town Clerk will also include a summary of control issues from completed investigations in the annual report to Members, informed by Internal Audit. Depending on the case, informal briefings may also be provided to officers and Members.

- 7.4 The Council will want to see that following an investigation action is taken to minimise future occurrence. This may be a change in the management of specified area, IT systems, procedures in place and the retraining of employees.

8. Training

- 8.1 The Council supports ongoing training for Members and staff, particularly those in control roles, to ensure awareness of fraud risks and procedures.

9. Conclusion

- 9.1 The Council maintains a strong framework of systems and procedures to combat fraud and corruption. These will be regularly reviewed to ensure they remain effective and up to date.

Document History

Date Adopted	May 2025	Reviewed against best practice through SLCC and NALC
Date for Review	May 2027	

STOTFOLD TOWN COUNCIL

MOURNING PROTOCOL

SECTION 1 – SENIOR NATIONAL FIGURES AND HOLDERS OF HIGH OFFICE

1.1 Members of the royal household

- HM The King
- HM The Queen
- HRH The Prince of Wales
- HRH The Princess of Wales
- HRH Prince George of Wales
- HRH Princess Charlotte of Wales
- HRH Prince Louis of Wales
- HRH The Duke of Sussex
- HRH The Duchess of Sussex
- HRH The Duke of York
- HRH The Duke of Edinburgh
- HRH The Princess Royal

1.2 Local or other holders of high office

- The Prime Minister
- Serving Member of Parliament for the town's constituency
- A serving Mayor of Stotfold Town Council
- A serving Member of Stotfold Town Council

SECTION 2 – IMPLEMENTATION OF THE PROTOCOL ON HEARING OF THE DEATH

Action required	Authorised by	Other notes
Stotfold Town Council's Mourning Protocol will be implemented on the formal announcement of the death of any one of those persons named in Section 1	Implementation will be authorised by the Town Clerk, or in their absence, a delegated officer of the Council	

SECTION 3 – FLAG FLYING

Action required	Implemented by	Other notes
Immediately, at the request of the Town Clerk, the Union Flag will be lowered to half-mast at the Greenacre Centre	Town Ranger or in their absence, a delegated officer of the Council	See Appendix A for the correct procedure for flying a flag at half-mast If the death falls on St George's Day or the period of mourning includes St George's Day, the flag of the Patron Saint should be replaced by the Union Flag at half-mast
Applicable only following the death of the Sovereign: On Proclamation (D+1) (the day following the death of the Sovereign when the new Sovereign is proclaimed) flags will – at 1100 – be raised to full mast and flown throughout the day at full mast. On the day following Proclamation Day (D+2) they will be returned to half-mast at 1300	Town Clerk's office to advise the Town Ranger	
On subsequent days: Following the death of the Sovereign or other members of the Royal Family identified in Section 1.1, flags will continue to be flown at half-mast until 0800 on the day following the funeral For all others identified in Section 1.2, flags will fly at half-mast on the day of the announcement of the death. On subsequent days, the usual local arrangements will resume (see note opposite), until the day of the funeral when they will again fly at half-mast	Town Clerk's office to advise Town Rangers	The funeral of the Sovereign will take place 10 days after the day of death. For other senior members of the Royal Family the number of days will be fewer. The phrase 'usual local arrangements' should be read as meaning that where a flag is usually flown it can, on the day following the funeral, again be flown at full mast. If no flag is usually flown, the flag can be taken down.

SECTION 4 – BOOKS OF CONDOLENCE

Action required	Implemented by	Other notes
<p>On the day following the announcement of the death of the Sovereign or The Prince of Wales, a Book of Condolence will be opened at the Town Council office – Greenacre Centre</p> <p>Consideration will be given at the time of each death on whether Books of Condolence should be opened for other members of the Royal Family</p> <p>Books of Condolence will be available at the Town Council Offices, Greenacre Centre, Valerian Way, Stotfold between 0900 and 1700 Monday to Friday and will remain open until the day following the funeral.</p> <p>A table and chair will be positioned in a suitable location at the Greenacre Centre. Book of Condolence (loose leaf) will be supplied by the Town Council as will a tablecloth and suitable photograph</p> <p>Flower arrangers to be invited to provide a small floral display</p> <p>St Mary's Church will also hold Books of Condolence, and the Church will be open extended hours</p>	Town Clerk's office	<p>Town Clerk's office to ensure that there is adequate paper available in the book. Pages that have been defaced or include offensive or other questionable comments should be quietly removed until such time as a decision can be taken by the Town Clerk on whether they should be permanently excluded.</p> <p>Downloadable images of the Royal Family are available from www.royal.gov.uk</p>
The Mayor will issue a statement via the Council office, expressing the sadness of the Council and the people of Stotfold at the news of the death of The statement	Statement to be issued by the Town Clerk, who will ensure copy appears on the home page of the Council's website	Guidance on the content of the statement is set out in Appendix 2

<p>will also appear on the Town Council's website</p> <p>The statement will confirm that flags are to be flown at half-mast and will give details of Books of Condolence. In the case of the death of the Sovereign or a member of the Royal Family it will also mention any arrangements for an e-Book of Condolence on the Royal website</p> <p>On the death of any other significant person, the Town Clerk will discuss with the Town Mayor whether an e-Book of Condolence should be opened on the Council's website</p>		
When the Book of Condolence has been closed, the Town Clerk will arrange for the pages to be bound and plan for the final bound version to be lodged	Town Clerk	

SECTION 5 – EVENTS DURING THE PERIOD OF MOURNING

Action required	Implemented by	Other notes
Review the programme of engagements undertaken by the Mayor to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood	The Mayor with the Mayor's Secretary in discussion with the Town Clerk	Consideration will also be given to working with local faith groups to arrange some sort of service on the eve of the funeral

SECTION 6 – PROCLAMATION DAY

Action required	Implemented by	Other notes
<p>The Proclamation will be read as follows:</p> <p>By the Mayor at 1600 on the day following Proclamation Day on the front of the Town Council Offices – Greenacre Centre</p>	Notification of the reading of the Proclamation to be given by the Town Clerk's office to those identified in Appendix 3	Wording of the Proclamation to be read out will easily be available from the Buckingham Palace website (www.royal.gov.uk) and the Privy Council website (www.privacy-council.org.uk)

<p>All those listed in Appendix 3 to be invited to be present. All men to be dark lounge suit/jacket and trousers. Black tie.</p> <p>Reading of the Proclamation to be publicised.</p>	<p>Town Clerk's office to arrange microphone and speaker system facility for the reading of the Proclamation</p> <p>Town Clerk's office to ensure that the public are informed by way of a press release and item on the Council's website</p>	
--	--	--

SECTION 7 – DRESS CODE

Action required	Implemented by	Other notes
On the death of the Sovereign, the chain of office will not be worn by the Mayor and instead badges of office will be worn on black neck ribbons	The Town Clerk's office will have a stock of black ribbon	
On the death of the Sovereign, the Town Clerk's office staff shall wear appropriate colour clothing for mourning, as shall Council Members when attending to Council duties. If a Council meeting falls during the period of mourning, Councillors are to wear a black tie.	Town Clerk to organise	

SECTION 8 – MARKING A SILENCE

Action required	Implemented by	Other notes
<p>Where the death of a senior member of the Royal Family is to be marked by a two-minute silence, Buckingham Palace will make an announcement</p> <p>Consideration will be given at the time of each death on whether a silence will be kept for other members of the Royal Family</p> <p>The Mayor will lead a public silence from the front of the Town Council Offices – Greenacre Centre unless otherwise stated by the current Mayor</p>	<p>Town Clerk to ensure that the public are informed by way of a press release and item on the Council's website</p> <p>Town Clerk's office to arrange microphone and speaker system facility</p>	

<p>All those listed in Appendix 3 to be invited to be present. All men to be in dark lounge suit/jacket and trousers. Black tie</p> <p>The public observing of silence to be publicised</p>		
---	--	--

SECTION 9 – LETTERS OF CONDOLENCE

Action required	Implemented by	Other notes
As soon as practical, a letter of condolence will be drafted and circulated to the Mayor and the Town Clerk before dispatch	Town Clerk	

SECTION 10 – PUBLIC FLORAL AND OTHER TRIBUTES

Action required	Implemented by	Other notes
<p>By agreement with St Mary's Church, a suitable space will be made at the Church for the placing of floral and other suitable tributes by members of the public</p> <p>The location for the placing of tributes will be publicised, together with a date for removal of tributes</p>	<p>Vicar of St Mary's Church</p> <p>Vicar and Town Clerk to ensure public are informed by way of the Council's notice boards, website, and other social media The Town Clerk will provide appropriate signage directing members of the public to the Church for tributes</p>	<p>A request is to be made for floral tributes to not include plastic/cellophane.</p> <p>Consideration to be given to composting the flowers, and to planting a memorial tree using the composted floral tributes at a later date</p>

APPENDIX 1

Flying flags at half mast

Authoritative information on flag flying can be found on the website of the Department for Culture, Media, and Sport.

Information is also carried on the website of the Flag Institute (www.flaginstitute), but bear in mind that the Institute is not an official body and whilst its guidance can assist, it does not carry the same weight as information from the Government.

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. Flags cannot be flown at half-mast on poles that are more than 45 degrees from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown unless their country is also observing mourning.

APPENDIX 2

Statement to be issued by the Mayor/Chair on the announcement of the death of a senior national figure or other prominent figure

The statement should begin with a suitable expression of the sadness of the Council on hearing the announcement.

It might go on to state that flags will be flown at half-mast.

If it is an occasion when Books of Condolence will be opened, then reference could be made to that.

When a decision has been taken on the civic head's programme of events and engagements it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, do not rush out a statement which commits the Council to action before that action has been discussed and has the necessary agreement from the Council leadership and Town Clerk.

APPENDIX 3

Those who might be invited to be present at the Reading of the Proclamation on the accession of a new Sovereign and at the Public Observance of a Two Minute Silence

The Mayor/Chair and all Members of the Council

Stotfold Town Council
Mourning Protocol

Date Reviewed: May 2025
Date to be reviewed: May 2027

Or after the death of the any member of the Royal Household mentioned in this policy

- Senior Council officers
- Deputy Lieutenants
- Past Mayors

The High Sheriff will have read the proclamation at County level but that does not prevent a Town Council from also inviting the High Sheriff to be present at a subsequent reading and that may be especially appropriate if the High Sheriff is a resident of the Town.

APPENDIX 4

Notes to accompany 'Marking the death of a senior national figure'

These notes offer guidance to local authorities on marking the death of a senior national figure. They set out the protocols to be observed on the death of the Sovereign, which involves the greatest number of ceremonial elements.

All parts of the protocol apply on the death of the Sovereign, beyond that implementation of the protocol is a matter to be decided locally.

The King will be given a State Funeral.

The Prince of Wales will be given a Ceremonial Royal Funeral.

Other members of the Royal family mentioned in this policy will be given Non-Ceremonial Royal Funerals.

High Sheriffs have responsibility for reading the Proclamation within their counties and so questions about that aspect of the arrangements can be directed to the local High Sheriff or Under Sheriff.

It might also be appropriate to use elements from this guidance when responding to an incident which has led to a large number of deaths, for example, a train crash or terrorist attack.

PART 1 – Implementation of the protocol on hearing of the death

Plans to mark a death should be implemented only when a formal announcement has been made. So, for instance, if news agencies are saying that “reports are coming in of the death of ...” it must be treated with caution. If possible, wait for a more definite announcement (along the lines that “it has been announced by Buckingham Palace/Downing Street that ...”)

The local protocol should identify those who are authorised to implement the plans. For the Sovereign or another senior member of the Royal Family the decision might be delegated widely. For other figures, there may need to be consultation at the time on the ways in which the death should be marked.

PART 2 – Flag flying (also see Part 5 – Proclamation Day)

The local protocol should identify which flags are to be flown at half-mast and give clear guidance on what is meant by ‘half-mast.’ It should show who is responsible for physically lowering the flag and the contact list should list all relevant contact details.

On the formal announcement of the death, all flags are to be lowered to half-mast until 0800 on the morning following the funeral.

In the case of the death of the Sovereign, the day following the death will be Proclamation Day (the day when the new Sovereign is proclaimed). On Proclamation Day flags will, at the start of the day, be flying half-mast.

All flags will then be flown at the masthead from 1100 on D+1 (Proclamation Day) to coincide with the Reading of the Principal Proclamation and until 1300 the following day, i.e. D+2. This is because the Proclamation, having been read in London on Proclamation Day, will then be read in Belfast, Edinburgh and Cardiff on the day following Proclamation Day.

PART 3 – Books of Condolence

Books of Condolence should be opened on the first working day after the day of death. Depending on the anticipated demand, consider whether one or two books should be available. It or they should be in an easily accessible place, but quiet enough to enable those signing the books a moment of privacy and quiet reflection whilst doing so. Consideration should also be given to whether books should be available in more than one location.

Consider the setting and what should be provided: e.g. a good-sized table, covered with a cloth, a chair, a clean blotter, a supply of pens and a desk lamp if necessary. If a suitable photograph is available that might be in a frame on the table, or a small flower arrangement.

Loose leaf books /folders allow for the pages to be re-ordered, so that if the Mayor/Chair and others cannot be the first to sign the book, their signatures can nevertheless be on the first page of the bound book. Loose leaf also offers an opportunity to act if the book is defaced or offensive comments included. Pages including any questionable comments should be quietly removed until such time as a decision can be taken at senior level on whether they should be permanently excluded.

The civic head may wish to agree a form of words for a message, expressing sorrow at the news of the death. This may be the form of words that is included in a press release, Twitter, or Facebook message and on the home page of the Council's website.

Dependent on local circumstances it is suggested that Books of Condolence should be closed at the end of the day following the day of the funeral (i.e. if the funeral falls on a Thursday, Books should close at 1700 on the Friday).

Such Books of Condolence are a local record of the sentiments expressed by local people on the death of a national figure. As such, they should form part of the Council's archive, so that future generations are able easily to gain access to them and find out the way in which national events were marked in the area. It is simply not feasible for every from all such sad occasions to form part of the Royal Archives. However, in any letter of condolence from the Mayor/Chair reference should be made to the Book of Condolence and its existence in the local archives which then ensures that when that letter goes into the Royal Archives it acts as an effective cross reference.

PART 4 – Events during the period of mourning

From the day of death until the day after the funeral, careful thought should be given to the types of events and activities which Mayors/Chair should host or attend. Lunches, dinners, receptions and

Stotfold Town Council
Mourning Protocol

Date Reviewed: May 2025
Date to be reviewed: May 2027

Or after the death of the any member of the Royal Household mentioned in this policy

so on may not fit with the mood of the nation and as a mark of respect may need to be cancelled or postponed. This is a local decision and one which needs to be reached with great sensitivity. Where school visits are planned it might be helpful for the Mayor/Chair to spend time with the children, talking about the events that are unfolding. This again will need to be done with great sensitivity and should not be pressed upon a Mayor/Chair who does not feel comfortable taking on such a role.

There is value in bringing people together at these times and Councils may wish to consider arranging a church service, on the eve of the funeral, when local people can join in an act of remembrance.

PART 5 – Proclamation Day

As stated in Part 2 above, Proclamation Day is set to be the day following the death of the Sovereign (Day of Death plus 1).

The Proclamation will be made at St James' Palace at 1100 (or 1400 if it is a Sunday – **but this is to be confirmed**). The Proclamation is then “cascaded.”

At noon on Proclamation Day, it will be read at the Royal Exchange in the City of London.

At noon on D+2 it will be read:

In Edinburgh by Lord Lyon King of Arms at Mercat Cross and at the drawbridge to Edinburgh Castle;
In Cardiff by Wales Herald Extraordinary at Cardiff Castle;
In Belfast by Norroy and Ulster King of Arms

Once those Proclamations have been made it is appropriate for the Proclamation to be read at County, City, Borough, and Parish level. High Sheriffs will cause the Proclamation to be read at County level, and it is likely that Lord-Lieutenants will be alongside them.

Most High Sheriffs are expected to make their Reading at 1400 on D+2.

It is suggested that local civic leaders should therefore make their Readings at or after 1600.

In all cases, following the County-level Proclamation, where a local authority wishes to make the Proclamation, it is important that, before the need arises, careful thought is given to issues such as:

- Who will read the Proclamation;
- From where it will be read (one location, or more across the area?);
- The arrangements that will be made to tell the public in advance of the Reading of the Proclamation;
- Who will be invited to be present;
- Who will be in the platform party

These are local decisions but ones which require careful thought ahead of inevitable pressures at the time of the Succession.

It is hoped that the wording of the Proclamation to be read out will be easily available and a watch should be kept on the Buckingham Palace website (www.royal.gov.uk) and the Privy Council website (www.privy-council.org.uk). The High Sheriff will also have a copy of the Proclamation.

PART 6 – Dress code

A view should be taken locally on what is the correct dress in the event of the death of a Senior National figure. Whilst flags are at half mast, it might be appropriate for black ties to be worn by civic leaders and senior officers. An adequate supply of black ties should be available in the Council office.

On the day of the death and on the day of the funeral and on days between when public mourning is observed, thought should be given to the way in which the Chain of Office is worn.

PART 7 – Marking a silence

A National Two Minute Silence may mark the death of a Senior National figure.

On the death of the Sovereign there will be a Two Minute Silence at 1100 on the day of the funeral (D+10).

It may be that Silence will be kept for other members of the Royal Family, on the day of the funeral as part of the funeral service. However, action on a Silence for members of the Royal Family other than the Sovereign should await an announcement from Buckingham Palace.

Civic heads may wish to lead the Silence in an appropriate public place and thought needs to be given as to where there that might be, who will be present and how the beginning and end of the Silence will be marked (perhaps the firing of a maroon, a drum roll, bugle call or similar). It should also be established in the protocol how this information will be made public.

PART 8 – Letters of Condolence

It is usual, in the case of the death of a member of the Royal Family, for letters to be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the family (except in the case of the Sovereign's death, in which case they should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign). In each case, other than exceptional local circumstances, one letter of condolence only should be sent.



STOTFOLD TOWN COUNCIL

DOCUMENT MANAGEMENT AND RETENTION POLICY

1. Purpose

Stotfold Town Council retains essential documents in appropriate formats and for durations that ensure legal compliance. Document storage should ensure security, protect privacy, enable access, optimise space, be cost-effective, and support timely disposal of redundant records.

- 1.2 The Town Council recognises its records as vital public assets essential for accountability and effective operations.
- 1.3 These records require careful management. This policy sets out the Council's responsibilities and activities in regard to the management and retention of its records.

2. Scope

- 2.1 This Policy applies to users of Stotfold Town Council information records, both paper and electronic and includes Councillors, residents and employees.
- 2.2 Effective records management relies equally on timely disposal and long-term preservation.

3. Statutory requirements

- 3.1 Stotfold Town Council will comply with all legal requirements governing the retention and disposal of records. This is including, but not limited to the:

- Data Protection Act 2018
- UK General Data Protection Regulations (UK GDPR)
- Freedom of Information Act 2000
- Public Records Act 1958
- VAT Act 1994
- Audit Commission Act 1998
- Local Government Act 1972, S225

- 3.2 Documents subject to a statutory period of retention are identified by their associated legislation in Annex A.

3. Personal Data

- 3.1 Personal data will only be retained as long as necessary to fulfil its intended purpose, in line with data protection laws.
- 3.2 Details related to the lawfulness of holding data for this Town Council can be found in the Information and Data Protection Policy published on the website.

4. Employee's privacy

The privacy of personnel records will be appropriately assured.

5. Availability and access

Stotfold Town Council
Document Retention Policy 2025

Date Adopted: [May 2025]
Review Date: [May 2027]



All records necessary to Stotfold Town Council's business will be retained for a period of time that assures the availability of records needed.

The Town Council abides by the Limitations Act 1980's 6-year Statute of Limitations for holding certain documents in the event of litigious action, either by the Town Council or a third party.

6. Security of documents

- 6.1 The Council maintains data security through internal policies, access controls, cloud based storage and encryption.
- 6.2 The Town Council records are held in paper and/or electronic format. To minimise the risk of accidental loss of valuable records, masters, or copies (as deemed appropriate) will be stored off site.

7. Storage space and cost

Redundant records may be destroyed in order to reduce the cost of storage, indexing and handling the vast quantity of documents that would otherwise accumulate. Destruction of documents will be undertaken in accordance with the provisions of this Policy to avoid any inference that a document was destroyed in anticipation of a problem.

8. Electronic data storage

- 8.1 The Town Council's online data records are stored in various electronic forms (e.g. .pdf, .jpg, .docx) on Microsoft SharePoint.
- 8.2 All electronic data records, including emails are be subject to the same rules of retention and security as paper records. Access is role-based and encryption and cloud based storage is in place.

9. Disposal of records

- 10.1 All records containing personal information, such as personal names and addresses, will be disposed of through shredding as confidential waste. Where the volume of documents is too large for Town Council facilities, other means of record destruction will be used, such as commercial data shredding services. Non-confidential records, such as correspondence from other government bodies, trade publications, etc will be recycled as paper recycling.
- 10.2 Computer hardware will be professionally cleaned of data prior to disposal or the destruction of the hardware. The Town Council will implement electronic data disposal in accordance with cybersecurity measures.

10. Implementation of the Policy

The Town Clerk will be responsible for the implementation of the Policy.

11. Monitoring and review

The Policy will be reviewed every two years in order to monitor its effectiveness and in order to align with UK Data Protection legislative changes.



This Policy should be read in conjunction with the following Stotfold Town Council policies and documents:

- Information and Data Protection Policy
- CCTV Policy
- Information Security Policy
- Information Security Asset Inventory
- Stotfold Town Council Privacy Notice

12. Equality Considerations

- This Policy will ensure equal treatment for all protected groups under the Equality Act 2010 and does not disproportionately impact any group.

Document History

Date Adopted	May 2018	
Date Reviewed	May 2025	Reviewed in line with current legislation
Next Review Date	May 2027	



ANNEX A Document	Minimum retention period	Reason
Signed minutes of Council meetings (hard copies)	Indefinite	Archive
Scale of fees and charges	6 years	Management
Receipt and payment accounts (hard copy)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Statute of Limitations
Paid invoices	6 years	VAT
Paid cheques	6 years	Statute of Limitations
VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Statute of Limitations
Timesheets	Last completed audit year 3 years	Audit (requirement) and personal injury (best practice)
Wages books/payroll records	12 years	Superannuation
Pension records	6 years (except record of opt-outs – 4 years)	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	Indefinitely	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases	Indefinite	Audit, Management
Members allowances	6 years	Tax, Statute of Limitations



Accident books	25 years from closure	Management
Equipment inspection records	25 years	Management
Premises inspection records	25 years	Management
Risk assessment	3 years from last assessment	Management
Register of Members' interests	18 months after individual ceases to be a Member	Management
Complaints	5 years after closure of case	Management
Press releases	1 year	Management
Public consultation – survey and returns	3 years	Management
Reports, newsletters, etc	Retain as long as useful	Management
Correspondence	6 months	Management
Planning applications where granted, plans and decision letters	Held on CBC planning portal	Planning and enforcement
Appeal decision notices	Held on CBC planning portal	Planning and enforcement
Planning applications where refused, plans and decision letters	Held on CBC planning portal	Planning and enforcement
Structure plans, Local Plans and similar	Indefinite	Audit and Management
For halls, recreation grounds: Application to hire halls, recreation grounds, etc Copies of bills to hirers Lettings diaries	6 years	VAT
Allotments register and plans	Indefinite	Audit, Management
Allotments waiting list	As long as in force and updated	Management



Burial ground: Applications for interment Applications for right to erect memorials Copy certificates of grant of exclusive right of burial Disposal certificates Register of fees collected Register of burials Register of purchased graves Register of memorials Register/plan of grave spaces	Indefinite	Archives, Cemeteries Orders, Cremations Regulations
Documentation for legal purposes (unless extended)		
Negligence	6 years	Statute of Limitations
Defamation	1 year	Statute of Limitations
Contract	6 years	Statute of Limitations
Sums recoverable	6 years	Statute of Limitations
Leases	12 years	Statute of Limitations
Personal Injury	3 years	Statute of Limitations
To recover land	12 years	Statute of Limitations
Rent	6 years	Statute of Limitations
Breach of trust	None	Statute of Limitations



**MINUTES OF THE MEETING OF PUBLIC REALM COMMITTEE MEETING HELD IN
THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON
WEDNESDAY 16 APRIL 2025 AT 19:00**

Present:

Cllr M Cooper (Chair), Cllr L Anderson (Vice Chair), Cllr S Buck, Cllr S Hayes, Cllr J Hyde, Cllr B Saunders, Cllr J Smith, Cllr J Talbot

Apologies:

Cllr J Headington, Cllr B Woods (attended virtually)

Also Present:

E Payne, Town Clerk
S Riley, Public Realm Manager
4 Members of the Public

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Headington and Cllr Woods, who attended virtually.

Decision: Members resolved to accept apologies.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION

3.1 A resident of The Green raised an objection to the placement of the Stotfold Council notice board directly opposite his house, arguing that the original placement at the entrance of the green was more suitable. They provided pictures to illustrate their point and requested an early relocation of the notice board. The chair acknowledged his concerns and stated that this matter would be put on the agenda for the next meeting, with potential relocation sites and associated costings to be considered.

3.2 The organiser of the Cars on the Green event, requested permission to use the Millennium Green for to access Great Close which will be used for parking during the event for safety and access reasons. She explained the need for an additional entrance from Rook Tree Lane to manage the traffic flow better. As this is a decision which has previously been delegated to officers, this request is approved.

Task: Town Clerk to add the relocation of the noticeboard to the next agenda.

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous Public Realm Committee meeting held on 12th March 2025 were reviewed. Members resolved that the minutes were a correct record.

Decision: Members resolved that the minutes of the Public Realm Committee meeting held on 12th March 2025 were a correct record.



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

A councillor raised a point from the previous minutes regarding the location of the new Stotfold sign at the Wrayfields' end of town, suggesting a specific placement on the junction with Mill Lane, Malthouse Lane and Wrayfields, between the street name and the bench. This was agreed upon, and the location will be surveyed.

The Town Clerk's report was received. It included requests from the junior football club to run Easter football camps; and a fun run charity event, which was deemed acceptable. Updates on wildflower meadows and correspondence regarding the public notice board were discussed.

Additional correspondence included a request from Stotfold Mill to use the Millennium Green for parking during an event, which was granted as a delegated decision, and concerns from a resident about noise from the Riverside Recreation Ground. The Clerk outlined the actions taken to address the noise issues, including securing fencing and considering additional signage. Members discussed the feasibility of implementing further measures, such as acoustic matting, but concluded that signage asking users to respect neighbours would be the most practical solution.

Task: Town Clerk to include Wrayfields location for town signage

Task: Town Clerk to write to resident regarding noise at Riverside Recreation Ground

6. REPORTS

6.1. Planting at High Street

Members received a report from the Open Spaces Officer with a proposal to replant the border at the junction with Hitchin Road/Regent Street. The planting was initially intended to attenuate sound and light pollution from traffic before the bypass was constructed and Members acknowledged that the border has not been maintained as well as it should have been. Various options for enhancing the planting were considered, including maintaining existing shrubs and adding planters. Councillors debated the practicality and cost implications of different options. It was decided to consult with local residents on Option 4, which involves retaining some shrubs and adding raised planters. The Town Clerk was tasked with consulting residents and bringing back feedback to the committee.

Task: Consult with local residents on Option 4 for planting at the town sign and bring back feedback to the committee.

6.2. Street Lighting Audit and Costings

Members received a report from the Projects Officer on the street lighting audit and costings. The streetlamps had been mapped, and clusters of lamps were identified for phased updates. The councillors reviewed the proposed clusters and the associated costs, deciding to proceed with Cluster 1 in the current financial year. The earmarked reserve for streetlights and the maintenance budget were discussed, with the councillors agreeing to use the maintenance budget 2025/26 for the upgrades. The possibility of future cost increases was noted, and the Clerk was asked to check the contract terms regarding price adjustments.



Members debated the proposal of conducting another cluster of streetlight installations later in the year if sufficient funds remain. A question was raised about the contractor responsible for both the streetlights and tree trimming, with clarification provided that the work would commence after the birds had nested to avoid disturbance. The goal is to complete the work by October, aligning with the change in daylight hours. The members voted in favour of this timeline.

Decision: Members resolved to:

- a) To proceed with Year 1 of streetlight updates as outlined in the report in the current financial year using the maintenance budget for 2025/26
- b) To transfer any unspent budget from 2024/25 to the streetlight EMR.

Task: Town Clerk to check contract terms regarding price adjustments for streetlight updates.

Task: Town Clerk to transfer unspent streetlight maintenance budget to EMR at the end of the year

Task: Town Clerk to check streetlights in vicinity of churchyard to ensure that the number of streetlights are mapped accurately.

7. HIGHWAYS REPORT

Cllr Smith reported on highways matters. There had been a Ward Councillor presentation to Full Council where works to the High Street have been scheduled. Members were encouraged to report any potholes on Fix My Street.

8. DELEGATED DECISIONS

The Town Clerk's delegated decisions were noted by the committee. It was clarified that these were purchase orders for commissioned work, not actual payments.

Decision: Members resolved to note the report.

9. WORK PROGRAMME

Members received this Committee's Work Programme.

Decision: Members resolved to note the report.

10. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

- 10.1 A question was asked about the timing of the lights in the Muga on Arlesey Road. They should go off at 21:30 but have been seen on as late as 22:30.

Task: Town Clerk to investigate timing of lights at Arlesey Road Muga.

- 10.2 A question was raised at the bridge in Etonbury Woods and when it would be fixed by CBC. The bridge in question is in Arlesey Parish and CBC have advised that it will be replaced entirely by the end of April.



11. DATE OF NEXT MEETING

Provisionally Wednesday 14th May 2025.

The meeting closed at 20:00

SIGNED BY CHAIR:

MINUTES APPROVED (date):

DRAFT



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

6th June 2025

Dear Emma,

Stotfold Town Council End of Year Audit June 2025

Parish & Town Auditing Services have been appointed to undertake the internal audit for Stotfold Town Council. The End of Year audit was completed on 6th June 2025.

I can confirm that I am independent of the Parish Council.

As stated in the Letter of Engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year. In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements. This will be undertaken by the Council's appointed External Auditor.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These controls are included in the following report.

Thank you for all the information you have provided. I would be grateful if you could present this report at the next available meeting of Full Council.

Yours sincerely,

Paul Russell, Internal Auditor



A. Appropriate accounting records have been properly kept throughout the financial year.

The Council maintains its financial records using the Rialtas Omega Accounting system.

The internal audit has confirmed that income and expenditure balances to the cashbook and is reconciled to the bank statements on a monthly basis. During the review it has been confirmed that there is a clear audit trail from the accounts to supporting documentation such as invoices.

The Governance & Resources Committee and Full Council are provided with monthly financial reports including payments for approval, bank reconciliations and budget monitoring reports. These are minuted and signed off.

The opening balances in the cashbook agreed back to the 2023/24 accounts.

A sample of invoices have been reviewed against the accounts for payment during the financial year. No material differences were identified.

The accuracy of the year-end bank reconciliation details has been verified and accurate disclosure of the combined cash and bank balances have been stated in the AGAR, section 2, line 8. (£2,663,262)

The Council has balances over £100,000 and has an Investment Policy in place.

The Council has met this control objective.

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Financial Regulations are based on the latest Model produced by NALC. The Procurement Act 2023 has now been enacted and new limits are now in place. This has amended the various thresholds that were in place prior to leaving the EU.

Please note that from 24th February 2025, both above and below threshold notices for new UK procurements will need to be published on Find a Tender: [Find a Tender](#)

Standing Orders are based on a recent model produced by NALC. Limits between the two documents match and both are up to date.

All other payments under Box 6 of the AGAR has increased from £571,014 to £703,170. An explanation of variance has been provided.

All invoices for payment are presented to the Full Council for approval/ratification. Reports are provided and published on the Council's website as part of the agenda supporting papers.

A sample test has been undertaken during the year and the following is confirmed:

- Payment agreed to the invoice.
- A sample of Payments have been checked against the bank statements to verify accuracy.
- Expenditure is appropriate.

The Council operates 3 credit cards. The credit limit across all 3 cards is £5,000 and this has been reviewed by Council. The 3 cards of credit limits of £3,000, £1,500 and £500 respectively.

The Council is registered for VAT and submits its VAT returns to HMRC on a quarterly basis. The VAT returns for all four quarters have been reviewed. The Quarter 4 claim of £31,953.14 has been submitted.

Creditors at year end amounted to £5,445.78 of which £1,698.71 were trade creditors and £1,420.57 was related to pensions.

The Council has met the requirements of this control objective.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these

The Council has a Risk Register in place and this has been reviewed by the Governance & Resources Committee and adopted by Full Council.

The Council is insured with Zurich on a standard local council package for employer liability and public liability. Adequate cover is provided and the policy was in date at time of audit. The Council has a number of properties and it is suggested that these are revalued on a regular basis to ensure that the insurance cover to rebuild remains adequate.

The Council has met this control objective.

D. The precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored and reserves were appropriate

Council maintains its accounts on the Rialtas Omega Accounting software.

Council had initial balances of £2,663,262 at the beginning of the year and these have reduced slightly to £2,632,725.

End of year bank balances are as follows:

ACCOUNT	AMOUNT
Unity Trust current account	£458,986.99
Barclays Imprest account	£8,039.34
Unity Trust Deposit account	£1,081,700.32
CCLA	1,044,765.46
Petty Cash	£20.69

Sum Up account	£0.00
Total	2,593,512.80

Noted that the Barclays Business Premium accounts have now been closed with the final statements provided.

The Council has Earmarked Reserves in place. Movements are reviewed and minuted. End of year allocations are as follows:

ACCOUNT	AMOUNT
Earmarked Reserves Year End 24/25	£ 2,359,895
General Reserves	£272,830
Total	£2,632,725

The precept for 2024/25 was approved at the Full Council meeting on 31st January 2024 (Minute 212/24.2). A precept of £913,482 was set.

The 2025/26 precept of £951,481 was approved under minute 349.1/24.c on 4th December 2024

Budget Monitoring reports are presented to both Full Council and the Governance & Resources Committee. These are generated through the Rialtas Omega Accounting software. All reports are uploaded onto the website for transparency as part of the supporting information attached to the agenda.

The Council has met this control objective.

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked and VAT was appropriately accounted for.

Precept as stated in box 2 is £913,482. This has been agreed to third party documentation provided by central government.

Income per box 3 to the accounts was £195,741, an increase from income received in 2023/24 of £168,829. The main increase is from interest on balances.

A sample has been tested during the year from the cashbook. The transactions were selected randomly and included items from each month of the 2024/25 financial year. No material differences were identified.

The Council is responsible for two allotment sites which are publicised on the website. Information available includes an application form, an allotment handbook and fees and charges. An allotment register is maintained.

The Council is responsible for a cemetery. A register of burials is maintained and there is information available via the website including a search function. The Council has a hall available for hire and details can be found on the website along with fees and charges.

Debtors at year end are as follows:

Item	Amount
Other Debtors	£1,498.07
Trade Debtors	£7,502.85
VAT Control account	£31,953.14
Prepayments	£3,704.00
	£44,658.06

The Council has met this control objective.

F – Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

The Council operates one petty cash account. End of year balance is £20.69. The account is operated through the financial software and VAT is claimed where appropriate.

The Council has met this control objective.

G - Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Staff costs per box 4 to the accounts were £420,391 compared to the previous year of £306,087. It has been confirmed that the amount stated in Box 4 relates only to staff salaries.

A sample of payroll has been reviewed during the year. It has been verified that gross pay was calculated correctly and all payments to HMRC have been submitted.

Councillors do not receive allowance.

Payroll is carried out inhouse. Reports are generated by the software.

The Council has met this control objective.

H - Asset and investments registers were complete and accurate and properly maintained.

The asset register has been reviewed and updated to include purchases during the year. The Fixed Assets box 9 stated £950,113 for 2024/25. The asset register meets current requirements. Adequate insurance cover is in place for the Council's assets.

The Council currently has three outstanding loans as follows:

Loan	Amount Outstanding	End Date
PW483097	£795.08	20-Jul-2025
PW483797	£7,066.63	20-Jan-2026
PW490888	£32,222.24	20-Jul-2030
	£40,083.95	

The total outstanding debt is £40,083.95. This is correct on the AGAR and has been checked against third party documentation.

The Council has met this control objective.

I – Periodic bank account reconciliations were properly carried out during the year.

All the Bank Accounts are reconciled on a monthly basis and signed off by Members.

The Council has met this control objective.

J - Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Stotfold Town Council prepares its annual accounts on an income and expenditure basis as required as it has a turnover of more than £200,000 per annum

The Council maintains a debtors and creditors list. Debts are written off by Council.

End of year Debtors amount to £7,502.85.

End of year Creditors amount to £1,698.71.

Detailed breakdowns of both debtors and creditors have been reviewed.

The Council has met this control objective.

K: If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick “not covered”).

The Council was subject to a limited assurance review. **Not covered.**

L: The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Smaller authorities should publish:

- All items of expenditure above £500 (published);
- End of year accounts (published)
- Annual governance statement (published)
- Internal audit report (published)
- List of councillor or member responsibilities (published)
- Details of public land and building assets (published)
- Minutes, agendas and meeting papers of formal meetings (published)

Most of the information is published on the Finance page.

The Council has met this control objective.

M – In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).

The Council published Sections 1 & 2 of the AGAR and the internal audit report. The public notice ran from 27th June to 7th August 2024 and meets the 30 working days requirement including the first 10 days of July. This was included in the minutes.

Note that the link on the website for the Public Notice is corrupted and requires a sign in to Sharepoint. Please correct.

The Council has met this control objective.

N: The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes)

The Council has published AGAR documentation from 2013/14 onwards and meets the 5 year publication requirement.

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2023/24, approved and signed
- Section 2 - Accounting Statements 2023/24, approved and signed

Not later than 30 September 2024 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

All the above items have been published on the website during the year.

The Council has met this control objective.

O – (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.

The Council is not a sole trustee. **Not covered.**

SUMMARY OF ASSETS BY GROUP NAME

Group	Original Cost	Current Value	Insurance Value
	1,790.00	1,790.00	0.00
Buildings	501,503.00	501,503.00	8,861,960.51
CCTV	17,303.98	17,303.98	25,517.61
Cemeteries	146,150.44	146,150.44	577,561.85
Christmas lights	2,711.00	2,711.00	0.00
Civic	1,704.00	1,704.00	2,327.31
Facilities equip	12,830.31	12,830.31	3,761.74
Furniture	20,838.67	20,838.67	1,383.93
Land	58,007.00	58,007.00	8.00
Misc items	3,435.00	3,435.00	0.00
Office equipment	62,327.71	62,327.71	14,972.91
Play/Rec equipment	70,625.07	70,625.07	10,362.35
Vehicles	51,438.00	51,438.00	24,094.00
TOTAL	950,664.18	950,664.18	9,521,950.21

ASSET LOCATIONS REPORT

Asset Code	Description	Location	Original Cost	Insurance Value
AL01	Norton Road Allotments	Norton Road	15,000.00	1.00
BS01	Memorial Hall	Hallworth Drive	385,000.00	917,873.66
BS02	Simpsons Centre	Hitchin Road	60,000.00	1,879,000.00
BS03	Greenacre Centre	Valerian Way	1.00	3,975,600.03
BS04	Mossman Centre	Littlebury Close	1.00	553,653.49
BS05	Hitchin Road Rec Ground changing rooms & store	Hitchin Road	40,000.00	121,004.08
BS06	Stotfold Bowls Club	Brook Street	2,500.00	0.00
BS07	Football Clubhouse & Stadium	Arlesey Road	1.00	1,260,030.93
BS08	DEFIBRATOR FOR MOSSMAN CENTRE	Mossman Centre	1,790.00	0.00
CCTV01	CCTV external cameras, monitors & recorder	Memorial Hall	2,725.00	8,505.87
CCTV02	CCTV external cameras, monitor & recording unit	Simpson Centre	3,131.00	8,505.87
CCTV03	CCTV external cameras, monitor & recording unit	Greenacre Centre	1.00	8,505.87
CCTV04	CCTV External camera, monitors & recorder Riverside MUGA	Riverside Playing Field, Malthouse Lane	6,767.00	0.00
CCTV05	Radar Speed Sign	Stotfold Town	4,879.98	0.00
CEM01	Stotfold Cemetery - grounds, store, wc & chapel	Cemetery, Mill Lane	138,000.00	574,365.21
CEM02	Bell Bollards x2	Cemetery, Mill Lane	3,432.80	0.00
CEM03	Memorial Bench	Cemetery, Mill Lane	799.16	799.16
CEM04	Memorial Bench	Cemetery, Mill Lane	799.16	799.16
CEM05	Memorial Bench- GA	Cemetery, Mill Lane	799.16	799.16
CEM06	Memorial Bench - RB	Cemetery, Mill Lane	799.16	799.16
CEM07	COMMUNITY MEMO BENCH WITH BACKPLATE	Cemetery, Mill Lane	1,520.00	0.00
CEM08	Memorial Bench for William Frederick Barnett	Cemetery, Mill Lane	1.00	0.00
CIVIC01	Mayor's Chain of Office	Greenacre Centre	1,703.00	2,327.31
CIVIC02	war memorial	Cemetery, Mill Lane	1.00	0.00
CPK01	Brook Street/High Street car park	High Street	18,000.00	0.00
F19	x1 racking shelves	Greenacre Centre	295.00	0.00
F23	Dishwasher for office	Greenacre Centre	334.00	0.00
F24	4 under desk pedestal drawer @ £236.98/each	Greenacre Centre	947.92	947.52
F25	2 high back charis @£152.17/each	Greenacre Centre	304.34	0.00
FAC	'Billygoat' multi purpose surface vacuum cleaner	Riverside Playing Field, Malthouse Lane	1,434.00	1,944.15
FAC01	Mitox 760 BPX Backpack blower	Riverside Playing Field, Malthouse Lane	258.00	0.00
FAC02	Scaffold tower	HRR (Hitchin Road Rec)	484.00	0.00
FAC03	Easymark 4-wheel applicator	HRR (Hitchin Road Rec)	110.00	0.00
FAC04	Atlas salt spreader	HRR (Hitchin Road Rec)	155.00	0.00
FAC05	Rhino Pro Gazebo 3m x 3m	Greenacre Centre	3,400.00	0.00
FAC06	floor cleaner/buffer	Greenacre Centre	751.00	0.00
FAC07	Karcher K4 control pressure washer	Greenacre Centre	142.00	0.00
FAC08	Defibrillator & box	Memorial Hall	1,500.00	0.00
FAC09	Mountfield Petrol 4in1 multi-tool	HRR (Hitchin Road Rec)	249.99	0.00
FAC10	Stihl Grass Trimmer	HRR (Hitchin Road Rec)	282.50	0.00
FAC11	Mountfield 4in1 multi-tool	HRR (Hitchin Road Rec)	249.99	0.00
FAC12	Hawksmoor Petrol Lawnmower	HRR (Hitchin Road Rec)	115.99	0.00
FAC13	32153 pitbitz ltd gazebos	Tractor shed - HRR	1,688.74	0.00
FAC14	gala tent for gazebo	Tractor shed - HRR	109.99	0.00
FAC15	Tools for Town Ranger	Tractor shed - HRR	1,267.31	0.00
FAC16	Tool box for keeping tennis equipment	Riverside Playing Field, Malthouse Lane	350.74	0.00
FAC17	2 SELF WATERING PROMENADE	Greenacre Centre	962.75	962.75
FAC18	DASH CAM + SD CARD + FITTING	Brook Street	161.67	161.67
FAC19	WROX PRESSURE WASHER CORDLESS WITH BRUSH	HRR (Hitchin Road Rec)	141.66	141.66
FAC20	160 Litre Middlesbrough Dual Litter & Recycling Bin & Gold Banding	Greenacre Centre	551.51	551.51
FN01	table trolley	Greenacre Centre	280.00	0.00
FN03	x250 stacking chairs	Greenacre Centre	3,740.00	0.00
FN04	x12 folding meeting tables & chairs	Greenacre Centre	2,400.00	0.00

ASSET LOCATIONS REPORT

Asset Code	Description	Location	Original Cost	Insurance Value
FN05	x32 stackable conference chairs	Greenacre Centre	704.00	0.00
FN06	2 shelves	Greenacre Centre	165.00	0.00
FN07	x2 4 drawer filing cabinets	Greenacre Centre	160.00	0.00
FN08	filing cabinet (3 drawer)	Greenacre Centre	120.00	0.00
FN09	small meeting table & chairs	Greenacre Centre	217.00	0.00
FN10	office furniture for 2 workstations - drawer units	Greenacre Centre	316.00	0.00
FN11	office furniture for 3 workstations - desk, shelving, cupboards, drawers	Greenacre Centre	2,174.00	0.00
FN12	x2 stacking chair trolleys	Greenacre Centre	140.00	0.00
FN13	x200 link stacking chairs	Memorial Hall	4,190.00	0.00
FN14	x 38 stacking tables	Memorial Hall	1,752.00	0.00
FN15	x2 racking shelves	Greenacre Centre	598.00	0.00
FN16	x1 racking shelves	Greenacre Centre	299.00	0.00
FN17	x1 racking shelves	Greenacre Centre	295.00	0.00
FN18	x2 racking shelves	Greenacre Centre	590.00	0.00
FN19	Indesit fridge	Greenacre Centre	180.00	0.00
FN20	Lamona integrated fridge	Greenacre Centre	200.00	0.00
FN21	Freezer	Greenacre Centre	1.00	0.00
FN22	new desk for reception office	Greenacre Centre	892.28	0.00
FN23	4 cantilever straight desk @ £262.38/each	Greenacre Centre	1,049.52	1,049.52
FN24	BOOT SCRAPER FOR TRACTOR SHED	HRR (Hitchin Road Rec)	262.20	0.00
FN25	3 CONTOUR25 FOLDING TABLES	Greenacre Centre	436.41	436.41
MIC07	Wall box & square planters	High Street	1,205.00	0.00
MISC01	x2 water urns	Greenacre Centre	240.00	0.00
MISC02	serving trolley	Greenacre Centre	185.00	0.00
MISC03	x3 pump urns	Greenacre Centre	111.00	0.00
MISC04	x2 water coolers	Greenacre Centre	258.00	0.00
MISC05	NLX-SL2000 sound limiter	Memorial Hall	332.00	0.00
MISC06	x2 tamper proof double notice boards	Greenacre Centre	358.00	0.00
MISC07	Lockable noticeboard	Riverside Playing Field, Malthouse Lane	203.00	0.00
OEQ01	HP OfficeJet Pro 8600	Greenacre Centre	144.00	0.00
OEQ02	Brother HL4150CN printer	Greenacre Centre	315.00	0.00
OEQ03	Dell Optiplex 3040 SFF desktop computer	Greenacre Centre	620.00	0.00
OEQ04	x2 Dell Optiplex 3050 SFF desktop computers	Greenacre Centre	1,480.00	0.00
OEQ05	x2 Dell Optiplex 3040 desktop computers & monitors	Greenacre Centre	1,460.00	0.00
OEQ06	HP250 laptop	Greenacre Centre	529.00	0.00
OEQ07	x2 HP ProBook 255 G7 laptops	Greenacre Centre	900.00	0.00
OEQ08	x2 HP ProBook 255 G7 laptops	Greenacre Centre	1,015.00	0.00
OEQ09	x4 Lenovo Ideapad Duet Chromebook, x11 Lenovo 14e Chromebook	Greenacre Centre	4,190.00	0.00
OEQ10	LAN infrastructure	Greenacre Centre	1,185.00	0.00
OEQ11	Network Server	Greenacre Centre	1,715.00	0.00
OEQ12	sound system, speakers & microphone	Greenacre Centre	1.00	0.00
OEQ13	Ceiling mounted projector & sound	Greenacre Centre	593.00	0.00
OEQ14	Ceiling mounted projector, sound & floor connections	Greenacre Centre	705.00	0.00
OEQ15	Fire proof safe	Greenacre Centre	1,180.00	0.00
OEQ16	x3 folding display boards	Greenacre Centre	192.00	0.00
OEQ17	Large free-standing folding display board	Greenacre Centre	180.00	0.00
OEQ18	cloudy IT group meeting equipment	Greenacre Centre	7,570.74	0.00
OEQ20	portable pa with bluetooth	Greenacre Centre	170.82	0.00
OEQ21	15 cllrs laptops	Greenacre Centre	8,775.00	0.00
OEQ22	new laptop office staff	Greenacre Centre	645.00	0.00
OEQ23	purchase 2 laptops and set up	Greenacre Centre	920.00	0.00
OEQ24	purchase new laptop and install	Greenacre Centre	751.00	0.00
OEQ25	office aircon x2	Greenacre Centre	868.63	0.00
OEQ26	2 Philips 24" full HD LCD Monitor	Greenacre Centre	468.00	0.00

ASSET LOCATIONS REPORT

Asset Code	Description	Location	Original Cost	Insurance Value
OEQ27	1 Lenovo ThinkPad - 40.6 cm (16") Notebook 16GB Black	Greenacre Centre	739.00	0.00
OEQ28	4 PHILIP HD MONITOR+DUAL MONITOR STAND	Greenacre Centre	1,033.58	1,033.58
OEQ29	4 LENOVO THINKPAD 16" SCREEN + DOCKING STATION + KEYBOARD MOUSE	Greenacre Centre	2,870.81	0.00
OEQ30	DISHWASHER	Greenacre Centre	278.33	0.00
OEQ31	Thinkpad + 2 LED MONITORS	Greenacre Centre	1,265.00	1,265.00
OEQ32	1 THINKPAD+ DOCKING STATION+KEYBOARDS	Greenacre Centre	1,030.00	1,030.00
OEQ33	1 THINKPAD + KEYBOARD & MOUSE	Greenacre Centre	799.00	799.00
OEQ34	Portable Smart Air Conditioning unit5 in 1	Greenacre Centre	230.82	230.82
OEQ35	APPLE IPAD + KEYBOARD + COVERCASE	Greenacre Centre	583.00	0.00
OEQ36	TEAMS TELE SYSTEM HEADSET	Greenacre Centre	1,427.70	0.00
OEQ37	MS TEAMS VOIP PHONES	Greenacre Centre	470.00	0.00
OEQ38	4 H/BACK OPERATORS CHAIR FOLD	Greenacre Centre	608.68	0.00
OEQ39	DESK MOUNT SCREEN	Greenacre Centre	117.04	0.00
OEQ40	LENOVO TINKPAD E16 (16") - INTERL CORE I7 16GB RAM	Greenacre Centre	745.00	745.00
OEQ41	Mayor & Deputy Mayor Concert Jewel & Box	Greenacre Centre	1,484.42	1,484.42
OEQ42	Laminator	Greenacre Centre	144.00	0.00
OEQ43	DEPUTY MAYOR JEWEL METAL GILT	Greenacre Centre	1,754.79	0.00
OEQ44	TOWN MAYOR CIVIC REGALIS	Greenacre Centre	6,151.53	6,151.53
OEQ45	BOX FOR DEPUTY MAYORS CHAIN	Greenacre Centre	439.04	439.04
PLAY01	Youth shelter & base plate	Riverside Playing Field, Malthouse Lane	7,490.00	0.00
PLAY02	20m steel/timber cableway with ramp	Riverside Playing Field, Malthouse Lane	4,579.00	0.00
PLAY03	Cantilever swing with basket seat & cone climber activity net	HRR (Hitchin Road Rec)	11,000.00	0.00
PLAY04	Inclusive springie ladybird	HRR (Hitchin Road Rec)	695.00	0.00
PLAY05	springie buggy	HRR (Hitchin Road Rec)	701.00	0.00
PLAY06	Low rotator	HRR (Hitchin Road Rec)	701.00	0.00
PLAY07	Inclusive roundabout	HRR (Hitchin Road Rec)	4,400.00	0.00
PLAY08	Pull up	HRR (Hitchin Road Rec)	9,624.00	0.00
PLAY09	Boat swing	HRR (Hitchin Road Rec)	1,349.00	0.00
PLAY10	Nexus Altitude System 13s with slide	The Green	9,452.00	0.00
PLAY11	4m high single mast net pyramid	The Green	6,998.00	0.00
PLAY12	3 way springer	The Green	1,205.00	0.00
PLAY13	Netball Post - Freestanding X1	Riverside Playing Field, Malthouse Lane	269.99	0.00
PLAY14	freestanding championship Netball Post + Rings & Nets	Riverside Playing Field, Malthouse Lane	591.60	591.60
POS01	Riverside Playing Field	Malthouse Lane	1.00	1.00
POS02	The Green	The Green	1.00	1.00
POS03	Centenary Wood	Malthouse Lane	1.00	1.00
POS04	Millennium Green	Rook Tree Lane	1.00	1.00
POS05	Hitchin Road Recreation Ground	Hitchin Road	1.00	1.00
POS06	Arlesey Road Recreation Ground	Arlesey Road	1.00	1.00
POS07	Pix Brook Play Area	Valerian Way	1.00	1.00
POS08	Land leased to scouts	Littlebury Close	25,000.00	0.00
POS09	"THE HEAVEN" SIGN	The Heaven	545.00	0.00
POS10	STK TOILET AT NR ALLOTMENT	Norton Road	9,770.75	9,770.75
PUBCON01	Public Conveniences	High Street	14,000.00	154,798.32
QEQ26	12 Computer Monitors	Greenacre Centre	899.98	0.00
QEQ35	ThinkPad 16"- Intel Core	Greenacre Centre	745.00	745.00
VEH1	Isuzu D Max DL20	Greenacre Centre	27,344.00	0.00
VEH2	Ford Transit 350 L3 Diesel	Greenacre Centre	24,094.00	24,094.00
XMAS01	x6 lighting panels	Tractor shed - HRR	1.00	0.00
XMAS02	Christmas lights 100m garland	Tractor shed - HRR	1,135.00	0.00
XMAS03	Christmas Lights - 100m garland	HRR (Hitchin Road Rec)	1,135.00	0.00

Stotfold Town Council
ASSET LOCATIONS REPORT

<u>Asset Code</u>	<u>Description</u>	<u>Location</u>	<u>Original Cost</u>	<u>Insurance Value</u>
XMAS04	Christmas Lights - Icicle lights 200, 320, 960	HRR (Hitchin Road Rec)	180.00	0.00
XMAS05	Ribbon tree decoration	HRR (Hitchin Road Rec)	260.00	0.00
		TOTAL	950,664.18	9,521,950.21

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

Stotfold Town Council

<https://www.stotfoldtowncouncil.gov.uk/default.aspx>

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick 'not covered')</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

22/10/2024

06/06/2025

Name of person who carried out the internal audit

Paul Russell

Signature of person who carried out the internal audit



Date

06/06/2025

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>21 MUGA</u>								
203 Electricity	1,194	1,892	2,250	358		358	84.1%	
206 Maintenance and Repairs	1,425	1,059	5,000	3,941		3,941	21.2%	
MUGA :- Indirect Expenditure	2,620	2,950	7,250	4,300	0	4,300	40.7%	0
Net Expenditure	(2,620)	(2,950)	(7,250)	(4,300)				
<u>22 Street Light</u>								
203 Electricity	6,534	9,031	30,000	20,969		20,969	30.1%	
206 Maintenance and Repairs	12,821	9,649	20,000	10,351		10,351	48.2%	(10,351)
Street Light :- Indirect Expenditure	19,355	18,680	50,000	31,320	0	31,320	37.4%	(10,351)
Net Expenditure	(19,355)	(18,680)	(50,000)	(31,320)				
9000 plus Transfer from EMR	0	(10,351)	0	10,351				
Movement to/(from) Gen Reserve	(19,355)	(29,031)	(50,000)	(20,969)				
<u>23 Allotments</u>								
2002 Income - CR Service Charge	0	855	600	(255)			142.4%	
2003 Income - Allotments Norton Rd	2,502	2,445	2,000	(445)			122.2%	
2009 Income- Allotments Common Rd	759	0	0	0			0.0%	
Allotments :- Income	3,261	3,299	2,600	(699)			126.9%	0
202 Water Rates	506	488	1,000	512		512	48.8%	
206 Maintenance and Repairs	6,100	481	1,000	519		519	48.1%	
226 Pest Control - Allotments	617	520	750	230		230	69.3%	
236 RBS Support Allotment	318	359	600	241		241	59.8%	
Allotments :- Indirect Expenditure	7,541	1,848	3,350	1,502	0	1,502	55.2%	0
Net Income over Expenditure	(4,280)	1,451	(750)	(2,201)				
<u>25 Hitchin Road Rec</u>								
202 Water Rates	319	146	500	354		354	29.2%	
203 Electricity	705	2,085	1,450	(635)		(635)	143.8%	
231 Bowls Club Grant	1,074	1,251	3,650	2,399		2,399	34.3%	
Hitchin Road Rec :- Indirect Expenditure	2,097	3,482	5,600	2,118	0	2,118	62.2%	0
Net Expenditure	(2,097)	(3,482)	(5,600)	(2,118)				
<u>26 Brook Street Car Park/Toilets</u>								
201 Rates	1,060	1,060	1,500	440		440	70.7%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
202 Water Rates	278	186	500	314		314	37.1%	
203 Electricity	197	350	600	250		250	58.4%	
206 Maintenance and Repairs	2,879	1,964	2,000	37		37	98.2%	
Brook Street Car Park/Toilets :- Indirect Expenditure	4,415	3,560	4,600	1,040	0	1,040	77.4%	0
Net Expenditure	(4,415)	(3,560)	(4,600)	(1,040)				
27 Open Spaces								
2005 Income - Open Space Other	7,307	8,924	7,000	(1,924)			127.5%	
2012 Income - Football Pitch Grant	0	11,784	0	(11,784)			0.0%	
Open Spaces :- Income	7,307	20,708	7,000	(13,708)			295.8%	0
203 Electricity	57	0	0	0		0	0.0%	
205 Legal Fees / Inspections	440	600	3,500	2,900		2,900	17.1%	
206 Maintenance and Repairs	34,353	31,399	30,000	(1,399)		(1,399)	104.7%	
207 Grass Cutting Contract	42,674	0	5,000	5,000		5,000	0.0%	
209 Lease Costs	0	0	300	300		300	0.0%	
211 River Ivel Drainage	50	10	20	10		10	50.0%	
212 Skip Hire	6,940	7,650	7,000	(650)		(650)	109.3%	
213 Subscriptions/Licences	0	36	250	214		214	14.4%	
223 Teasel /Centenery Wood	1,789	0	1,500	1,500		1,500	0.0%	
225 Water Meter - The Green	77	69	70	1		1	99.1%	
237 Floral Planting	0	2,590	3,000	410		410	86.3%	
238 Pitchpower Expense	0	36,281	0	(36,281)		(36,281)	0.0%	
Open Spaces :- Indirect Expenditure	86,379	78,634	50,640	(27,994)	0	(27,994)	155.3%	0
Net Income over Expenditure	(79,072)	(57,926)	(43,640)	14,286				
28 Agency								
2006 Income - Agency Grants	4,371	0	0	0			0.0%	
Agency :- Income	4,371	0	0	0				0
Net Income	4,371	0	0	0				
32 Verges								
2006 Income - Agency Grants	0	4,371	4,015	(356)			108.9%	
Verges :- Income	0	4,371	4,015	(356)			108.9%	0
207 Grass Cutting Contract	14,772	0	5,000	5,000		5,000	0.0%	
Verges :- Indirect Expenditure	14,772	0	5,000	5,000	0	5,000	0.0%	0
Net Income over Expenditure	(14,772)	4,371	(985)	(5,356)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
33 Arlesey Rd Playing Field								
201 Rates	0	0	1,000	1,000		1,000	0.0%	
232 Utilities	2,622	4,715	3,500	(1,215)		(1,215)	134.7%	
235 Pitch Maintenance	0	0	8,000	8,000		8,000	0.0%	
Arlesey Rd Playing Field :- Indirect Expenditure	2,622	4,715	12,500	7,785	0	7,785	37.7%	0
Net Expenditure	(2,622)	(4,715)	(12,500)	(7,785)				
34 Green Wheel								
233 Green Wheel Expenditure	1,500	1,500	1,500	0		0	100.0%	
Green Wheel :- Indirect Expenditure	1,500	1,500	1,500	0	0	0	100.0%	0
Net Expenditure	(1,500)	(1,500)	(1,500)	0				
41 Cemetery								
4001 Income - Burials	17,410	19,090	15,000	(4,090)			127.3%	
4002 Income - Memorials & Plaques	6,595	9,431	4,000	(5,431)			235.8%	
4003 Income - Chapel lease	2,000	2,000	2,000	0			100.0%	
4004 Income -Keys	100	0	0	0			0.0%	
4005 Income - Plot Purchase	6,385	11,274	10,000	(1,274)			112.7%	
Cemetery :- Income	32,490	41,795	31,000	(10,795)			134.8%	0
401 Rates	3,144	3,144	5,800	2,656		2,656	54.2%	
402 Water Rates	103	98	300	202		202	32.8%	
404 Maintenance/Repairs & Ex Cuts	3,447	7,082	4,500	(2,582)		(2,582)	157.4%	
405 Grounds Maintenance Contract	18,750	0	5,000	5,000		5,000	0.0%	
408 Pest Control	539	489	650	161		161	75.2%	
409 Tree Surgery	2,000	2,883	10,000	7,117		7,117	28.8%	(7,117)
411 RBS Annual Support Cem Package	377	580	600	20		20	96.7%	
Cemetery :- Indirect Expenditure	28,359	14,276	26,850	12,574	0	12,574	53.2%	(7,117)
Net Income over Expenditure	4,131	27,519	4,150	(23,369)				
9000 plus Transfer from EMR	0	(7,117)	0	7,117				
Movement to/(from) Gen Reserve	4,131	20,402	4,150	(16,252)				
51 Simpson Centre								
5002 Income - Simpson Hall Hire	345	0	0	0			0.0%	
5003 Income - The Simpson Centre	6,295	3,845	4,570	725			84.1%	
5004 Income - Library Utilities	1,781	2,210	2,000	(210)			110.5%	
5005 Income - Library Lease	1,312	1,940	2,565	625			75.6%	
Simpson Centre :- Income	9,733	7,995	9,135	1,140			87.5%	0

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
505	Rates - Simpson	8,907	9,798	9,100	(698)		(698)	107.7%	
507	Water Charges - Simpson	772	906	400	(506)		(506)	226.5%	
510	Electricity - Simpson	3,025	5,269	4,500	(769)		(769)	117.1%	
	Simpson Centre :- Indirect Expenditure	12,704	15,973	14,000	(1,973)	0	(1,973)	114.1%	0
	Net Income over Expenditure	(2,972)	(7,978)	(4,865)	3,113				
<u>52</u>	<u>Memorial Hall</u>								
5001	Income - Mem Hall	27,129	29,167	16,000	(13,167)			182.3%	
	Memorial Hall :- Income	27,129	29,167	16,000	(13,167)			182.3%	0
504	Rate	4,491	4,491	5,100	609		609	88.1%	
506	Water Charges	490	518	1,600	1,082		1,082	32.4%	
508	Gas	2,916	3,394	4,000	606		606	84.9%	
509	Electricity	1,198	1,964	2,300	336		336	85.4%	
	Memorial Hall :- Indirect Expenditure	9,095	10,367	13,000	2,633	0	2,633	79.7%	0
	Net Income over Expenditure	18,034	18,800	3,000	(15,800)				
<u>53</u>	<u>Building - General</u>								
512	Maintainence	16,349	18,349	12,000	(6,349)		(6,349)	152.9%	
518	Bin Hire	2,775	2,929	5,250	2,321		2,321	55.8%	
538	Service Contracts	17,062	19,530	16,000	(3,530)		(3,530)	122.1%	
	Building - General :- Indirect Expenditure	36,186	40,808	33,250	(7,558)	0	(7,558)	122.7%	0
	Net Expenditure	(36,186)	(40,808)	(33,250)	7,558				
<u>55</u>	<u>Greenacre Centre</u>								
5008	Income -GAC	217	1,113	15,000	13,887			7.4%	(218)
5009	Income - Solar Panels FIT	369	0	400	400			0.0%	
	Greenacre Centre :- Income	586	1,113	15,400	14,287			7.2%	(218)
504	Rate	15,207	15,968	15,400	(568)		(568)	103.7%	
506	Water Charges	399	530	4,000	3,470		3,470	13.2%	
508	Gas	6,544	8,574	7,500	(1,074)		(1,074)	114.3%	
509	Electricity	11,056	16,689	18,500	1,811		1,811	90.2%	
537	Cleaning Contract	14,271	15,685	13,500	(2,185)		(2,185)	116.2%	
538	Service Contracts	(2,140)	0	0	0		0	0.0%	
	Greenacre Centre :- Indirect Expenditure	45,336	57,445	58,900	1,455	0	1,455	97.5%	0
	Net Income over Expenditure	(44,751)	(56,332)	(43,500)	12,832				
9001	less Transfer to EMR	0	(218)	0	218				
	Movement to/(from) Gen Reserve	(44,751)	(56,114)	(43,500)	12,614				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
61 Governance & Resources								
6003 Income - Miscellaneous	41	5,180	50	(5,130)			10360.3	
6004 Income - Interest Received	53,283	73,943	25,000	(48,943)			295.8%	
6008 Income - Mayor Event	647	52	300	248			17.3%	
6009 Stotfest 50	0	6,118	0	(6,118)			0.0%	
Governance & Resources :- Income	53,971	85,293	25,350	(59,943)			336.5%	0
601 Staff Salaries	246,857	349,695	344,691	(5,004)		(5,004)	101.5%	
602 Employers NI	19,482	29,692	24,428	(5,264)		(5,264)	121.6%	
603 Ers Pension Contrib	39,748	41,003	51,063	10,060		10,060	80.3%	
604 Staff Training	7,773	5,928	5,000	(928)		(928)	118.6%	
605 Clerk's Expenses	905	345	500	155		155	68.9%	
607 Photocopier Costs	654	2,594	750	(1,844)		(1,844)	345.9%	
608 Telephone/Fax/ISDN	4,560	5,236	4,000	(1,236)		(1,236)	130.9%	
609 Postage	478	604	600	(4)		(4)	100.6%	
610 Stationery	3,464	4,841	2,750	(2,091)		(2,091)	176.0%	
611 Insurances	8,773	10,792	12,000	1,208		1,208	89.9%	
612 Audit Fees	2,400	2,640	3,000	360		360	88.0%	
613 Legal Fees	18	8,814	5,000	(3,814)		(3,814)	176.3%	
614 Advertising	4,676	5,324	6,000	676		676	88.7%	
615 IT Services	15,697	28,000	15,000	(13,000)		(13,000)	186.7%	136
616 Service Contracts	371	0	0	0		0	0.0%	
618 Subscription/Licence	13,789	17,598	10,000	(7,598)		(7,598)	176.0%	
619 PWLB Loan Repayments	16,731	16,199	20,000	3,801		3,801	81.0%	
620 Civic Allowance	1,629	1,664	1,500	(164)		(164)	110.9%	
621 Bank Charges	471	543	600	57		57	90.6%	
627 Travel Expenses	338	331	250	(81)		(81)	132.2%	
630 Grants	15,173	13,215	15,000	1,785		1,785	88.1%	
631 Councillor Training/Mileage	301	1,271	1,000	(271)		(271)	127.1%	
632 Professional Support	0	3,559	2,000	(1,559)		(1,559)	178.0%	
633 Vehicle Repayments (s106)	0	0	2,410	2,410		2,410	0.0%	(2,410)
634 Vehicle Insurance	0	5,250	5,000	(250)		(250)	105.0%	
635 Vehicle Fuel	0	2,498	5,000	2,502		2,502	50.0%	
636 Vehicle Maintenance	0	2,641	5,000	2,359		2,359	52.8%	
637 Christmas Event	0	25,777	15,000	(10,777)		(10,777)	171.8%	
638 Stotfest	0	52,476	50,000	(2,476)		(2,476)	105.0%	
639 Com Engagment	0	14,752	15,000	248		248	98.3%	
641 Arlesey Rd Repayment (s106)	0	0	4,000	4,000		4,000	0.0%	(4,000)
Governance & Resources :- Indirect Expenditure	404,290	653,282	626,542	(26,740)	0	(26,740)	104.3%	(6,274)
Net Income over Expenditure	(350,319)	(567,989)	(601,192)	(33,203)				
9000 plus Transfer from EMR	7,775	(6,274)	0	6,274				
Movement to/(from) Gen Reserve	(342,543)	(574,263)	(601,192)	(26,929)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>62</u>	<u>Precept</u>								
6005	Precept	913,926	913,482	913,482	0			100.0%	
	Precept :- Income	913,926	913,482	913,482	0			100.0%	0
	Net Income	913,926	913,482	913,482	0				
<u>63</u>	<u>Community Engagement</u>								
		0	0	0	0		0	0.0%	
	Net Expenditure	0	0	0	0				
<u>71</u>	<u>Town Strategy</u>								
701	Town Strategy	0	0	4,000	4,000		4,000	0.0%	
	Town Strategy :- Indirect Expenditure	0	0	4,000	4,000	0	4,000	0.0%	0
	Net Expenditure	0	0	(4,000)	(4,000)				
<u>85</u>	<u>Earmarked Reserves</u>								
8001	Xmas Lights donations	3,334	0	0	0			0.0%	
8002	Income EMR - Cemetery	10,068	2,000	0	(2,000)			0.0%	2,000
8006	S106 Income	4,795	0	0	0			0.0%	
8008	Pitch Power Football Pitch Gra	11,784	0	0	0			0.0%	
	Earmarked Reserves :- Income	29,981	2,000	0	(2,000)				2,000
802	EMR-Working Capital	4,217	0	0	0		0	0.0%	
804	Mossman	4,457	0	0	0		0	0.0%	
806	EMR -Buildings Fund	0	113,713	0	(113,713)		(113,713)	0.0%	113,713
808	Pitch Power Football Pitch Gra	11,784	0	0	0		0	0.0%	
809	EMR - PCemetery Projects/Paths	17,428	5,930	0	(5,930)		(5,930)	0.0%	5,930
815	EMR-Public Realm Projects	80,051	12,758	0	(12,758)		(12,758)	0.0%	12,758
818	EMR Riverside MUGA	26,787	0	0	0		0	0.0%	
820	EMR-Estab Office Equipment	7,583	5,126	0	(5,126)		(5,126)	0.0%	5,126
821	EMR-Estab election Fund	220	0	0	0		0	0.0%	
823	Handyman set up	364	0	0	0		0	0.0%	
824	Christmas Lights	16,304	10,000	0	(10,000)		(10,000)	0.0%	10,000
826	EMR Youth Work	6,860	4,950	0	(4,950)		(4,950)	0.0%	4,950
833	EMR- S106 Greenacre Park	39,536	5,967	0	(5,967)		(5,967)	0.0%	1,967
836	EMR- Facilities Team Setup	1,400	0	0	0		0	0.0%	
838	EMR - Car Park Reserve	(429)	0	0	0		0	0.0%	
839	EMR - Ground Main Contract	0	73,795	0	(73,795)		(73,795)	0.0%	61,228
	Earmarked Reserves :- Indirect Expenditure	216,562	232,239	0	(232,239)	0	(232,239)		215,673
	Net Income over Expenditure	(186,581)	(230,239)	0	230,239				
9000	plus Transfer from EMR	216,991	232,239	0	(232,239)				
9001	less Transfer to EMR	25,187	2,000	0	(2,000)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	5,224	0	0	0				
Grand Totals:- Income	1,082,755	1,109,223	1,023,982	(85,241)			108.3%	
Expenditure	893,832	1,139,760	916,982	(222,778)	0	(222,778)	124.3%	
Net Income over Expenditure	188,923	(30,537)	107,000	137,537				
plus Transfer from EMR	224,766	208,498	0	(208,498)				
less Transfer to EMR	25,187	1,782	0	(1,782)				
Movement to/(from) Gen Reserve	388,502	176,178	107,000	(69,178)				

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
9002 EMR - Working Capital	1,632.59	-1,632.59	0.00
9006 EMR - Building Fund	130,428.00	-93,713.01	36,714.99
9009 EMR - Cemetery Projects	235,553.21	-3,929.95	231,623.26
9010 EMR - Teasel	450.00		450.00
9015 EMR - Public Realm Projects	53,410.06	-2,406.75	51,003.31
9017 EMR - Street Lights	44,890.00	10,000.00	54,890.00
9018 EMR - Riverside MUGA	1,148.34	10,000.00	11,148.34
9020 EMR - Estab Office Equip	262.45	-262.45	0.00
9021 EMR - Election Fund	15,637.95	5,000.00	20,637.95
9025 EMR - GAC Sinking Fund	122,735.00	20,000.00	142,735.00
9026 EMR - Youth Work	10,578.00	-5,167.60	5,410.40
9027 EMR - S106 GAC	203,510.00		203,510.00
9028 EMR - S106 Pix Brook PA	434,385.00		434,385.00
9030 EMR - Riverside Cpk Ext.	40,000.00		40,000.00
9031 EMR - S106 PC Ave	135,000.00		135,000.00
9032 EMR - Tree Work	11,257.00	17,117.00	28,374.00
9033 EMR - S106 Greenacre Park	788,336.50	442.55	788,779.05
9036 EMR - Facilities Team Set Up	13,600.21		13,600.21
9037 EMR- A Rd MUGA Sinking Fund	0.00	10,000.00	10,000.00
9038 EMR- Car Park Reserve	0.00	428.74	428.74
9039 EMR-Ground Main Contract	225,000.00	-73,794.92	151,205.08
	2,467,814.31	-107,918.98	2,359,895.33

Stotfold Town Council 2024-25

Income and Expenditure Account for Year Ended 31 March 2025

31st March 2024		31 March 2025
	Income Summary	
53,283	Income - Interest Received	73,943
913,926	Precept	913,482
967,209	Sub Total	987,425
	Operating Income	
3,261	Allotments	3,299
7,307	Open Spaces	20,708
4,371	Agency	0
0	Verges	4,371
32,490	Cemetery	41,795
9,733	Simpson Centre	7,995
27,129	Memorial Hall	29,167
586	Greenacre Centre	1,113
688	Goverance & Resources	11,350
29,981	Earmarked Reserves	2,000
1,082,755	Total Income	1,109,223
	Running Costs	
2,620	MUGA	2,950
19,355	Street Light	18,680
7,541	Allotments	1,848
2,097	Hitchin Road Rec	3,482
4,415	Brook Street Car Park/Toilets	3,560
86,379	Open Spaces	78,634
14,772	Verges	0
2,622	Arlesey Rd Playing Field	4,715
1,500	Green Wheel	1,500
28,359	Cemetery	14,276
12,704	Simpson Centre	15,973
9,095	Memorial Hall	10,367
36,186	Building - General	40,808
45,336	Greenacre Centre	57,445
404,290	Goverance & Resources	653,282
216,562	Earmarked Reserves	232,239
893,832	Total Expenditure	1,139,760
	General Fund Analysis	
162,637	Opening Balance	195,448
1,082,755	Plus : Income for Year	1,109,223
1,245,392		1,304,671
893,832	Less : Expenditure for Year	1,139,760
351,560		164,911
156,112	Transfers TO / FROM Reserves	(107,919)
195,448	Closing Balance	272,830

31st March 2024		31 March 2025	
Current Assets			
560,034	unity trust current account	458,987	
54,828	Imprest A/c	8,039	
2,052,537	HICA	1,081,700	
9	Legacy Account	0	
0	Petty Cash	21	
289	Instant Access Saver	0	
1	Petty Cash - DO NOT USE	0	
0	CCLA - AC no PS1007087-001	1,044,765	
0	Other Debtors	1,498	
6,825	Trade Debtors	7,503	
33,656	VAT Control	31,953	
13,213	Prepayments	3,704	
<hr/>		<hr/>	
2,721,390		2,638,171	
<hr/>			
2,721,390	Total Assets	2,638,171	
<hr/>			
Current Liabilities			
51,544	Trade Creditors	1,699	
5,786	Year End Accruals	0	
169	PAYE/NI/ Student Loan Due	0	
0	Pensions	1,421	
209	Receipts in Advance	254	
0	Booking Deposits	123	
420	Key deposits	1,040	
0	Allotment Damage Deposits	910	
<hr/>		<hr/>	
58,128		5,446	
<hr/>			
2,663,262	Total Assets Less Current Liabilities	2,632,725	
<hr/>			
Represented By			
195,448	General Reserve	272,830	
2,467,814	Earmarked Reserves	2,359,895	
<hr/>		<hr/>	
2,663,262		2,632,725	
<hr/>		<hr/>	

12:13

Balance Sheet as at 31 March 2025

31 March 2025

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial

Date : _____

Local council name: Stotfold Town Council

Notice of appointment of date for the exercise of public rights

Accounts for the year ended 31st March 2025

The Local Audit and Accountability Act 2014, and

The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: 25/6/2025</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2025 these documents will be available on reasonable notice on application to:</p> <p>(b) Emma Payne, Town Clerk</p> <p>commencing on (c) 26/06/2025</p> <p>and ending on (d) 06/08/2025</p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none">the opportunity to question the auditor about the accounts; andthe right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:</p> <p>Forvis Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: local.councils@mazars.co.uk</p> <p>5. This announcement is made by <i>Emma Payne, Town Clerk</i></p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c)And</p> <p>(d)The inspection period must be 30 working days in total and commence no later than 1 July 2025.</p> <p>(e) Insert name and position of person placing the notice</p>
--	--

Stotfold Town Council 2025-26

Page 1

Current A/C 20354862

List of Payments Made Between 1/04/2025 and 30/04/2025

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/04/2025	Trade Uk/Screwfix	DD2	77.97	OPEN SPACE REPAIR MATERIAL
01/04/2025	Driver & Vehicle Licensing Age	DD6	29.31	APRIL 25/ROAD TAX/Driver & Veh
02/04/2025	ALLSTAR Business Solutions Ltd	dd5	60.06	E2020150745/ALLSTAR Business S
03/04/2025	Utilita Energy Ltd - A Rd	Refund	-1022.07	Purchase Ledger Refund
04/04/2025	NFU Mutual Insurance	DD7	444.1	APRIL VEHICLE/NFU Mutual Insur
08/04/2025	NEST PENSION	NEST PENSI	1420.57	NEST PENSION
08/04/2025	SMG Business Solutions Ltd	DD1	1658.18	MONTHLY IT CHARGE
09/04/2025	PHS Group plc	DD8	1084.15	HITCHIN RD SANITARY BIN COLLEC
09/04/2025	PHS Group plc	DD9	2824.39	GAC SANITARY DISPOAL ANNUAL FE
09/04/2025	Central Beds Council	DD18	317.7	CEMETERY RATE 2025/26
09/04/2025	ALLSTAR Business Solutions Ltd	DD3	9.58	E2020193240/ALLSTAR Business S
10/04/2025	CLLR MILEAGE CLAIM	CLLR MILEA	18	NIGEL VENNEEAR MILEAGE CLAIM
10/04/2025	Utilita Energy Ltd - Memorial	DD1	199.05	2025-02/1/MEMORIAL ELECTRIC/Ut
11/04/2025	YORKSHIRE GAS AND POWER	DD20	1503.95	GAC ELECTRICITY
12/04/2025	EE Limited	DD12	364.98	V02334568449/EE Limited
13/04/2025	Crown Gas & Power Ltdc- Memori	DD2	429.1	3472999/MEMO HALL GAS/Crown Ga
13/04/2025	Crown Gas & Power Ltd - GAC Ga	DD3	1114.99	3472937/GAC GAS/Crown Gas & Po
16/04/2025	Sage UK	DD6	70.2	INV20584084/Sage UK
16/04/2025	BANK BULK PMT FEE	BULK PMT F	4.8	BANK BULK PMT FEE
16/04/2025	ISABEL EVERITT AD HOC WORK	AD HOC WOR	366.3	ISABEL EVERITT AD HOC WORK
16/04/2025	ALLSTAR Business Solutions Ltd	DD2	70.16	E2020219920/ALLSTAR Business S
17/04/2025	APRIL 25 STAFF SALARY	APRIL SALA	24978.76	APRIL 25 STAFF SALARY
17/04/2025	British Gas Lite	DD1	40.03	10720233/A RD GOAL POST/Britis
19/04/2025	Central Beds Council	DD16	106.38	CAR PARK RATE 25/26
19/04/2025	Central Beds Council	DD17	450	MEMORIAL HAL RATE 25/26

22/04/2025	Ryalls Building Supplies Ltd	BACS1	169.71	97833/Ryalls Building Supplies
22/04/2025	Ocean Creative Cooperation Ltd	BACS2	86.4	1310/25.139/Ocean Creative Co
22/04/2025	The Shutter Repair & Maintenan	BACS3	444	SERVICE AND INSTALL KEY SWITCH
22/04/2025	Newsquest Media Group	BACS5	442.03	PUBLIC NOTICE
22/04/2025	Shefford Landscaping & Groundw	BACS05	527.2	REMIVE NOTICE BOARD AT GREEN &
22/04/2025	Window Cleaner	BACS06	240	APRIL GAC WINOW CLEAN
22/04/2025	BARCLAY CREDIT CARD APRIL	BARCLAY AP	1087.28	BARCLAY APRIL
22/04/2025	Stotfold News Magazine	BACS1	200	4000 copies leaflet insertion
22/04/2025	Strawberry Fieldz Ltd	BACS2	500	trailer stage , sound light so
22/04/2025	TCM Trailers Ltd	BACS5	2790	EXBITION TRAILER HIRE FOR STEA
22/04/2025	Vision ICT	BACS6	108	WEBSITE HOSTING AND SUPPORT
22/04/2025	Wilstead Haulage Ltd	BACS09	360	SKIP FOR A RD
22/04/2025	Steven Buck	BACS10	118.22	MAYOR EXPENSES MILEAGE CLAIM
22/04/2025	Bedforshire Association Of Tow	BACS1	40	TRAINING - PLANNING
22/04/2025	Copycare	BACS2	242.34	45123/25.156/Copycare
22/04/2025	Complete Building Services (He	BACS	264	Reimbuse to the Room for fence
22/04/2025	Essential Safety Wear Ltd	BACS5	108	28681/Essential Safety Wear Lt
22/04/2025	Hertfordshire County Council	BACS8	124.51	BIN LINERS AND BATTERIES
22/04/2025	Institute of Cemetery & Cremat	BACS10	105	ICCM CORPORATE MEMBERHSIP FEE
22/04/2025	Jim Caddy	BACS11	1500	TREES ON THE COUNCIL'S WORK SC
22/04/2025	Kate Hounsme Digital Illustra	BACS15	88	LICENCE USE DIGITAL ON WEB
22/04/2025	Kingfisher Direct Ltd	BACS16	99.36	Set of bin rawl bolts
22/04/2025	NALC	BACS17	78	TRAINING TICKET
23/04/2025	Worldpay Ltd	DD1	40.99	WORLD PAY MONTHLY FEE
23/04/2025	NES PENSION APRIL 24	NEST APRIL	1445.53	NES PENSION APRIL 24
23/04/2025	ALLSTAR Business Solutions Ltd	DD1	62.53	E2020246772/ALLSTAR Business S
23/04/2025	Utilita - The Simpson centre	DD3	738.51	2025-03-01/Utilita - The Simps
23/04/2025	Utilita Energy Ltd - MUGA	DD6	123.02	MUGA Electricity
25/04/2025	C & D Farms	BACS1	120	RENT FOR SKIP

25/04/2025	NALC	BACS2	42 Training ticket
25/04/2025	ZULU Safety Ltd	BACS3	95 Defibrillator Training
25/04/2025	LSK Hire Ltd	BACS6	558 25% deposit for portable toile
27/04/2025	Pitney Bowes	DD7	27.75 BL178027/TOP UP POSATGE/Pitney
28/04/2025	Integrated Business Telecom Lt	DD11	62.4 4854026/Integrated Business Te
29/04/2025	HMRC PAYE/NI APRIL	HMRC PAYE/	8490.06 HMRC PAYE/NI APRIL
29/04/2025	LGPS BED PENSION APRIL 25	LGPS PENSI	3645.64 LGPS BED PENSION APRIL 25
29/04/2025	Worldpay Ltd	REFUND	-571.2 REFUND CARD TERMINAL
30/04/2025	SMG Business Solutions Ltd	DD5	334.8 PROFESSIONAL INSTALL DATA CABL
30/04/2025	Central Beds Council	DD13	1327 GAC RATE 25/26
30/04/2025	Cawleys	DD1	297.53 MEMORIAL HALL EURO HIRE
30/04/2025	BANK SERVICE CHARGE	BANK SERVI	28.95 BANK SERVICE CHARGE
30/04/2025	Utilita Energy Ltd - REC Brook	DD1	163.5 2025-03/1/REC BROOK STR/Utilit
	Total		63374.7

18/06/2025
10:20

Stotfold Town Council Current Year 2025-26

Page 1

Current A/c 20354862

Cash Received between 01/04/2025 and 30/04/2025

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
01/04/2025	8/6 MEMORIAL HALL BOOKING	8/6 MEMO H	8/6 MEMORIAL HALL BOOKING	19.65
01/04/2025	BIRCUMSHAW EB BURIAL PLOT	BURIAL PLO	BIRCUMSHAW EB BURIAL PLOT	350
02/04/2025	BRADLEY GUMBLE 15 -22 APRIL	WP/16241	BRADLEY GUMBLE 15 -22 APRIL	437.5
02/04/2025	BRADLEY GUMBLE DEPOSIT SEPT	WP/16242	BRADLEY GUMBLE DEPOSIT	250
10/04/2025	CBC	CBC	PRECEPT	475740.5
02/04/2025	CR23B ALLOT FEE + DEPOSIT	CR23B ALLO	CR23B ALLOT FEE + DEPOSIT	70
28/04/2025	DUCK RACE CHARITY EVENT	DUCK RACE	DUCK RACE CHARITY EVENT	135.69
24/04/2025	EAST FEST MAY BOOKING	EAT FEST	EAST FEST MAY BOOKING	70
24/04/2025	EAT FEST 4/7 BOOKING	EAT FEST 4	EAT FEST 4/7 BOOKING	70
24/04/2025	EAT FEST 5/9 BOOKING DEPOSIT	EAT FEST	EAT FEST 5/9 BOOKING DEPOSIT	70
24/04/2025	EAT FEST BOKKING BOND	EAT FEST	EAT FEST BOKKING BOND	250
02/04/2025	STOTFEST STALL FEE	WP/16240	STOTFEST STALL FEE	18
29/04/2025	LETCH ROLLER HOC 12/07 MEMO	LETCH ROLL	LETCH ROLLER HOC 12/07	23
04/04/2025	CRAFT STALL	WP/16243	CRAFT STALL	18
14/04/2025	NR14B 25/26 ALLOT FEE	WP/16247	NR14B 25/26 ALLOT FEE	35
02/04/2025	NR2B ALLOT FEE + DEPOSIT	NR2B ALLOT	NR2B ALLOT FEE + DEPOSIT	70
22/04/2025	17/05 MEMO HALL BOOKI	MEMO HALL	17/05 MEMO HALL HIRE	166.5
01/04/2025	Petty Cash	BANKED	BANKED PETTY CASH	20.69
09/04/2025	PLOT GOR 1049	WP/16246	PLOT GOR 1049	260
03/04/2025	Sales Recpts Page 3223		Sales Recpts Page 3223	61.2
03/04/2025	Sales Recpts Page 3224		Sales Recpts Page 3224	203.8
07/04/2025	Sales Recpts Page 3225		Sales Recpts Page 3225	344.25
07/04/2025	Sales Recpts Page 3226		Sales Recpts Page 3226	153
07/04/2025	Sales Recpts Page 3227		Sales Recpts Page 3227	166.66
07/04/2025	Sales Recpts Page 3228		Sales Recpts Page 3228	248.6

08/04/2025	Sales Recpts Page 3229		Sales Recpts Page 3229	2275.13
09/04/2025	Sales Recpts Page 3230		Sales Recpts Page 3230	76.48
09/04/2025	Sales Recpts Page 3231		Sales Recpts Page 3231	78.43
28/04/2025	Sales Recpts Page 3232		Sales Recpts Page 3232	266.22
30/04/2025	Sales Recpts Page 3233		Sales Recpts Page 3233	122.4
30/04/2025	Sales Recpts Page 3234		Sales Recpts Page 3234	290.72
30/04/2025	Sales Recpts Page 3235		Sales Recpts Page 3235	272
07/04/2025	Sales Recpts Page 3236		Sales Recpts Page 3236	750
04/04/2025	Sales Recpts Page 3237		Sales Recpts Page 3237	122.4
16/04/2025	SQUIRREN TAVENERS HIRE	WP/16250	SQUIRREN TAVENERS HIRE	50
09/04/2025	STOTFEST STALL - COLLEEN	WP/16245	STOTFEST STALL - COLLEEN	18
16/04/2025	STOTFEST STALL FEE - D W CRAFT	WP/16249	STOTFEST STALL FEE - D W	18
22/04/2025	STOTFOLD SINGERS 10/05	STOTFOLD	STOTFOLD SINGERS 10/05	130.5
30/04/2025	STRIP PAY- DUCK RACE	STRIPE PAY	STRIP PAY- DUCK RACE	378.43
23/04/2025	STRIP PAYEMNT - DUCK RACE TICK	STRIPE PAY	STRIP PAYEMNT - DUCK RACE	24.61
23/04/2025	TOWN CLERK PURCHASE	WP/16253	TOWN CLERK PURCHASE	30
04/04/2025	TOWN CLERK STOTFOLD GOLD	WP/16239	TOWN CLERK STOTFOLD GOLD	30
22/04/2025	VE DAY -Ticket sale	WP/16252	VE DAY - Ticket sale	10
24/04/2025	VE DAY Ticket Sale	WP/16254	VE DAY - Ticket sale	20
				484215.36

Detailed Income & Expenditure by Budget Heading 01/05/2025

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Public Realm								
21 MUGA								
203 Electricity	1,892	117	1,500	1,383		1,383	7.8%	
206 Maintenance and Repairs	1,059	0	7,000	7,000		7,000	0.0%	
MUGA :- Indirect Expenditure	2,950	117	8,500	8,383	0	8,383	1.4%	0
Net Expenditure	(2,950)	(117)	(8,500)	(8,383)				
22 Street Light								
203 Electricity	9,031	0	10,000	10,000		10,000	0.0%	
206 Maintenance and Repairs	9,649	0	40,000	40,000		40,000	0.0%	
Street Light :- Indirect Expenditure	18,680	0	50,000	50,000	0	50,000	0.0%	0
Net Expenditure	(18,680)	0	(50,000)	(50,000)				
9000 plus Transfer from EMR	(10,351)	0	0	0				
Movement to/(from) Gen Reserve	(29,031)	0	(50,000)	(50,000)				
23 Allotments								
2002 Income - CR Service Charge	855	0	650	650			0.0%	
2003 Income - Allotments Norton Rd	2,445	70	2,400	2,330			2.9%	
2009 Income- Allotments Common Rd	0	70	0	(70)			0.0%	
Allotments :- Income	3,299	140	3,050	2,910			4.6%	0
202 Water Rates	488	0	1,000	1,000		1,000	0.0%	
206 Maintenance and Repairs	481	0	2,000	2,000		2,000	0.0%	
226 Pest Control - Allotments	520	0	1,000	1,000		1,000	0.0%	
236 RBS Support Allotment	359	0	600	600		600	0.0%	
Allotments :- Indirect Expenditure	1,848	0	4,600	4,600	0	4,600	0.0%	0
Net Income over Expenditure	1,451	140	(1,550)	(1,690)				
25 Hitchin Road Rec								
202 Water Rates	146	0	300	300		300	0.0%	
203 Electricity	2,085	199	1,000	801		801	19.9%	
231 Bowls Club Grant	1,251	0	3,650	3,650		3,650	0.0%	
239 Hitchin Road Building	0	0	7,500	7,500		7,500	0.0%	
Hitchin Road Rec :- Indirect Expenditure	3,482	199	12,450	12,251	0	12,251	1.6%	0
Net Expenditure	(3,482)	(199)	(12,450)	(12,251)				

Detailed Income & Expenditure by Budget Heading 01/05/2025

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
26 Brook Street Car Park/Toilets								
201 Rates	1,060	1,060	1,200	140		140	88.4%	
202 Water Rates	186	0	500	500		500	0.0%	
203 Electricity	350	0	600	600		600	0.0%	
206 Maintenance and Repairs	1,964	0	2,000	2,000		2,000	0.0%	
Brook Street Car Park/Toilets :- Indirect Expenditure	3,560	1,060	4,300	3,240	0	3,240	24.7%	0
Net Expenditure	(3,560)	(1,060)	(4,300)	(3,240)				
27 Open Spaces								
2005 Income - Open Space Other	8,924	940	8,000	7,060			11.8%	
2012 Income - Football Pitch Grant	11,784	0	7,860	7,860			0.0%	
Open Spaces :- Income	20,708	940	15,860	14,920			5.9%	0
205 Legal Fees / Inspections	600	0	3,500	3,500		3,500	0.0%	
206 Maintenance and Repairs	31,399	2,926	30,000	27,074		27,074	9.8%	
207 Grass Cutting Contract	0	0	7,844	7,844		7,844	0.0%	
209 Lease Costs	0	0	5,000	5,000		5,000	0.0%	
211 River Ivel Drainage	10	0	20	20		20	0.0%	
212 Skip Hire	7,650	300	7,500	7,200		7,200	4.0%	
213 Subscriptions/Licences	36	0	200	200		200	0.0%	
223 Teasel /Centenery Wood	0	0	1,500	1,500		1,500	0.0%	
225 Water Meter - The Green	69	0	70	70		70	0.0%	
237 Floral Planting	2,590	0	3,000	3,000		3,000	0.0%	
238 Pitchpower Expense	36,281	0	0	0		0	0.0%	
240 PPE	0	0	2,000	2,000		2,000	0.0%	
241 Ranger Welfare	0	0	18,000	18,000		18,000	0.0%	
242 Play Area Maintenance	0	0	15,000	15,000		15,000	0.0%	
409 Tree Surgery	0	0	15,000	15,000		15,000	0.0%	
Open Spaces :- Indirect Expenditure	78,634	3,226	108,634	105,408	0	105,408	3.0%	0
Net Income over Expenditure	(57,926)	(2,286)	(92,774)	(90,488)				
32 Verges								
2006 Income - Agency Grants	4,371	0	4,100	4,100			0.0%	
Verges :- Income	4,371	0	4,100	4,100			0.0%	0
207 Grass Cutting Contract	0	0	5,000	5,000		5,000	0.0%	
Verges :- Indirect Expenditure	0	0	5,000	5,000	0	5,000	0.0%	0
Net Income over Expenditure	4,371	0	(900)	(900)				

Detailed Income & Expenditure by Budget Heading 01/05/2025

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>33 Arlesey Rd Playing Field</u>								
232 Utilities	4,715	58	3,500	3,442		3,442	1.7%	
235 Pitch Maintenance	0	0	8,000	8,000		8,000	0.0%	
Arlesey Rd Playing Field :- Indirect Expenditure	<u>4,715</u>	<u>58</u>	<u>11,500</u>	<u>11,442</u>	<u>0</u>	<u>11,442</u>	<u>0.5%</u>	<u>0</u>
Net Expenditure	<u>(4,715)</u>	<u>(58)</u>	<u>(11,500)</u>	<u>(11,442)</u>				
<u>34 Green Wheel</u>								
233 Green Wheel Expenditure	1,500	0	1,500	1,500		1,500	0.0%	
Green Wheel :- Indirect Expenditure	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(1,500)</u>	<u>0</u>	<u>(1,500)</u>	<u>(1,500)</u>				
<u>36 MUGA Arlesey Road</u>								
203 Electricity	0	0	3,000	3,000		3,000	0.0%	
206 Maintenance and Repairs	0	0	5,000	5,000		5,000	0.0%	
MUGA Arlesey Road :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>8,000</u>	<u>8,000</u>	<u>0</u>	<u>8,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(8,000)</u>	<u>(8,000)</u>				
Public Realm :- Income	28,378	1,080	23,010	21,930			4.7%	
Expenditure	115,369	4,660	214,484	209,824	0	209,824	2.2%	
Net Income over Expenditure	<u>(86,991)</u>	<u>(3,580)</u>	<u>(191,474)</u>	<u>(187,894)</u>				
plus Transfer from EMR	<u>(10,351)</u>	<u>0</u>	<u>0</u>	<u>0</u>				
Movement to/(from) Gen Reserve	<u>(97,342)</u>	<u>(3,580)</u>	<u>(191,474)</u>	<u>(187,894)</u>				

Cemetery

<u>41 Cemetery</u>								
4001 Income - Burials	19,090	870	12,000	11,130			7.3%	
4002 Income - Memorials & Plaques	9,431	635	5,000	4,365			12.7%	
4003 Income - Chapel lease	2,000	333	2,250	1,917			14.8%	
4005 Income - Plot Purchase	11,274	2,130	7,500	5,370			28.4%	
Cemetery :- Income	<u>41,795</u>	<u>3,968</u>	<u>26,750</u>	<u>22,782</u>			<u>14.8%</u>	<u>0</u>
401 Rates	3,144	3,144	5,600	2,456		2,456	56.1%	
402 Water Rates	98	0	300	300		300	0.0%	
404 Maintenance/Repairs & Ex Cuts	7,082	152	5,000	4,848		4,848	3.0%	
405 Grounds Maintenance Contract	0	0	5,000	5,000		5,000	0.0%	
408 Pest Control	489	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 01/05/2025

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
409 Tree Surgery	2,883	0	0	0		0	0.0%	
411 RBS Annual Support Cem Package	580	0	600	600		600	0.0%	
Cemetery :- Indirect Expenditure	14,276	3,296	17,500	14,204	0	14,204	18.8%	0
Net Income over Expenditure	27,519	672	9,250	8,578				
9000 plus Transfer from EMR	(7,117)	0	0	0				
Movement to/(from) Gen Reserve	20,402	672	9,250	8,578				
Cemetery :- Income	41,795	3,968	26,750	22,782			14.8%	
Expenditure	14,276	3,296	17,500	14,204	0	14,204	18.8%	
Net Income over Expenditure	27,519	672	9,250	8,578				
plus Transfer from EMR	(7,117)	0	0	0				
Movement to/(from) Gen Reserve	20,402	672	9,250	8,578				

Buildings Management**51 Simpson Centre**

5003 Income - The Simpson Centre	3,845	0	0	0			0.0%	
5004 Income - Library Utilities	2,210	0	0	0			0.0%	
5005 Income - Library Lease	1,940	0	0	0			0.0%	
Simpson Centre :- Income	7,995	0	0	0				0
505 Rates - Simpson	9,798	0	7,875	7,875		7,875	0.0%	
507 Water Charges - Simpson	906	0	200	200		200	0.0%	
510 Electricity - Simpson	5,269	615	1,000	385		385	61.5%	
Simpson Centre :- Indirect Expenditure	15,973	615	9,075	8,460	0	8,460	6.8%	0
Net Income over Expenditure	(7,978)	(615)	(9,075)	(8,460)				

52 Memorial Hall

5001 Income - Mem Hall	29,167	2,204	25,000	22,796			8.8%	
Memorial Hall :- Income	29,167	2,204	25,000	22,796			8.8%	0
504 Rate	4,491	4,491	5,300	809		809	84.7%	
506 Water Charges	518	0	1,500	1,500		1,500	0.0%	
508 Gas	3,394	358	3,500	3,142		3,142	10.2%	
509 Electricity	1,964	189	2,300	2,111		2,111	8.2%	
511 Cleaning Contract & Compliance	0	0	10,000	10,000		10,000	0.0%	
Memorial Hall :- Indirect Expenditure	10,367	5,038	22,600	17,562	0	17,562	22.3%	0
Net Income over Expenditure	18,800	(2,833)	2,400	5,233				

Detailed Income & Expenditure by Budget Heading 01/05/2025

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
53 Building - General								
512 Maintenance	18,349	(1,046)	14,000	15,046		15,046	(7.5%)	
518 Bin Hire	2,929	215	3,500	3,285		3,285	6.1%	
538 Service Contracts	19,530	2,354	6,500	4,146		4,146	36.2%	
Building - General :- Indirect Expenditure	40,808	1,522	24,000	22,478	0	22,478	6.3%	0
Net Expenditure	(40,808)	(1,522)	(24,000)	(22,478)				
55 Greenacre Centre								
5008 Income -GAC	1,113	0	1,500	1,500			0.0%	
5009 Income - Solar Panels FIT	0	0	400	400			0.0%	
5010 Income - Library Lease	0	0	18,000	18,000			0.0%	
5011 Income - Cafe Lease	0	0	562	562			0.0%	
5012 Income - Service Charge	0	0	4,000	4,000			0.0%	
Greenacre Centre :- Income	1,113	0	24,462	24,462			0.0%	0
504 Rate	15,968	15,968	17,000	1,032		1,032	93.9%	
506 Water Charges	530	0	3,000	3,000		3,000	0.0%	
508 Gas	8,574	929	9,000	8,071		8,071	10.3%	
509 Electricity	16,689	1,253	20,000	18,747		18,747	6.3%	
537 Cleaning Contract	15,685	0	16,000	16,000		16,000	0.0%	
Greenacre Centre :- Indirect Expenditure	57,445	18,150	65,000	46,850	0	46,850	27.9%	0
Net Income over Expenditure	(56,332)	(18,150)	(40,538)	(22,388)				
9001 less Transfer to EMR	(218)	0	0	0				
Movement to/(from) Gen Reserve	(56,114)	(18,150)	(40,538)	(22,388)				
Buildings Management :- Income	38,275	2,204	49,462	47,258			4.5%	
Expenditure	124,593	25,326	120,675	95,349	0	95,349	21.0%	
Net Income over Expenditure	(86,318)	(23,122)	(71,213)	(48,091)				
less Transfer to EMR	(218)	0	0	0				
Movement to/(from) Gen Reserve	(86,100)	(23,122)	(71,213)	(48,091)				
Governance & Resources								
61 Governance & Resources								
6003 Income - Miscellaneous	5,180	50	50	0			100.0%	
6004 Income - Interest Received	73,943	3,992	70,000	66,009			5.7%	
6008 Income - Mayor Event	52	0	300	300			0.0%	
6009 Stotfest 50	6,118	0	0	0			0.0%	

Detailed Income & Expenditure by Budget Heading 01/05/2025

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6010 Income - Insurance Recharge	0	0	1,500	1,500			0.0%	
Goverance & Resources :- Income	85,293	4,042	71,850	67,809			5.6%	0
601 Staff Salaries	349,695	31,431	386,000	354,569		354,569	8.1%	
602 Employers NI	29,692	3,284	46,000	42,716		42,716	7.1%	
603 Ers Pension Contrib	41,003	4,211	44,500	40,289		40,289	9.5%	
604 Staff Training	5,928	140	7,000	6,860		6,860	2.0%	
605 Clerk's Expenses	345	17	500	483		483	3.4%	
607 Photocopier Costs	2,594	0	2,250	2,250		2,250	0.0%	
608 Telephone/Fax/ISDN	5,236	356	4,000	3,644		3,644	8.9%	
609 Postage	604	100	600	500		500	16.7%	
610 Stationery	4,841	114	2,750	2,636		2,636	4.1%	
611 Insurances	10,792	0	15,000	15,000		15,000	0.0%	
612 Audit Fees	2,640	0	3,200	3,200		3,200	0.0%	
613 Legal Fees	8,814	0	5,000	5,000		5,000	0.0%	
614 Advertising	5,324	0	6,000	6,000		6,000	0.0%	
615 IT Services	28,000	2,036	25,000	22,964		22,964	8.1%	279
618 Subscription/Licence	17,598	247	14,000	13,753		13,753	1.8%	
619 PWLB Loan Repayments	16,199	0	20,000	20,000		20,000	0.0%	
620 Civic Allowance	1,664	118	2,000	1,882		1,882	5.9%	
621 Bank Charges	543	63	700	637		637	9.0%	
627 Travel Expenses	331	0	250	250		250	0.0%	
630 Grants	13,215	0	15,000	15,000		15,000	0.0%	
631 Councillor Training/Mileage	1,271	18	1,000	982		982	1.8%	
632 Professional Support	3,559	0	2,000	2,000		2,000	0.0%	
633 Vehicle Repayments (s106)	0	0	2,410	2,410		2,410	0.0%	
634 Vehicle Insurance	5,250	444	5,000	4,556		4,556	8.9%	
635 Vehicle Fuel	2,498	229	5,000	4,771		4,771	4.6%	
636 Vehicle Maintenance	2,641	29	5,000	4,971		4,971	0.6%	
637 Christmas Event	25,777	0	0	0		0	0.0%	
638 Stotfest	52,476	0	0	0		0	0.0%	
639 Com Engagment	14,752	0	0	0		0	0.0%	
641 Arlesey Rd Repayment (s106)	0	0	4,000	4,000		4,000	0.0%	
Goverance & Resources :- Indirect Expenditure	653,282	42,838	624,160	581,322	0	581,322	6.9%	279
Net Income over Expenditure	(567,989)	(38,796)	(552,310)	(513,514)				
9000 plus Transfer from EMR	(6,274)	279	0	(279)				
Movement to/(from) Gen Reserve	(574,263)	(38,517)	(552,310)	(513,793)				

Detailed Income & Expenditure by Budget Heading 01/05/2025

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>62 Precept</u>								
6005 Precept	913,482	475,741	951,481	475,741			50.0%	
Precept :- Income	<u>913,482</u>	<u>475,741</u>	<u>951,481</u>	<u>475,741</u>			<u>50.0%</u>	<u>0</u>
Net Income	<u>913,482</u>	<u>475,741</u>	<u>951,481</u>	<u>475,741</u>				
<u>63 Community Engagement</u>								
6003 Income - Miscellaneous	0	228	0	(228)			0.0%	
6006 Event Income	0	662	6,000	5,338			11.0%	
Community Engagement :- Income	<u>0</u>	<u>890</u>	<u>6,000</u>	<u>5,110</u>			<u>14.8%</u>	<u>0</u>
637 Christmas Event	0	220	15,000	14,780		14,780	1.5%	
638 Stotfest	0	2,965	25,000	22,035		22,035	11.9%	
639 Com Engagment	0	458	14,000	13,542		13,542	3.3%	
642 Christmas Lights	0	0	24,000	24,000		24,000	0.0%	
643 General Events	0	3,649	10,000	6,351		6,351	36.5%	
644 Youth Engagement	0	0	10,000	10,000		10,000	0.0%	
Community Engagement :- Indirect Expenditure	<u>0</u>	<u>7,292</u>	<u>98,000</u>	<u>90,708</u>	<u>0</u>	<u>90,708</u>	<u>7.4%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(6,403)</u>	<u>(92,000)</u>	<u>(85,597)</u>				
Governance & Resources :- Income	<u>998,775</u>	<u>480,672</u>	<u>1,029,331</u>	<u>548,659</u>			<u>46.7%</u>	
Expenditure	<u>653,282</u>	<u>50,130</u>	<u>722,160</u>	<u>672,030</u>	<u>0</u>	<u>672,030</u>	<u>6.9%</u>	
Net Income over Expenditure	<u>345,493</u>	<u>430,541</u>	<u>307,171</u>	<u>(123,370)</u>				
plus Transfer from EMR	<u>(6,274)</u>	<u>279</u>	<u>0</u>	<u>(279)</u>				
Movement to/(from) Gen Reserve	<u>339,219</u>	<u>430,820</u>	<u>307,171</u>	<u>(123,649)</u>				
<u>Town Strategy</u>								
<u>71 Town Strategy</u>								
701 Town Strategy	0	0	4,000	4,000		4,000	0.0%	
Town Strategy :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(4,000)</u>	<u>(4,000)</u>				
Town Strategy :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>			<u>0.0%</u>	
Expenditure	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>	<u>0.0%</u>	
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(4,000)</u>	<u>(4,000)</u>				

Managed Funds

Detailed Income & Expenditure by Budget Heading 01/05/2025

Month No: 2

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
85 Earmarked Reserves									
8002	Income EMR - Cemetery	2,000	0	0	0			0.0%	
	Earmarked Reserves :- Income	2,000	0	0	0				0
806	EMR -Buildings Fund	113,713	0	10,000	10,000		10,000	0.0%	
809	EMR - PCemetery Projects/Paths	5,930	0	0	0		0	0.0%	
815	EMR-Public Realm Projects	12,758	2,100	0	(2,100)		(2,100)	0.0%	2,100
817	EMR-Rec Street Lighting	0	0	10,000	10,000		10,000	0.0%	
818	EMR Riverside MUGA	0	0	5,000	5,000		5,000	0.0%	
820	EMR-Estab Office Equipment	5,126	0	2,500	2,500		2,500	0.0%	
824	Christmas Lights	10,000	0	0	0		0	0.0%	
825	EMR - Sinking Fund-GAC	0	0	10,000	10,000		10,000	0.0%	
826	EMR Youth Work	4,950	0	0	0		0	0.0%	
833	EMR- S106 Greenacre Park	5,967	0	0	0		0	0.0%	
835	EMR -S106 A Rd MUGA, Gym outdr	0	0	5,000	5,000		5,000	0.0%	
839	EMR - Ground Main Contract	73,795	0	0	0		0	0.0%	
	Earmarked Reserves :- Indirect Expenditure	232,239	2,100	42,500	40,400	0	40,400	4.9%	2,100
	Net Income over Expenditure	(230,239)	(2,100)	(42,500)	(40,400)				
9000	plus Transfer from EMR	232,239	2,100	0	(2,100)				
9001	less Transfer to EMR	2,000	0	0	0				
	Movement to/(from) Gen Reserve	0	0	(42,500)	(42,500)				
	Managed Funds :- Income	2,000	0	0	0			0.0%	
	Expenditure	232,239	2,100	42,500	40,400	0	40,400	4.9%	
	Net Income over Expenditure	(230,239)	(2,100)	(42,500)	(40,400)				
	plus Transfer from EMR	232,239	2,100	0	(2,100)				
	less Transfer to EMR	2,000	0	0	0				
	Movement to/(from) Gen Reserve	0	0	(42,500)	(42,500)				
	Grand Totals:- Income	1,109,223	487,924	1,128,553	640,629			43.2%	
	Expenditure	1,139,760	85,512	1,121,319	1,035,807	0	1,035,807	7.6%	
	Net Income over Expenditure	(30,537)	402,412	7,234	(395,178)				
	plus Transfer from EMR	208,498	2,379	0	(2,379)				
	less Transfer to EMR	1,782	0	0	0				
	Movement to/(from) Gen Reserve	176,178	404,791	7,234	(397,557)				

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
9006 EMR - Building Fund	36,714.99	10,000.00	46,714.99
9009 EMR - Cemetery Projects	231,623.26		231,623.26
9010 EMR - Teasel	450.00		450.00
9015 EMR - Public Realm Projects	51,003.31	-2,100.00	48,903.31
9017 EMR - Street Lights	54,890.00	10,000.00	64,890.00
9018 EMR - Riverside MUGA	11,148.34	5,000.00	16,148.34
9020 EMR - Estab Office Equip	0.00	2,221.00	2,221.00
9021 EMR - Election Fund	20,637.95		20,637.95
9025 EMR - GAC Sinking Fund	142,735.00	10,000.00	152,735.00
9026 EMR - Youth Work	5,410.40		5,410.40
9027 EMR - S106 GAC	203,510.00		203,510.00
9028 EMR - S106 Pix Brook PA	434,385.00		434,385.00
9030 EMR - Riverside Cpk Ext.	40,000.00		40,000.00
9031 EMR - S106 PC Ave	135,000.00		135,000.00
9032 EMR - Tree Work	28,374.00		28,374.00
9033 EMR - S106 Greenacre Park	788,779.05		788,779.05
9036 EMR - Facilities Team Set Up	13,600.21		13,600.21
9037 EMR- A Rd MUGA Sinking Fund	10,000.00	5,000.00	15,000.00
9038 EMR- Car Park Reserve	428.74		428.74
9039 EMR-Ground Main Contract	151,205.08		151,205.08
	2,359,895.33	40,121.00	2,400,016.33

STOTFOLD TOWN COUNCIL

COMMITTEE: TOWN COUNCIL

MEETING DATE: 25 JUNE 2025

REPORTING OFFICER: EMMA PAYNE, TOWN CLERK

REPORT TITLE: CONSULTATION POLICY

1. PURPOSE OF THE REPORT

- 1.1 To present a Consultation Policy for formal adoption by the Council and to provide context on the principles and benefits of consultation within local government.

2. RECOMMENDATION

- 2.1 It is recommended that:
- a) The Council adopts the attached Consultation Policy as best practice guidance.
 - b) Allocates £4,000 for future consultations to cover printing and distribution costs which is then included in the budget for 2026/27.
 - c) Officers apply the principles of the policy when preparing reports and delivering projects requiring community input.

3. BACKGROUND

- 3.1 Although Stotfold Town Council is not legally required to carry out consultations, the practice of engaging the public is widely recognised across all tiers of local government as essential to democratic accountability, effective service delivery, and community trust. The Local Government Association's [New Conversations](#) guide outlines practical approaches and highlights the value of consistent, inclusive, and transparent engagement.
- 3.2 The Council currently consults on an ad hoc basis. Formalising this practice through a written policy will clarify when and how engagement takes place, ensuring consistency and raising public confidence in decision-making processes.
- 3.3 The following principles underpin good consultation practice:
- Clarity of Purpose
 - Proportionality
 - Timeliness
 - Inclusivity

- Accessibility
- Transparency and Feedback

These are supported by the Gunning Principles, which require that consultations are conducted when proposals are at a formative stage, with adequate information and time given, and that responses are conscientiously considered.

- 3.4 Benefits of consultation include:
- Improved quality of decision-making.
 - Enhanced legitimacy and public trust.
 - Managed expectations and informed residents.
 - Reduced conflict and early identification of issues.
 - Encouragement of civic engagement and local pride.

4. FINANCIAL IMPLICATIONS

- 4.1 There are financial implications which are currently not being covered by a specific budget. These include printing and distribution costs. Staff costs would be met from the central HR budget depending on which Officer is responsible for the consultation e.g. Projects Officer – Governance & Resources budget, Public Realm Manager – Public Realm budget
- 4.2 A budget should be set by the Community Engagement Committee for 2026/27.

5. IMPLICATIONS

Strategic Plan	N/A
Risk management	Reduces risk of reputational harm or challenge
Legal	Not a statutory requirement, but supports
procedural integrity.	
Resources/Stakeholders	Officer time, benefits public relations
Financial Implications	Minimal with potential long term savings
Contracts/Procurements	May apply to service changes
Crime and Disorder	N/A
Biodiversity and environment	N/A
Equalities	Encourages inclusive participation
Residents Impact Assessment	Enhances residents influence on decisions
Sustainability/Climate Impact	N/A
Data Protection and Privacy	All data handled in line with adopted policies.



STOTFOLD TOWN COUNCIL

CONSULTATION POLICY 2025

1. Introduction

Stotfold Town Council is committed to engaging with the local community in a meaningful and effective way. Although there is no statutory requirement for town councils to consult, the Council recognises consultation as an essential part of democratic local governance and good decision-making.

This policy outlines the Council's approach to consultation, ensuring that local residents, businesses, community groups, and other stakeholders have appropriate opportunities to influence decisions that affect them.

2. Objectives

The objectives of this policy are to:

- Ensure decisions are informed by local views and experiences.
- Strengthen transparency and accountability.
- Improve service delivery and community trust.
- Build stronger partnerships between the Council and the public.

3. Principles of Consultation

All consultations conducted by the Council will adhere to the following principles:

- **Clarity:** Be clear about the purpose, scope, and impact of the consultation.
- **Inclusivity:** Make efforts to reach a representative cross-section of the community.
- **Proportionality:** Match the scale of the consultation to the significance of the issue.
- **Accessibility:** Use formats and platforms that are easy to access and understand.
- **Timeliness:** Allow sufficient time for responses and ensure consultation takes place before decisions are made.
- **Feedback:** Share the outcomes of consultations and explain how responses have influenced final decisions.

4. When We Will Consult

The Council will consider consultation when:

- Introducing or significantly changing policies or services.
- Undertaking community projects or developments.
- Preparing strategic documents such as a Neighbourhood Plan.
- Drafting the annual budget or reviewing the precept.
- Responding to consultations from principal authorities or partner agencies.

5. Consultation Methods

The Council may use one or more of the following methods, as appropriate:

- Online surveys via the Council website or social media.
- Paper-based surveys available at Council offices or events.
- Public meetings or drop-in sessions.
- Stakeholder workshops or focus groups.
- Informal conversations or feedback via councillors or staff.
- Use of community noticeboards and the town newsletter.

6. Consultation Periods

The length of consultation periods will be determined by the complexity and impact of the issue:

- Minimum 3 weeks: For small-scale or straightforward matters (e.g. changes to amenities).
- 4–6 weeks: For moderate-impact issues, budget setting, or project proposals.
- 6–12 weeks: For major policies, strategic documents, or planning-related consultations.
- Shorter periods may be used where time is limited (e.g. responses to consultations from other authorities), but the Council will always aim to maximise notice and engagement.

7. Use of Consultation Responses

All responses will be considered carefully and fairly. A summary of responses will be compiled and presented to the relevant committee or full Council. Where possible, decisions will reflect the feedback received, and reasons will be given if significant public views are not adopted.

8. Communication of Outcomes

The Council will publish the outcome of consultations via:

- The Council's website.
- A written report or summary.
- Social media platforms.
- Newsletters or public notices where appropriate.

Document History

Version	Date Adopted	Review Date	Amendment Summary
1.0	June 2025	June 2026	

STOTFOLD TOWN COUNCIL

COMMITTEE:	FULL COUNCIL
DATE:	25 JUNE 2025
OFFICER RESPONSIBLE:	COLIN ROGERS, PROJECTS OFFICER
SUBJECT:	CEMETERY TOILET BLOCK – PUBLIC CONSULTATION

1. SUMMARY

- 1.1 Following the Full Council meeting on the 4 December 2024 Officers sought guidance from a Quantity Surveyor regarding the toilet block project. They have provided cost estimates for three options for remedial works to the cemetery toilet block together with their comments on a compostable toilet as a replacement for the current facility.
- 1.2 The options for consideration are:
 - a) Take down existing building and rebuild using reclaimed materials;
 - b) Demolish existing building and rebuild using new materials matching as closely as possible the existing;
 - c) Retain existing building, undertake repairs and refit internally as options 1 and 2;
 - d) Waterless and composting toilet block ("WooWoo");
 - e) Demolish the block and do not replace it.
- 1.3 These options will form the basis of the public consultation in relation to the future of the facility. This advice was given free of charge.

2. RECOMMENDATION

- 2.1 Members are asked to:
 - a) Advise the Town Clerk if they agree with the options outlined below to form the consultation with residents.
 - b) Agree the dates for the consultation
 - c) Agree a format for the consultation e.g. online only, paper version, information event

3. BACKGROUND

- 3.1 The following advice has been received:

"Option 1 – Take Down Existing Building and Rebuild Using Reclaimed Materials"

We see this as the most expensive option; the work being undertaken in line with the "Schedule of Works" provided by STC on 22nd January 2025 involving the careful taking down of the building by hand and identification of all bricks and stone to allow a faithful rebuild. This option also carries the greatest risk and longest programme, there inevitably being a need to attempt to re-source any equivalent materials from reclamation yards. This option will also require the use of contractors experienced with working on heritage buildings, therefore narrowing the pool of available suitably experienced contractors.

Order of Cost Estimate - £250,000 - £350,000.

Programme – difficult to determine due to heightened risk but estimate 9 – 15 months from start of work on site.

Option 2 – Demolish Existing Building and Rebuild Using New Materials Matching as Closely as Possible the Existing

This option is probably the optimum solution in that a lot of the risk is removed compared to Option 1 and a new modern building is the result in the same style as the existing. So greater certainty of cost and programme with this option. A wider pool of contractors would be available for this option there being no express need for the same level of heritage skills as required for Option 2 although a high degree of skill would still be required given the need to replicate features.

Order of Cost Estimate - £150,000 - £195,000.

Programme – 6 - 9 months from start of work on site.

Option 3 – Retain Existing Building, Undertake Repairs and Refit Internally as Options 1 and 2

Following the site visit with [REDACTED], their advice is that the structural repairs (but not buttresses) required to “stabilise” the building are not complicated or extensive. Based on this advice we see this as the potentially most economical solution although it has to be said there is still some risk (compared to Option 2) since there is always a degree of uncertainty when undertaking repairs to an existing building e.g. strengthening of existing foundations. The professional fees are also likely to be more expensive with this option given the need to undertake further surveys and inspections. Furthermore, a similar amount of money would need to be spent on this Option just to extend the life of the existing facility and maintenance costs are clearly going to be higher with this option.

Order of Cost Estimate - £125,000 - £170,000.

Programme – 9 - 12 months from start of work on site.

Option 4 – Waterless and Composting Toilet Block (“WooWoo”)

We haven’t assessed the cost of this option since we understand that you already have a quote for the supply and installation of this facility which we suspect offers a sizeable saving on the other options.

In providing this information, we would draw your attention to the fact that we have not gone out to the market for any of the pricing included in this email. Instead, these are what we refer to as Order of Cost Estimates defined by the RICS as “the determination of the possible cost of a building early in the design stage in relation to the employer’s fundamental requirementsprior to the preparation of a full set of working drawings or bills of quantities and forms the initial build up to the cost planning process”.

Please also note that these are our assessment of the build costs only and do not include for VAT or for any of the professional costs (design fees) or other costs associated with delivering this project.”

Officers estimate the costs of the WooWoo are:

Cost Estimate of the Unit: £11,995 + VAT

Installation: £3,000 - £4,000

Demolition of the current facility: £3,000 - £5,000

Option 5 – Demolition of Toilet Block and No Replacement

Officers have been advised the following in relation to demolition costs:

“A rough estimate for the demolition of the existing building down to ground level (no grubbing up of existing foundations) and levelling of the site to create a base for the WooWoo (using bricks from the existing building as hardcore) would be £3,000 to £5,000 which would include for the disposal of all surplus material arising from the demolition. This would be the same cost if you went for Option 2 which is to demolish the existing building and rebuild in the same style but with similar looking but new materials.

At the other end of the scale (which is Option 1) which is for the careful taking down of the existing building, cleaning all materials, marking, storing etc. to allow for later re-build we think could be anywhere between £10,000 to £15,000 depending very much on how much effort is needed to salvage as much of the existing materials as possible. This allows for a scaffold to get to the higher parts of the existing building.

All prices exclude any VAT payable.

- 3.2 Using the above advice Officers have drafted the attached information sheet to form the basis of the consultation available for Members to view [here](#). Officers would suggest that this is circulated within the Stotfold News, with a basic questionnaire requesting residents to select their preferred option. Costs for this would need to be established.
- 3.3 The consultation would be run in the same format as the Wheeled Sports Facility and Simpson Centre consultations whereby the questionnaire can be completed online via Microsoft Forms, or the hard copy questionnaire can be returned to various locations around the town over the consultation period.
- 3.4 Depending on Member's input, a public meeting could be held midway through the consultation period for residents to come and discuss the option with Councillors and Officers. This could be at the cemetery chapel or at the Greenacre Centre.
- 3.5 A website page has also been prepared to mimic the information sheet but will contain the architects' plans. Copy of those plans are available [here](#) for Members' reference.

4. FINANCIAL

- 4.1 The cemetery toilets and chapel were transferred to the control of the Buildings Management Committee in May 2024.
- 4.2 There is an Earmarked Reserve:
9009 Cemetery Projects £231,623
- 4.2 Alternatively, Members may consider they wish to take a Public Works Loan for the works and the consultation would form part of the evidence base to support the application, which is a requirement of any loan application. Any loan repayment would need to be factored into the budget for the duration of the loan.
- 4.3 Depending on the decision of the meeting, there will be additional costs in relation to Architects, Quantity Surveyors and principal designers.
- 4.4 There is also the VAT implication, and advice will be sought.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Full consultation with residents will lessen the risk of the town council that they were not transparent in the process
Legals	Local Authorities Cemetery Order 1977 refers to chapels, not toilets. Could also be Equalities Act.
Resources/Stakeholders	Residents, visitors to the cemetery
Contracts/Financials	Funding to be identified
Crime & Disorder	Risk of vandalism needs to be considered
Equalities	Any replacement toilets need to be accessible.
Biodiversity	Consideration to biodiversity in project



STOTFOLD TOWN COUNCIL



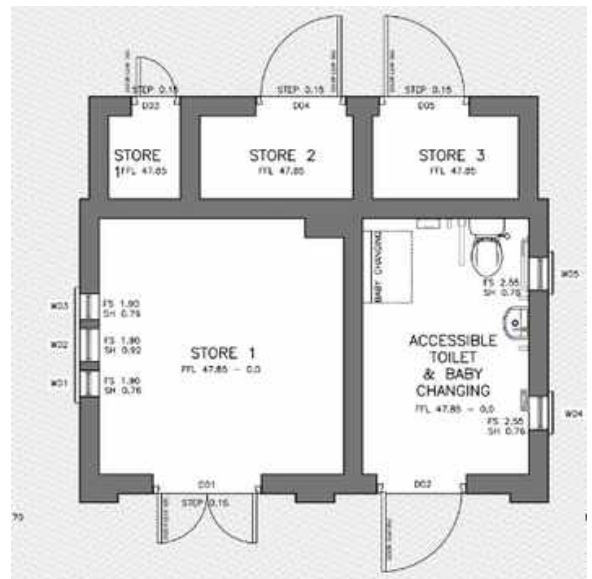
CEMETERY TOILET BLOCK CONSULTATION

BACKGROUND INFORMATION

Stotfold Town Council are looking to consult with residents in respect of the potential refurbishment of the Cemetery Toilet Block.

Constructed in the early 20th Century the toilet block is in need of modernisation, following a structural survey highlighting issues with the building.

An architect has provided designs to remodel the building for use as a unisex, accessible toilet with storage space to be used by the Town Council.



Stotfold Town Council are looking to gauge public sentiment to the facility and gather feedback from residents as to the preferred option of modernisation to aid Councillors with the final decision on the future of the building.

The Council has set aside funds in order to undertake this project.

When considering the costs please be mindful of the following:

The Order of Cost Estimates used in Option 1 – 3 are defined by the RICS as “the determination of the possible cost of a building early in the design stage in relation to the employer’s fundamental requirements...prior to the preparation of a full set of working drawings or bills of quantities and forms the initial build up to the cost planning process”.

Please also note that these are the build costs only and do not include VAT or professional costs (design fees) or other costs associated with delivering this project.

For more information, all of the architects drawings and a link to the consultation questionnaire, please visit our website www.stotfoldtowncouncil.gov.uk or scan the QR code.



The Town Council recognises that some residents may want to see this money spent elsewhere. When giving your feedback please consider that the Town Council has limited scope as to how funds can be spent.

We are not able to invest money into public services and infrastructure that are the responsibility of Central Bedfordshire Council or National Government.

OPTION 1

Take Down Existing Building and Rebuild Using Reclaimed Materials

This would involve carefully taking down the building by hand to identify all bricks and stone to allow for a faithful rebuild using the same materials.

This option carries the greatest risk and the longest timescale, requiring the attempt to re-source any equivalent materials from reclamation yards.

Will require the use of contractors experienced with working on heritage buildings.

The block retains its current historic look, however it can be remodelled internally to include the updated toilet facility and to give more storage space than in its current form.

Order of Cost Estimate - £250,000 - £350,000.

Estimated Build Time: 9 – 15 months from start of work on site.

OPTION 2

Demolish Existing Building and Rebuild Using New Materials Matching as Closely as Possible the Existing

Lower risk than Option 1.

A new modern building is constructed in the same style as the existing.

Greater certainty of cost and timescales.

A wider pool of contractors would be available for this option there being no express need for the same level of heritage skills as required for Option 1

A high degree of skill would still be required given the need to replicate features.

This option would lead to the toilet block losing its original features, however, would allow for the creation of a new and modern facility with storage.

Order of Cost Estimate - £150,000 - £195,000.

Estimated Build Time: 6 - 9 months from start of work on site.

OPTION 3

Retain Existing Building, Undertake Repairs and Refit Internally as Options 1 and 2

The Town Council has been advised that the structural repairs required to “stabilise” the building are not complicated or extensive.

Potentially be the most economical solution.

Some risk (compared to Option 2) since there is always a degree of uncertainty when undertaking repairs to an existing building.

The professional fees are also likely to be more expensive with this option given the need to undertake further surveys and inspections.

Furthermore, a similar amount of money would need to be spent on this Option just to extend the life of the existing facility.

Maintenance costs are likely to be higher with this option.

Order of Cost Estimate - £125,000 - £170,000.

Estimated Build Time: 9 - 12 months from start of work on site.

OPTION 4

Waterless and Composting Toilet

This option would lead to the demolition of the block and will be replaced with a temporary unit housing a compostable toilet.

This allows for a low-cost option to provide a toilet facility at the Cemetery however would mean an alternative storage solution would be obtained, which would be an additional cost.

Cost Estimate of Unit: £11,995

Installation: £3,000 - £4,000

Demolition: £3,000 - £5,000



OPTION 5

Demolish the Block and Do Not Replace It

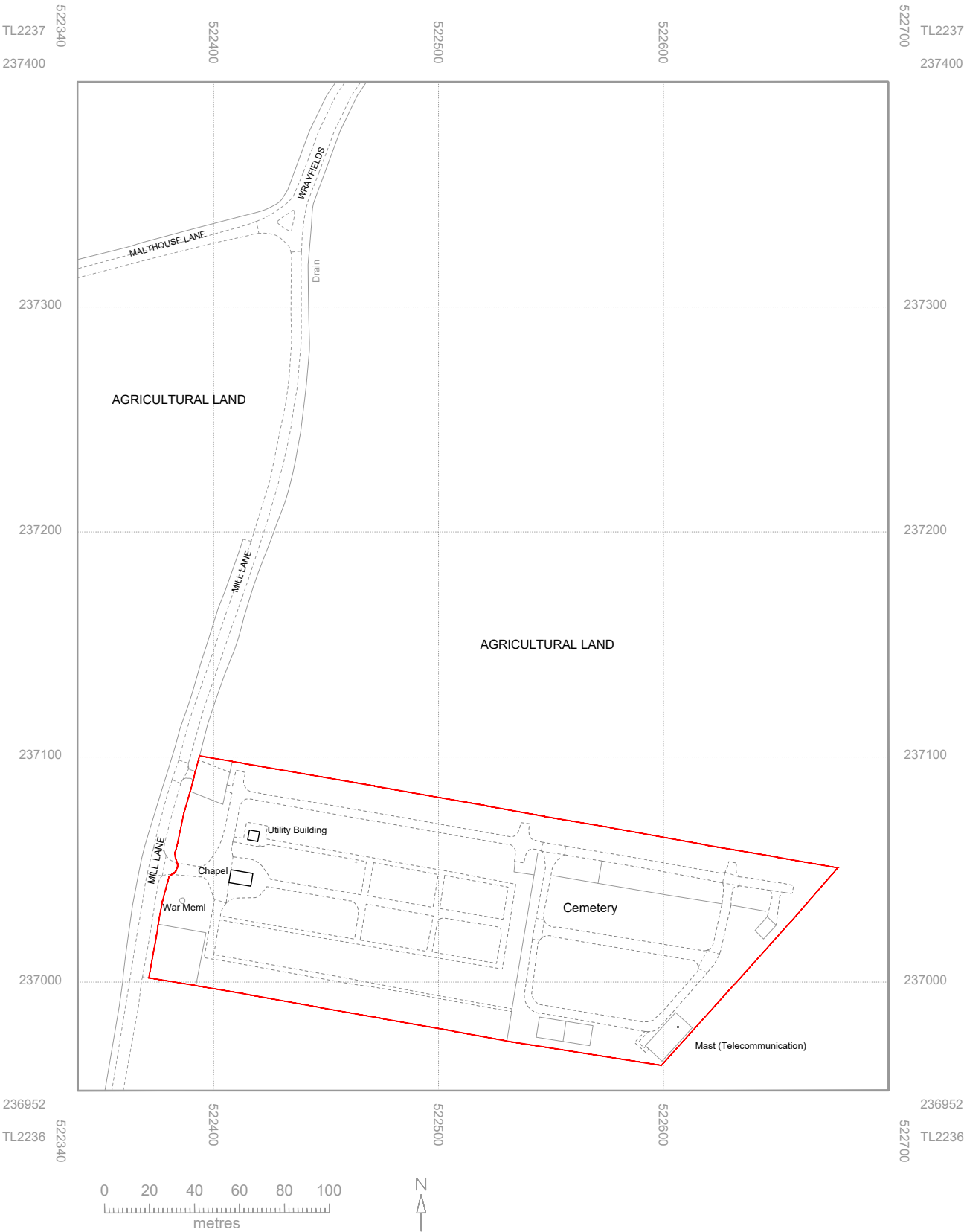
The Town Council would then look to seek an alternative storage option.

Demolition costs will vary depending on the nature of the demolition and whether or not the materials are retained or not.

Demolition Cost Estimate - £3,000 - £15,000

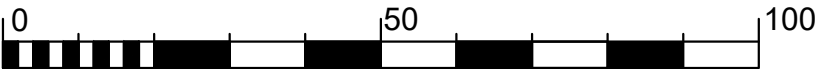


MapServe®



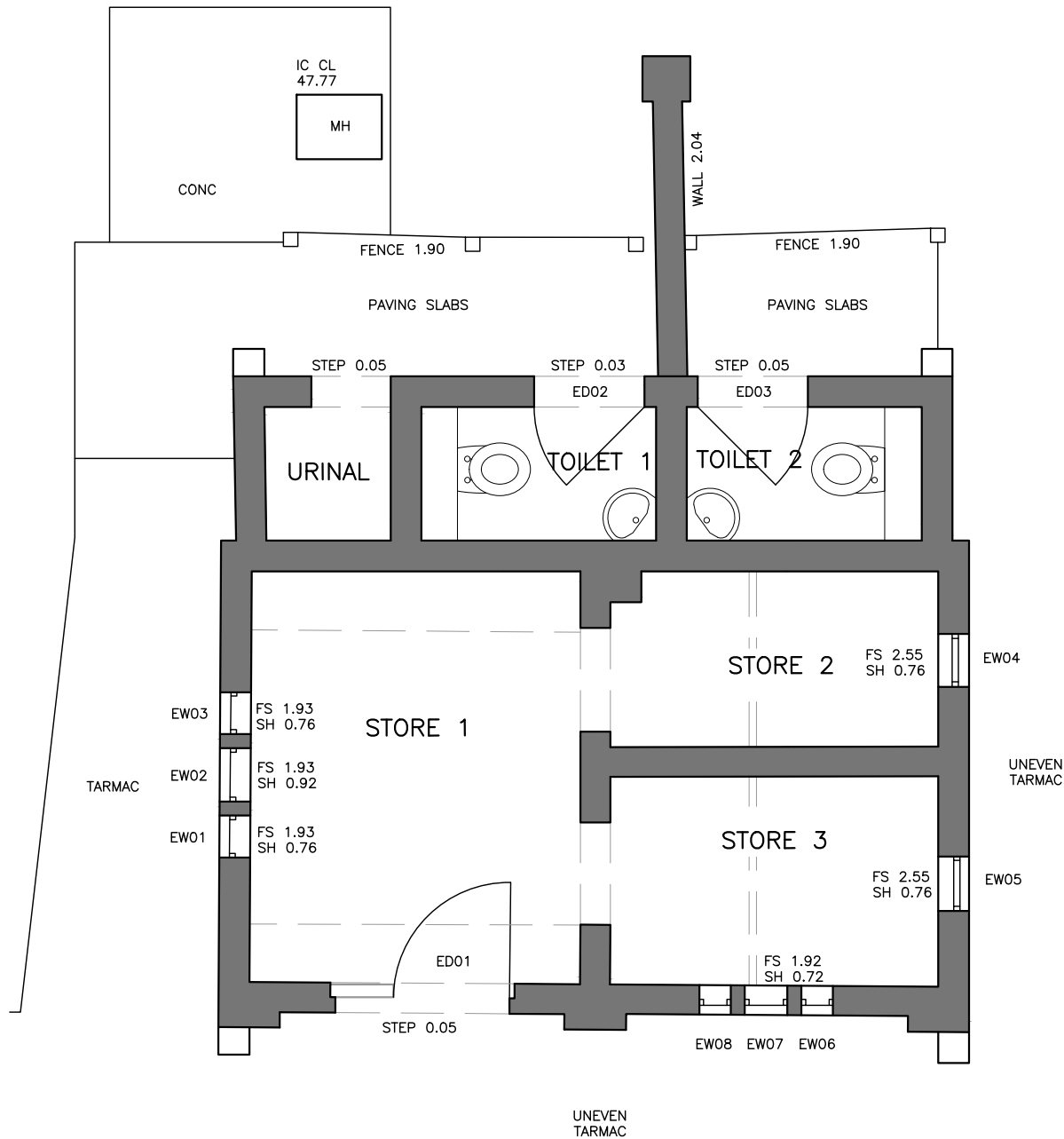
SITE BOUNDARY

© Crown copyright 2024 Ordnance Survey 100053143



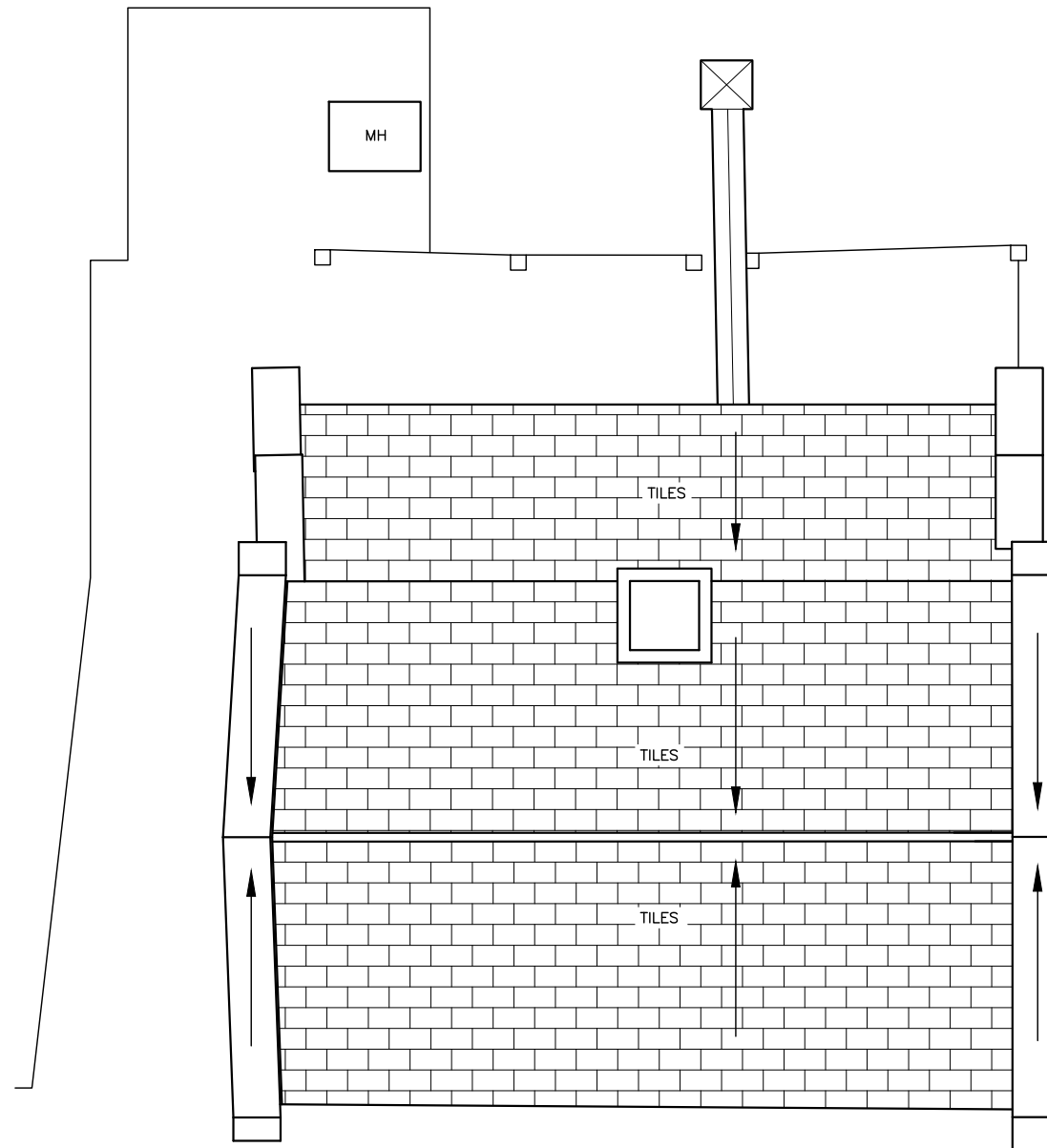
Scale Bar 100mm at 1:1

Rev		Description	Date	Scale
Client		Site Address	Date	Scale
Stotfold Council		Stotfold Cemetery, Mill Lane, Stotfold.	04/2024	1 : 2500
Title		Utility Building - Location Plan		Sheet size
This drawing remains the property of the publisher and cannot be copied or reproduced without prior written consent. Unless otherwise stated dimensions shown are in mm. All plans drawn at 1250mm above finish floor level. Do not scale from this drawing.		Drawing	Revision	Sheet
		001		1



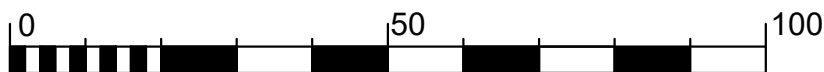
E1 Existing Ground Floor

1 : 50



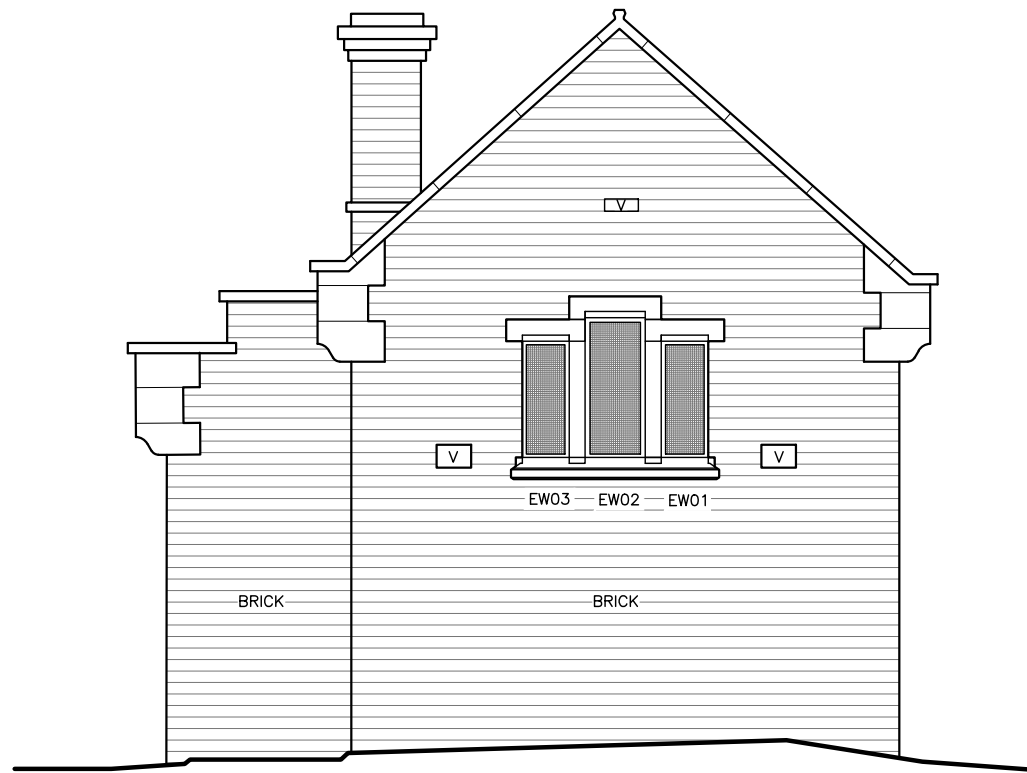
E2 Existing Roof Plan

1 : 50



Scale Bar 100mm at 1:1

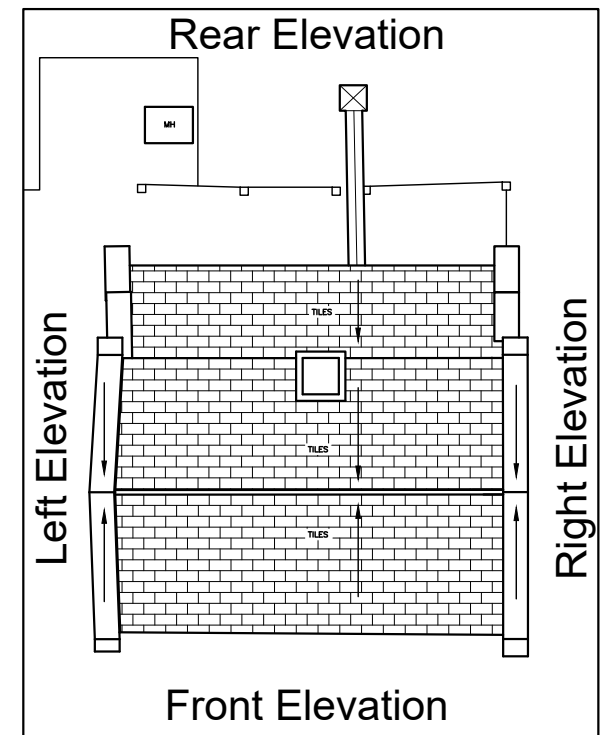
Rev		Description	Date	Scale
Client		Stotfold Council	Site Address	Stotfold Cemetery, Mill Lane, Stotfold.
Title		Utility Building - Existing Plans		Sheet size A3
Drawing		100	Revision	Sheet 1
Date		04/2024		Scale 1 : 50
This drawing remains the property of the publisher and cannot be copied or reproduced without prior written consent. Unless otherwise stated dimensions shown are in mm. All plans drawn at 1250mm above finish floor level. Do not scale from this drawing.				



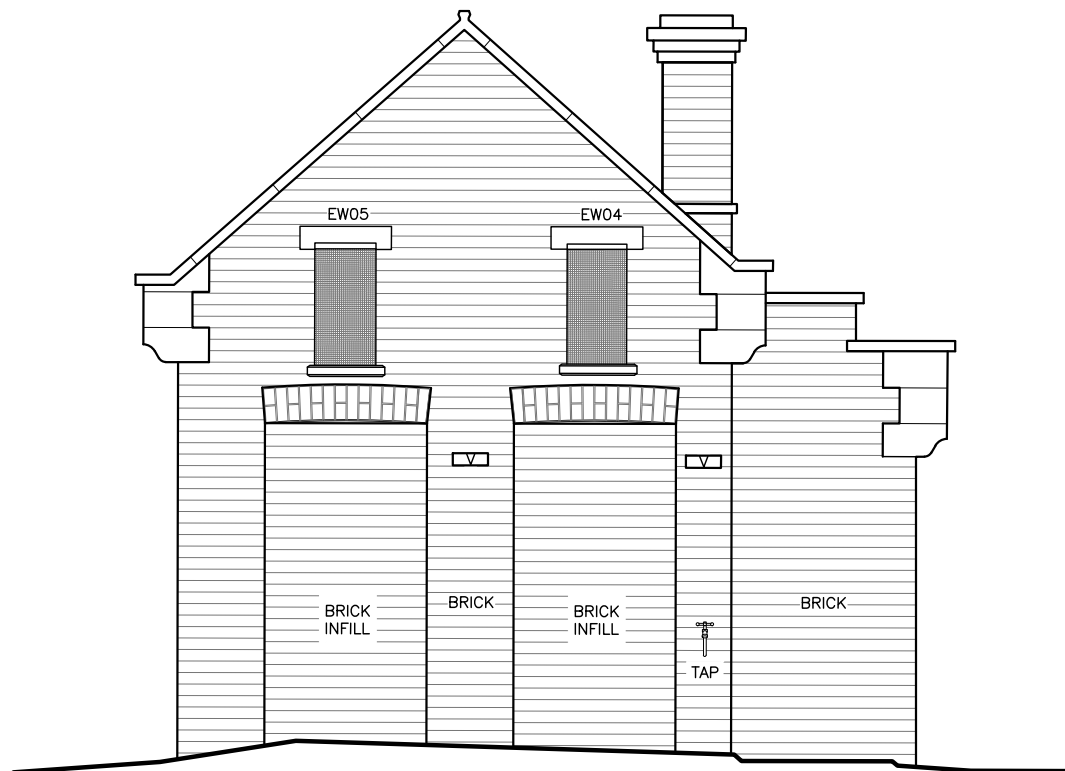
E1 Existing Left Elevation
1 : 50



E2 Existing Front Elevation
1 : 50



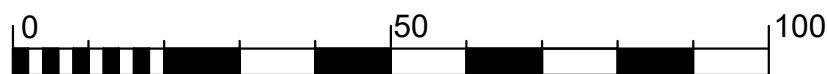
Key Plan



E3 Existing Right Elevation
1 : 50

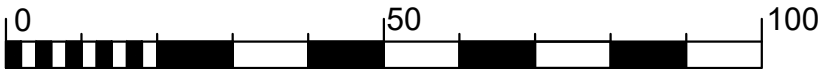
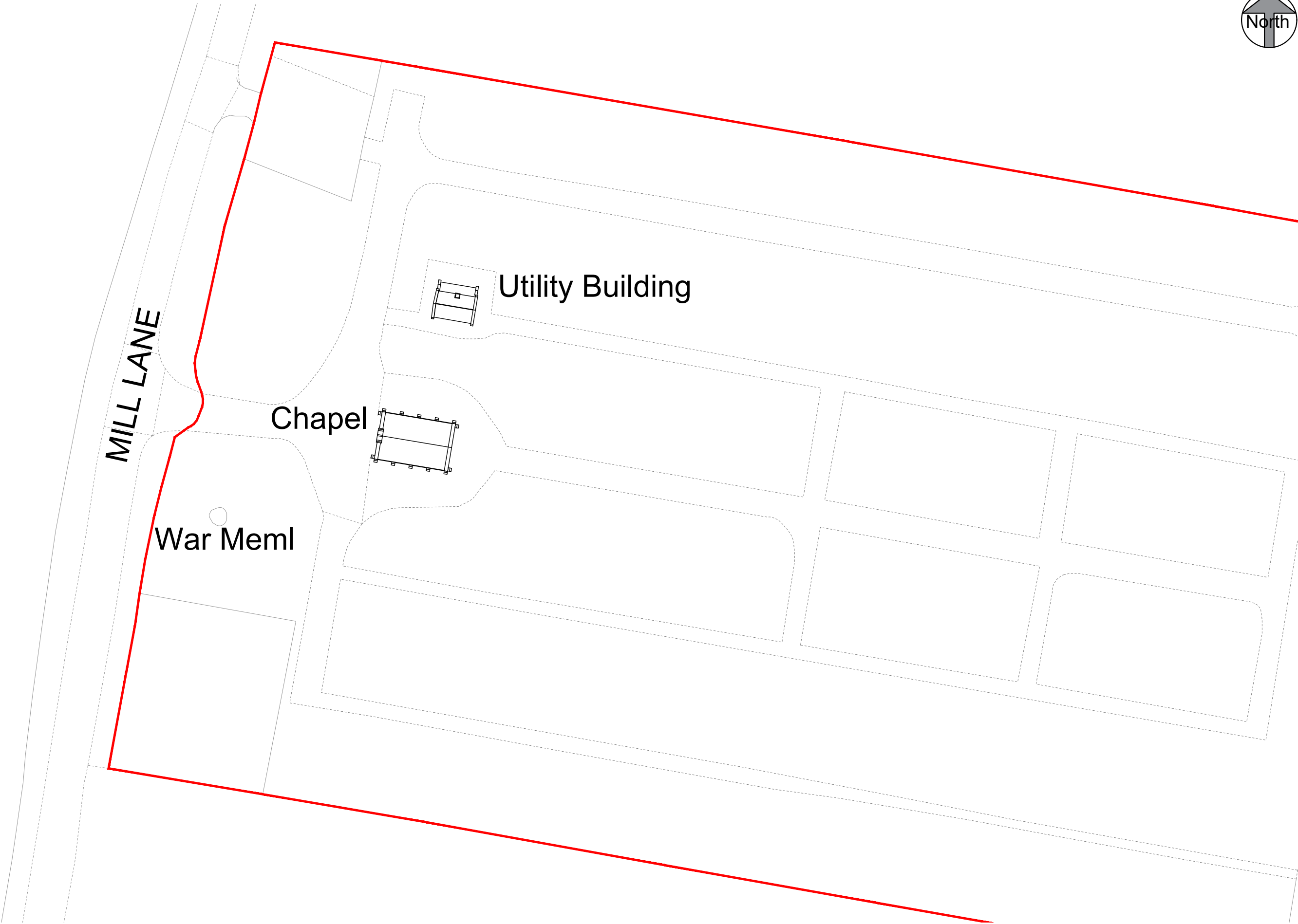


E4 Existing Rear Elevation
1 : 50



Scale Bar 100mm at 1:1

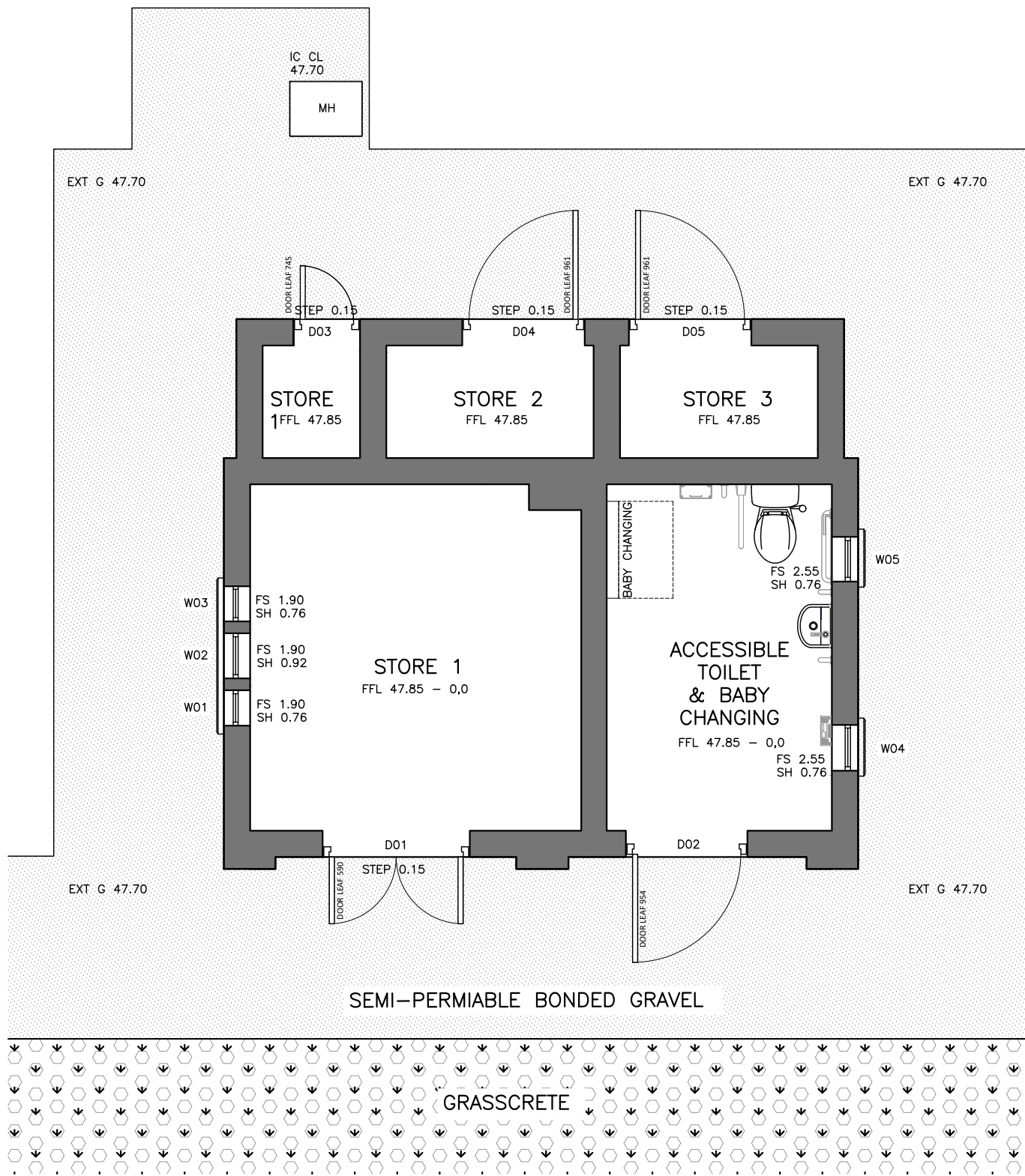
Rev		Description	Date	Date
Client		Stotfold Council	Site Address	Stotfold Cemetery, Mill Lane, Stotfold.
Title		Utility Building - Existing Elevations		Scale AS INDICATED
This drawing remains the property of the publisher and cannot be copied or reproduced without prior written consent. Unless otherwise stated dimensions shown are in mm. All plans drawn at 1250mm above finish floor level. Do not scale from this drawing.		Drawing 101	Revision	Sheet 1



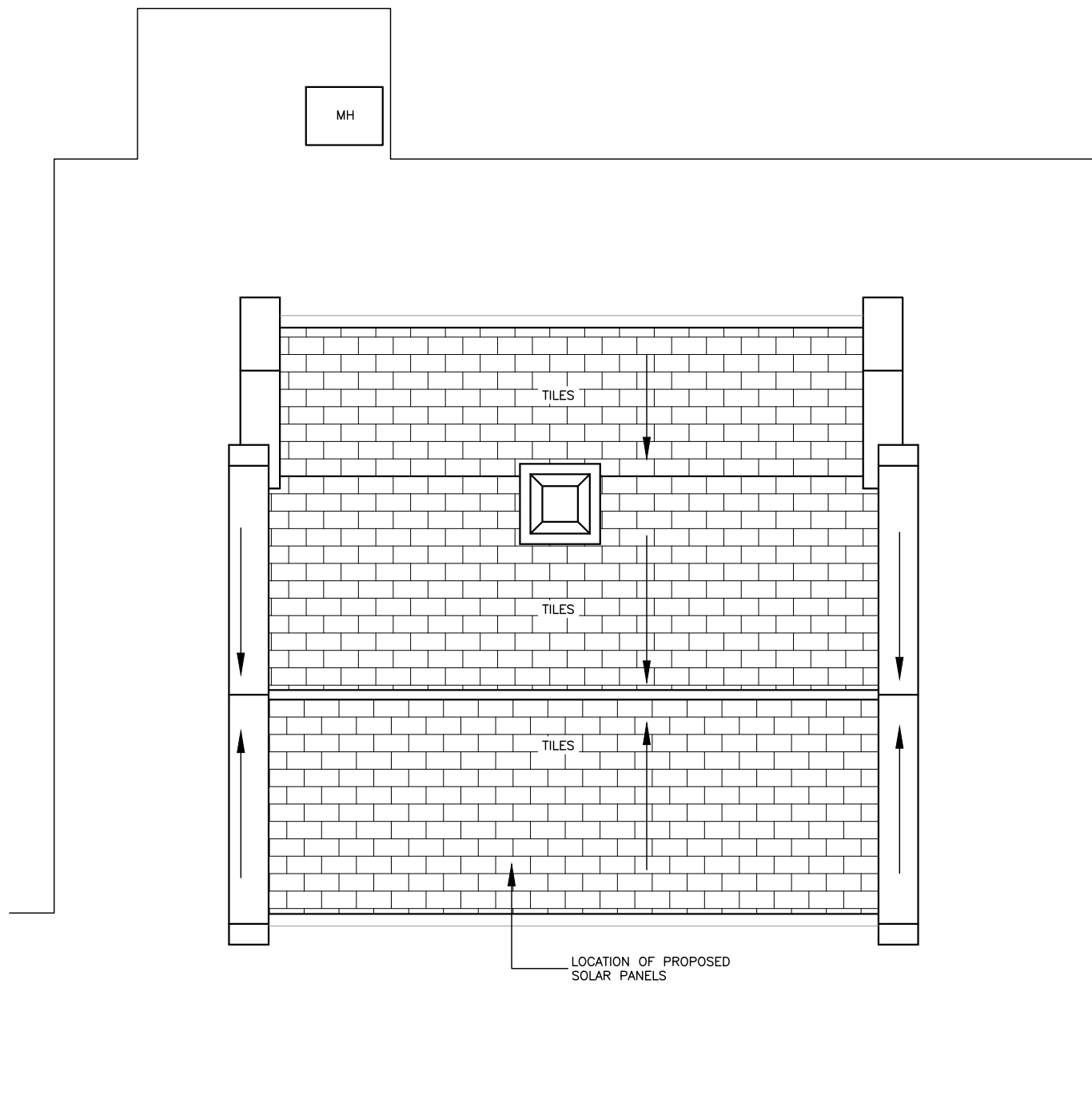
Scale Bar 100mm at 1:1

Rev		Description	Date	Scale
Stotfold Council		Stotfold Cemetery, Mill Lane, Stotfold.	04/2024	1 : 500
Title				Sheet size
Utility Building - Existing Site Plan				A3
Drawing		Revision	Sheet	
102			1	

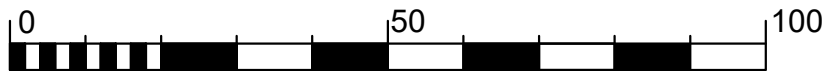
This drawing remains the property of the publisher and cannot be copied or reproduced without prior written consent. Unless otherwise stated dimensions shown are in mm. All plans drawn at 1250mm above finish floor level. Do not scale from this drawing.



P1 **Proposed Plan**
1 : 50



P2 **Proposed Roof Plan**
1 : 50



Scale Bar 100mm at 1:1

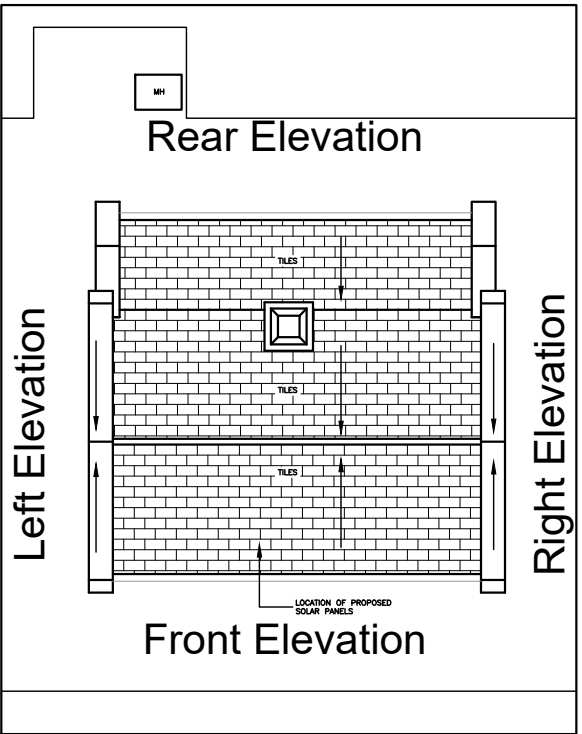
Rev		Description	Date	Scale
Client		Stotfold Council	Site Address	Stotfold Cemetery, Mill Lane, Stotfold.
Title		Utility Building - Proposed Plans		Sheet size A3
Drawing		200	Revision	Sheet 1



P1 Proposed Left Elevation
1 : 50



P2 Proposed Front
1 : 50



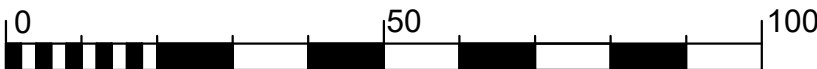
Key Plan



P3 Proposed Right Elevation
1 : 50

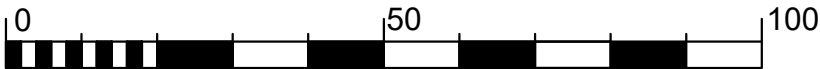
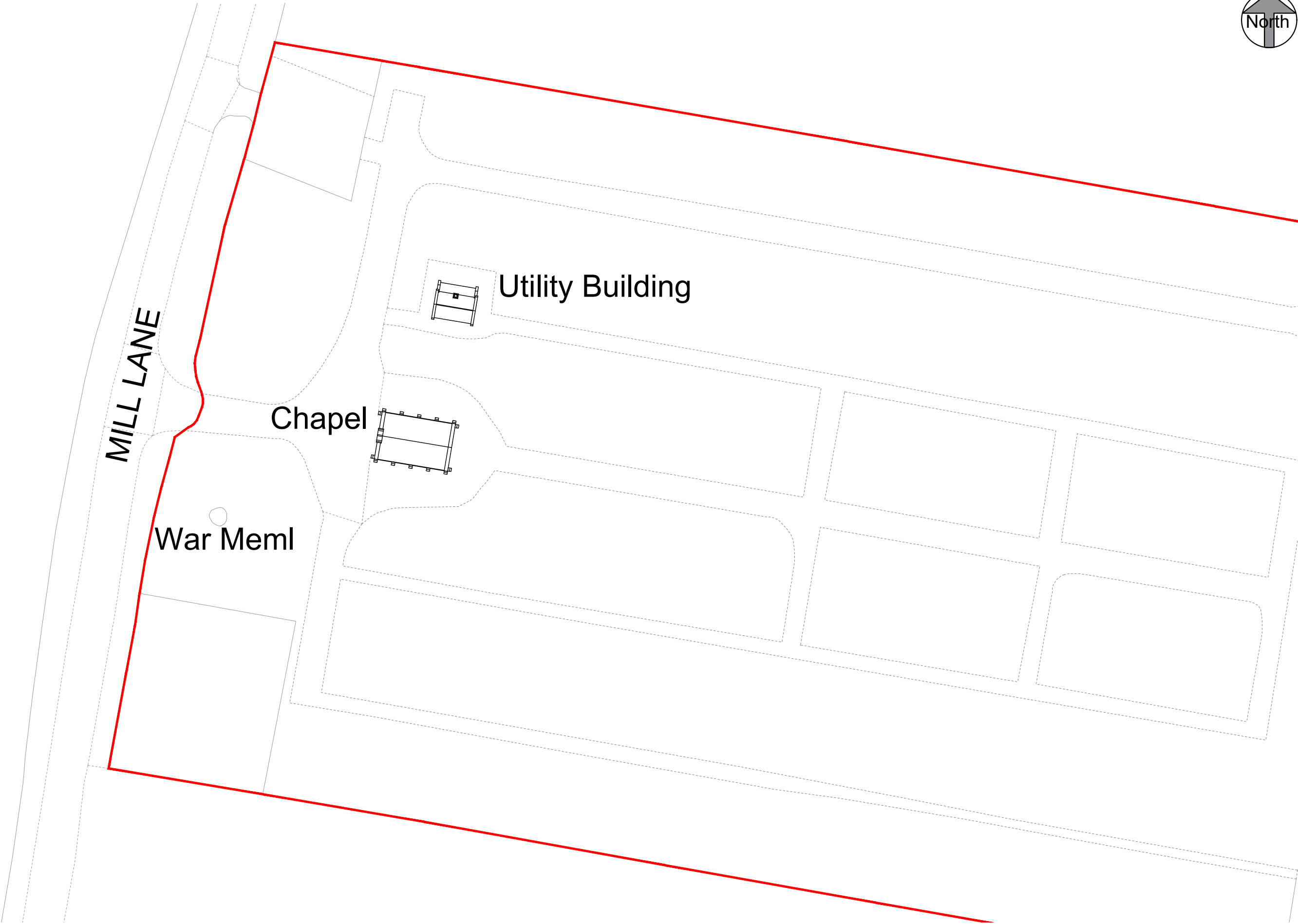


P4 Proposed Rear
1 : 50



Scale Bar 100mm at 1:1

Rev		Description	Date	Date
Client		Stotfold Council	Site Address	Stotfold Cemetery, Mill Lane, Stotfold.
Title		Utility Building - Proposed Elevations		Scale AS INDICATED
Drawing		201	Revision	Sheet 1
This drawing remains the property of the publisher and cannot be copied or reproduced without prior written consent. Unless otherwise stated dimensions shown are in mm. All plans drawn at 1250mm above finish floor level. Do not scale from this drawing.		Date 04/2024		Sheet 1



Scale Bar 100mm at 1:1

Rev		Description	Date	Scale
0			04/2024	1 : 500
Title				Sheet size
Utility Building - Proposed Site Plan				A3
This drawing remains the property of the publisher and cannot be copied or reproduced without prior written consent. Unless otherwise stated dimensions shown are in mm. All plans drawn at 1250mm above finish floor level. Do not scale from this drawing.			Drawing	Sheet
			202	1

STOTFOLD TOWN COUNCIL

COMMITTEE: TOWN COUNCIL

MEETING DATE: 25 JUNE 2025

REPORTING OFFICER: EMMA PAYNE, TOWN CLERK

REPORT TITLE: RESERVES POLICY
CAPITAL PROJECTS STRATEGY

1. PURPOSE OF THE REPORT

- 1.1 The proposed Reserves Policy formalises the Town Council's approach to the more efficient management of its reserves and sets clear parameters for their use, review, and monitoring. It supports the Council in maintaining financial resilience while providing transparency and accountability to the community.
- 1.2 The Corporate Projects Strategy addresses how to manage earmarked reserves, including the legal obligations surrounding Section 106 receipts. This structured approach will assist the Council in project delivery, audit compliance, and long-term planning.

2. RECOMMENDATIONS

Members are asked:

- a) Review the Reserves Policy
- b) Review the Capital Projects Strategy
- c) Confirm the approach to earmarking S106 and other capital reserves
- d) Resolve to adopt both documents

3. BACKGROUND

- 3.1 Stotfold Town Council currently holds earmarked reserves, including Section 106 receipts which are legally restricted. If the attached policy is adopted, the level of General Reserves should be 25% of its Net Revenue Expenditure (NRE), which excludes capital projects, EMR allocations and planned transfers.
- 3.2 As of 31/3/2025, General Reserves stood at £272,830 an increase from the previous year from £195,448. 25% of NRE of £901,747 is £225,368. Therefore, the general reserve meets the standard as outlined in the policy.
- 3.3 JPAG states the following in regard to general reserves:

General reserves:

5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

- 3.4 The attached policy has been drafted following a review of current guidance and best practice from comparable town councils. It is intended to enhance financial resilience, ensure legal compliance, and provide clarity for Councillors, residents, and auditors.

4. FINANCIAL IMPLICATIONS

- 4.1 The policy provides a strategic framework to guide budget setting, capital project planning, and risk management.

5. IMPLICATIONS

Strategic Plan - Supports effective stewardship of public finances and long-term financial sustainability.

Risk Management - Reduces the risk of financial instability by ensuring adequate general reserves and oversight of earmarked funds.

Legal - Ensures compliance with the Local Government Act 2003, JPAG guidance, and relevant financial regulations relating to reserves and restricted funds.

Resources/Stakeholders - Enables more informed and strategic decision-making by officers and councillors; promotes accountability to the public.

Financial Implications - Clarifies how reserves should be built and used; ensures that general reserves are maintained at a prudent level (minimum 25% of Net Revenue Expenditure).

Contracts/Procurement - None directly arising.

Crime and Disorder - None.

Biodiversity and Environment - None.

Equalities - No adverse impacts.

Residents Impact Assessment - Positive. Helps ensure residents' precept contributions are used appropriately, prudently, and transparently.



STOTFOLD TOWN COUNCIL

RESERVES POLICY 2025

1. Purpose

This policy outlines how Stotfold Town Council manages its financial reserves, ensuring that they are held and used in a manner that safeguards the Council's financial stability and the delivery of its services, while maintaining transparency and accountability. It is compliant with the JPAG Practitioners' Guide and relevant financial regulations.

2. Types of Reserves

Stotfold Town Council holds two types of reserves:

- General Reserve: A contingency fund for unforeseen or emergency expenditure.
- Earmarked Reserves (EMRs): Funds set aside for specific projects or obligations, including legally restricted receipts such as S106 contributions.

3. General Reserve

3.1 The General Reserve is not ringfenced and should not be used to fund routine or recurring expenditure.

3.2 It exists to:

- Smooth cash flow fluctuations.
- Cover emergency or unexpected events (e.g., building repairs, unplanned legal costs).
- Function as a buffer during budgetary uncertainty.

3.3 In line with JPAG guidance, the Council will maintain a minimum General Reserve equivalent to 25% of its Net Revenue Expenditure (NRE), which excludes capital projects, EMR allocations and any planned transfers.

3.4 If the General Reserve is used, the Council will prioritise its replenishment during the following budget-setting cycle.

3.5 The Responsible Financial Officer (RFO) will advise annually on the adequacy of this reserve during the budget-setting process.



4. Earmarked Reserves (EMRs)

- 4.1 EMRs will be used to accumulate funds for known or anticipated one-off costs, future liabilities, and specific projects.
- 4.2 The Council will maintain separate EMRs for:
- S106 Agreements
 - Elections
 - Capital Projects
 - Time specific projects e.g. play area refurbishments
- 4.3 Each EMR will:
- Have a clearly defined purpose and expected time limit for use.
 - Be reviewed annually as part of the budget-setting process.
 - Be managed by the RFO, with expenditures authorised in line with Financial Regulations.
- 4.4 S106 receipts will be maintained in a separate reserve and recorded distinctly. These are legally restricted.
- 4.5 Capital Project Reserve Strategy:
- a) Individual EMRs for major projects.
 - b) A General Capital Projects EMR for minor or exploratory schemes.

5. Review and Risk Management

- 5.1 All reserves will be reviewed annually by the Governance and Resources Committee as part of the budget setting process.
- 5.2 The review will consider:
- Council's strategic and operational risks.
 - Changes in legislation or funding.
 - Project delivery progress and estimated costs.
 - Whether earmarked funds remain justified.
- 5.3 Balancing the annual budget using reserves should be a temporary and last-resort measure.

6. Monitoring and Reporting

- 6.1 A Reserves Statement will be included in quarterly budget monitoring reports, showing:
- Opening balance.
 - In-year movements.
 - Purpose and estimated use dates.
 - Commentary from the RFO.
- 6.2 The Reserves Policy will be published alongside the Annual Budget.



Document History

Version	Date Adopted	Review Date	Amendment Summary
1.0	June 2025	June 2026	



STOTFOLD TOWN COUNCIL

CAPITAL PROJECTS STRATEGY

1. Introduction

This strategy sets out how Stotfold Town Council will manage its Capital Projects Earmarked Reserve (EMR) to ensure sufficient funding is available for planned and aspirational capital projects. It supports long-term asset management, capital investment and responsible financial planning, in line with the Council's Strategic Plan.

2. Purpose of the Capital Projects EMR

The Capital Projects EMR is established to:

- Fund large-scale, non-recurring capital expenditure.
- Reduce reliance on borrowing or sudden increases in the precept.
- Provide match funding for external grants.
- Smooth the financial impact of capital investment over multiple financial years.

3. Defining Capital Projects

Capital projects are defined as:

- Expenditure exceeding £5,000 on assets with a life expectancy of more than one year (e.g. buildings, vehicles, playground equipment).
- Infrastructure or facility improvements.
- One-off, strategic projects supporting the Council's service delivery and community impact.

4. Building the Reserve

The Capital Projects EMR will be built using the following principles:

- Annual Budget Allocation: A contribution to the Capital Projects EMR will be included in the annual budget each year, based on future capital priorities and affordability.
- End-of-Year Surpluses: Where revenue underspends exist at year-end, Council may resolve to transfer these to the EMR.
- External Income: Where appropriate, windfalls such as asset sales or unexpected grants may be allocated to the reserve to increase capacity.
- Grant Matching: Where a project relies on external funding, a portion of the reserve may be earmarked to strengthen bids.



5. Medium to Long-Term Planning

To manage the Capital Projects EMR sustainably, the following approach will be adopted:

5.1 Project Pipeline and Prioritisation

- A rolling 5–10-year capital plan will be maintained and reviewed annually by the Finance and Governance Committee.
- Projects will be categorised as:
 - a) Committed – agreed and funded.
 - b) Emerging – identified as priorities but subject to business case or funding.
 - c) Aspirational – long-term ideas needing further development.
- Projects will be scored using a prioritisation matrix, considering need, community benefit, statutory obligation, asset deterioration, and funding availability.

5.2 Feasibility and Costing

- Early-stage scoping and feasibility work should be undertaken before committing full funding.
- Outline costs, planning risks and delivery options must be developed for each major proposal.

5.3 Allocating Funding

- Funds in the Capital Projects EMR may be ringfenced to specific projects once they move from 'aspirational' to 'committed' status.
- Multi-year phasing is encouraged where projects span more than one financial year.
- Match funding and S106 alignment should be considered to maximise impact and leverage.

6. Governance and Monitoring

- The Governance and Resources Committee will monitor the balance and usage of the Capital Projects EMR quarterly.
- Full Council will approve any reallocation of ringfenced project funds.
- A Capital Projects Monitoring Sheet will be maintained by the RFO showing:
 - EMR balance
 - Allocated funds by project
 - Spend to date and forecast
 - Funding gaps



7. Capital Projects Strategy – Legislative and Guidance Summary

Legislation / Guidance	Key Provisions	Relevance to Capital Projects
Local Government Act 1972	Section 111 allows councils to undertake activities to facilitate their functions; Section 137 limits certain spending.	Provides general powers for capital activity and sets spending limits for non-specific powers.
Local Government Act 2003	Requires councils to assess the adequacy of reserves (s25); defines and regulates capital expenditure and borrowing.	Mandates financial prudence and defines how capital reserves and borrowing must be managed.
Localism Act 2011	Introduces the General Power of Competence (GPC) for eligible councils.	Enables broader capital investment opportunities if GPC has been adopted.
Accounts and Audit Regulations 2015	Requires proper accounting practices, including capital and revenue separation.	Ensures capital projects are recorded and reported correctly in the AGAR.
Prudential Code for Capital Finance (CIPFA)	Outlines principles of affordability, prudence and sustainability.	Supports strategic and responsible long-term capital planning.
Statutory Guidance on Investments (DLUHC)	Applies to property or financial investments by councils.	Relevant where capital projects include income-generating assets.
JPAG Practitioners' Guide	Defines 'proper practices' for accounting and reserves.	Governs the management of earmarked reserves and capital classifications.

Document History

Version	Date Adopted	Review Date	Amendment Summary
1.0	June 2025	June 2026	

STOTFOLD TOWN COUNCIL

ANNUAL REPORT 2024-25

Contents

Welcome from the Mayor of Stotfold Town Council.....	2
Stotfold Town Council – Who are your councillors?	5
Committee Structure and Responsibilities.....	6
Public Realm Committee – Cllr Mary Cooper	7
Governance And Resources Committee – Cllr Steve Buck.....	8
Building Management Committee – Cllr Steve Hayes.....	9
Community Engagement Committee – Cllr Jos Headington.....	9
Finance Report – Emma Payne, Town Clerk.....	12
Resident’s Survey	14

Welcome from the Mayor of Stotfold Town Council

This past year marked a historic milestone as we proudly celebrated 50 years as a Town Council—a moment not just of commemoration, but of reflection and unity. Our golden anniversary brought the community together in a remarkable way, from heartfelt local stories to shared memories and celebrations that honoured our past while embracing the future.

Among our many achievements, we were thrilled to see our locally brewed beer receive national acclaim—an award that not only highlights the talent within our community but also brings well-deserved recognition to our town. Equally inspiring was the unveiling of stunning artwork that now enriches our shared spaces, a testament to the creativity and passion of our residents.

This year also saw a positive increase in community involvement from new residents. Their energy and ideas have brought fresh perspectives, reinforcing that our town's strength lies in its inclusivity and shared purpose. This spirit of collaboration continues to define who we are and where we're headed.

As we navigate the uncertainties and opportunities brought by a new government, we remain committed to evolving together adapting with resilience, advocating for our needs, and staying rooted in the values that make our town special. Change can be challenging, but our community has shown time and again that it thrives through unity, respect, and forward-thinking.

Thank you to everyone who contributed to making this 50th anniversary year so memorable. Here's to the future we continue to build—together.

A handwritten signature in black ink that reads "Steve Buck". The signature is written in a cursive, flowing style.

Cllr Steve Buck
Mayor, Stotfold Town Council 2024-25

Mayoral Year 2024-25

At the Annual Town Council meeting held on 1 May 2024, Cllr Steve Buck was re-elected as Mayor, supported by Cllr Steve Hayes as Deputy Mayor.

The Mayor and Deputy Mayor represented the residents of Stotfold at 33 events and civic engagements during 2024-25.



D Day 80th Commemoration



Society of Labologists Award Event



5-side football fundraising



Newport Pagnell Civic Service



During 2024-25, the Mayor fundraised for Respite at Home, a Bedfordshire based charity offering friendship and support for adults living with life limiting illnesses and respite and time off each week for families caring for their loved ones. He raised £4,171.42

Who are your councillors?



STOTFOLD TOWN COUNCIL

MEET YOUR COUNCILLORS



**Liz
Anderson**



**Janice
Bendell**



**Steve
Buck**



**Mary
Cooper**



**Satinderjit
Dhaliwal**



**Steve
Hayes**



**Jos
Headington**



**Jane
Hyde**



**Danny
Matthews**



**Lisa
Miller**



**Brian
Saunders**



**Jonathan
Smith**



**John
Talbot**



**Nigel
Venneear**



**Bryony
Woods**

PHONE: 01462 730064

EMAIL: ENQUIRIES@STOTFOLDTOWNCOUNCIL.GOV.UK

WEB: WWW.STOTFOLDTOWNCOUNCIL.GOV.UK

Committee Structure and Responsibilities

FULL COUNCIL

Public Realm

Facilities Management
(buildings, street lights)
Leisure Management
(play areas, allotments)
Recreation Management
(open spaces)
Cemetery
Highways

Personnel Support:
Town Clerk
Public Realm Manager
Open Spaces Officer, Project Officer

Community Engagement

Community Engagement
Communications and Media
Youth Services

Personnel Support:
Town Clerk
Democratic Services Manager
Community Engagement Officer

Governance & Resources

Policy Review and Development
Financial Management
Risk Management
Human Resources
Strategic Management of Health and Safety

Personnel Support:
Town Clerk
Democratic Services Manager
Finance Officer

Building Management

Management of all built assets including
building specific health and safety and
compliance considerations

Personnel Support:
Town Clerk
Public Realm Manager
Facilities Officer
Projects Officer

Public Realm Committee – Cllr Mary Cooper

In May 2024, a refreshed Public Realm Committee was launched which now includes the management of the cemetery. We've continued to improve safety and enhance the cemetery's appearance. There is a dedicated member of staff to manage burials, and with councillors, has reviewed and updated all documentation related to memorials, burials, and cremations—culminating in a new information handbook. We've also introduced a five-year memorial inspection plan to ensure ongoing safety. A volunteer group, *Friends of the Cemetery*, is being set up to support light maintenance and clean-up tasks. A Remembrance bench has been installed at the War Memorial.

Love Parks Week in July saw the launch of our *Litter Angels* scheme to collect rubbish while out walking. Play area signs now include *What3Words* references to help emergency services respond more quickly. Mobile security patrols were carried out randomly in the evenings to reduce antisocial behaviour. We're planning to replace some streetlight heads with energy-efficient LEDs. EV charge points at the Football Club and Brook Street are well-used, though those at the Memorial Hall remain offline.

We held our first Allotment Awards for best kept and eco-friendly plots across both sites. A composting toilet will soon be installed at Norton Road to improve facilities for plot holders. The Community Garden at The Haven was a great success last year.



Litter angels in action

Governance And Resources Committee – Cllr Steve Buck

The Governance and Resources Committee is responsible for the effective management of the town council's governance structure including its policies; strategic management of health and safety in the workplace and has a personnel responsibility for the Town Council staff. This involved a new performance management system and evaluation of staff training needs.

It is also responsible for ensuring that the town council's money is managed effectively and efficiently including investments. There was the appointment of a new internal auditor as well as a review of how the Town Council handled it's VAT responsibilities.

Grants awarded during 2024-25 included:

- The Rooms - £1500 – new defibrillator for the High Street
- Just Out - £1,000 – youth club equipment
- The Need Project - £1,500 – Purchase of supplies for the Food Bank
- Stotfold Bowls Club - £1,500 towards purchase of specialised mower
- Friends of Roecroft School - £1,500 towards silent disco headphones
- Stotfold Scouts - £1,500 towards the cost of removing outbuildings at the scout hut.
- M J Ryalls Building Supplies Ltd - £1,500 – new defibrillator for Norton
- Pix Gymnastics Club CIC - £750 – towards safety equipment
- St. Mary's CE Academy - £1,500 towards IT equipment
- Stotfold Bowls Club £600 CCTV
- Stotfold Runners Club £200– towards professional affiliation fees
- The Barn – Defibrillator spares £162



Defibrillator at M J Ryalls

Building Management Committee – Cllr Steve Hayes

The Buildings Management Committee oversees the upkeep and improvement of Town Council properties to ensure they are safe, functional, and suitable for hire. Over the past year, the committee has carried out essential maintenance and enhancement projects.

Routine tasks included servicing heating, ventilation, plumbing, and electrical systems to maintain operational standards. We also installed LED lighting at the Greenacre and Mossman Centres and upgraded ventilation at Greenacre, improving energy efficiency and comfort for staff.

Safety remains a priority. Annual asbestos surveys are commissioned to ensure compliance with health regulations, and regular Legionella testing forms part of our safety regime. Challenges persist, particularly around ageing infrastructure. Some buildings now require significant renovation, and rising costs mean careful project prioritisation and budgeting are vital.

Looking ahead, key projects for 2025 include supporting the opening of the new library, which will provide residents with an enhanced service. Attention will then turn to the future of the Simpson Centre, for which we will seek community views. The cemetery toilets, now outdated and suffering from structural issues, will be reviewed with options for renovation or replacement considered in consultation with the public.

Lastly, a feasibility study is planned for the Memorial Hall, aiming to assess the scope and cost of potential improvements to this valued community facility. Through these projects, the committee remains committed to ensuring Council buildings continue to meet the needs of residents and users.



Greenacre Centre

Community Engagement Committee – Cllr Jos Headington

A strong community is built on strong engagement, and this belief lies at the heart of all we do. It's about ensuring every resident has a voice—and feels that their voice matters.

Established in 2024, the Community Engagement Committee has worked hard to connect the Town Council with the people of Stotfold. Highlights included enhancing the Christmas Lights Switch-On event and securing a five-year contract for stunning festive displays. The 2024 event drew 3,500–4,000 attendees, boosting community spirit and the local economy.

To mark the Town Council's 50th anniversary, we proudly launched Stotfest and continued with a full events programme including plans for a Silent Disco and Outdoor Cinema. Our aim is to create fun, inclusive experiences. In Easter 2025, our Augmented Reality Dinosaur Walking Trail has been enjoyed by over 2,000 residents.

But engagement is more than events. We've supported local schools through the Lego League to reinforce STEM within the curriculum. We're also listening to older residents, engaging regularly with the Stotfold Good Neighbour Group.

Communication is key. A new, accessible Town Council website is underway, and councillors now wear branded clothing at events to be more visible. This year's third annual Residents' Survey included paper copies sent to every household, with plans for a youth-focused survey next.

We're also proud to launch the new Citizens Award, in partnership with Satchells and Stotfold News, with the winner switching on the 2025 Christmas lights.

These achievements belong to the whole community. Thank you to every volunteer, partner, and resident for your continued support. Together, we are building a stronger, more connected Stotfold. We look forward to the year ahead and continuing this important work with you all.



Lego league handover

Finance Report – Emma Payne, Town Clerk

The 2024–25 financial year had a freeze in the precept, the Town Council's portion of the Council Tax. Councillors were able to manage rising prices for utilities, materials, and staff without increasing the charge on residents.

Expenditure was allocated across key service areas, including buildings maintenance, grounds and open spaces, community engagement, and democratic services. Notable investments included improvements to council-owned buildings, enhanced Christmas lighting, support for local events such as Stotfest and Christmas lights, and environmental projects across the town. The Council also allocated funds to safety and compliance work, including Legionella testing, and the revaluation of the town council's buildings.

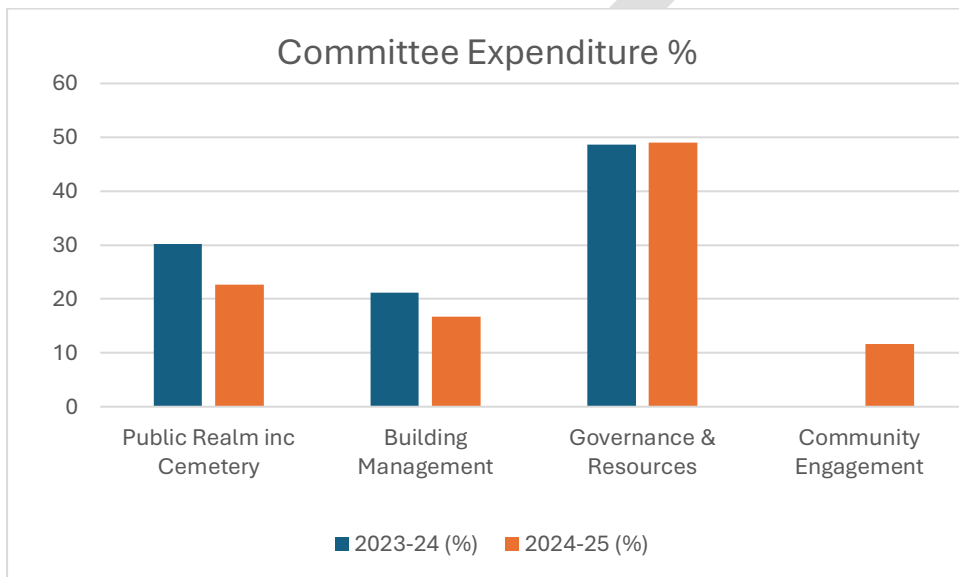
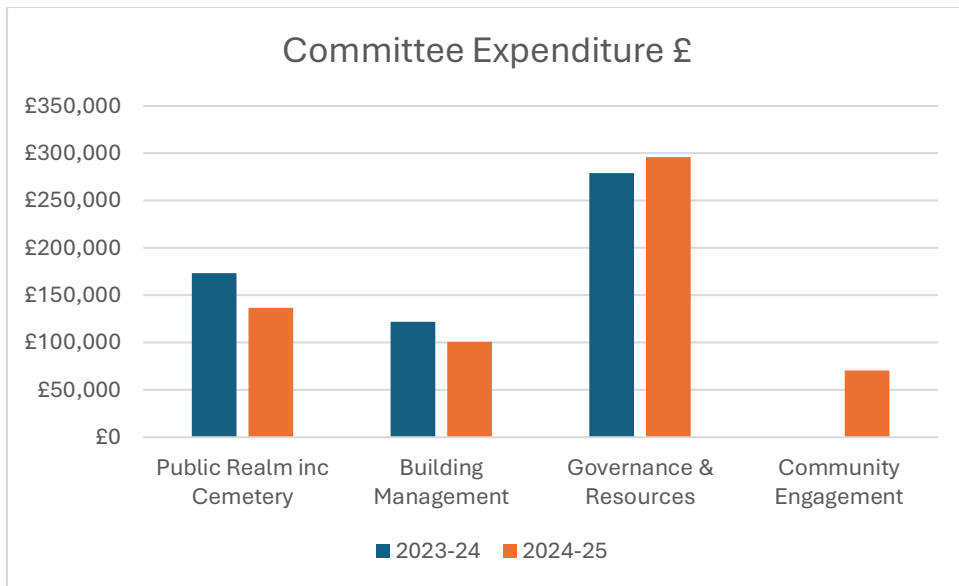
The Council remains committed to sound budget management, transparency, and delivering high-quality services that reflect the needs of the community. The 2024–25 budget ensured that Stotfold was well-placed to invest in its future while maintaining strong foundations.

2023/24

- Precept - £913,926
- Band D - £248.76
- £4.78 per week

2024/25

- Precept - £913,482
- Band D - £244.18
- £4.70pw



Resident's Survey – Cllr Jon Smith

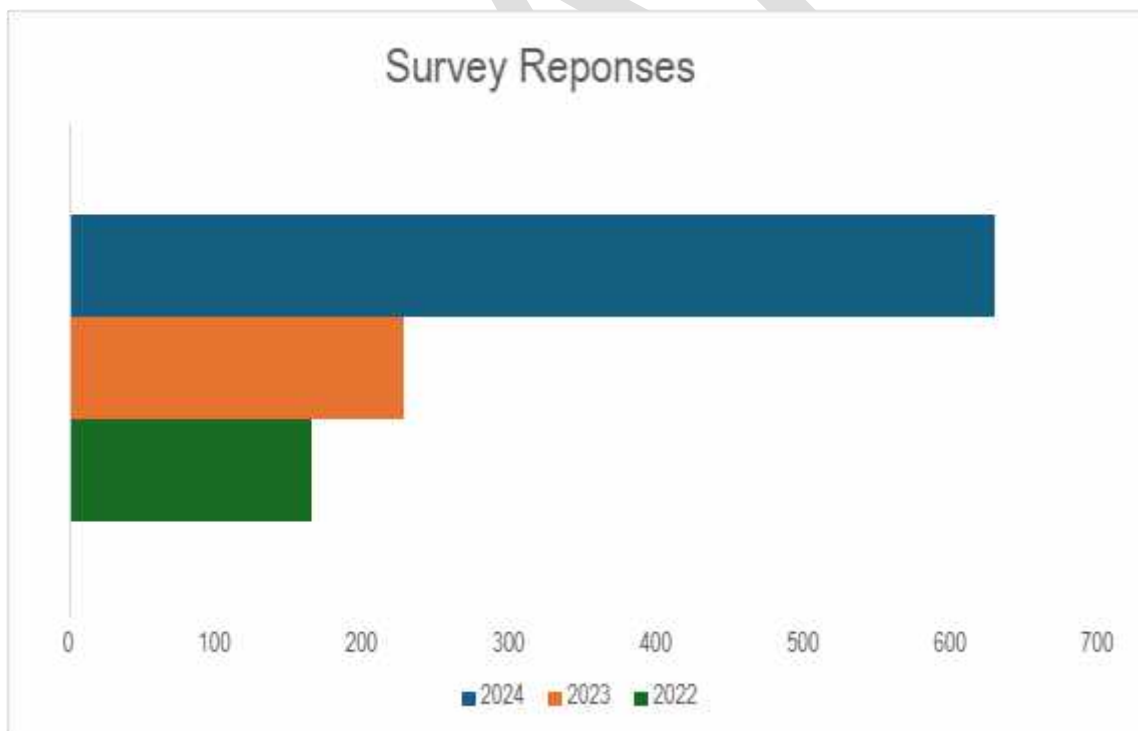
The 2024/25 Resident Survey was designed to gather feedback from the Stotfold community about local issues, council services, and priorities for the future. For the first time, paper copies were sent to all households to ensure broader participation across all demographics. This significantly increased the response rate to over 600 responses this year.

Residents were asked what first comes to mind when they think of Stotfold, followed by a series of questions assessing their views on the town and the Town Council. Topics included the quality of life in Stotfold, perceptions of safety, local facilities, and the effectiveness of council services. Respondents were also invited to highlight specific local concerns.

The survey measured satisfaction with council services, asking whether residents had used amenities such as parks, allotments, or the cemetery, and how satisfied they were with maintenance, communication, and event provision. Participants also identified areas for improvement, with particular interest in youth services, green spaces, and community events.

The survey captured demographic data to help the Council understand the needs of different age groups, genders, and ethnic backgrounds.

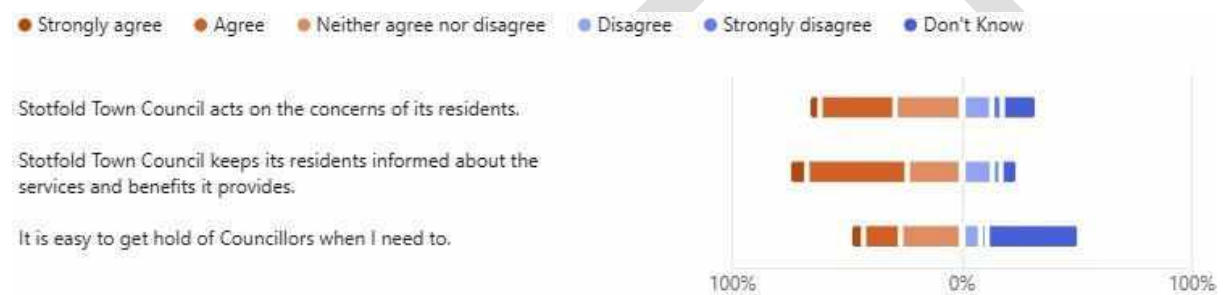
Overall feedback indicates growing engagement and satisfaction, with many respondents expressing appreciation for recent improvements. The results will guide the Council's priorities for 2025 and beyond, supporting inclusive and responsive community planning.



Thinking about Stotfold, to what extent to you agree or disagree with the following statements



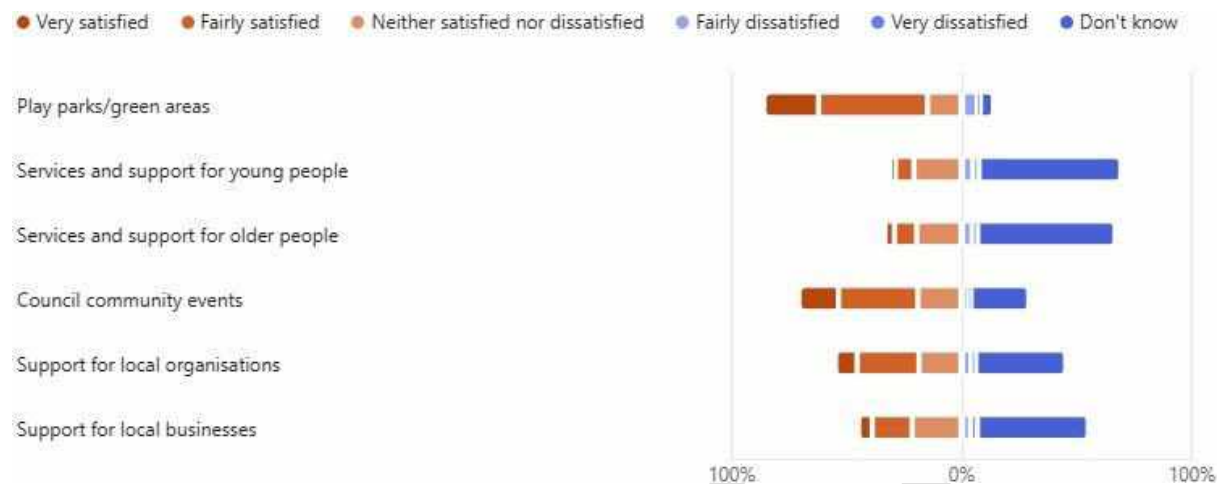
Thinking about Stotfold Town Council, to what extent to you agree or disagree with the following statements:



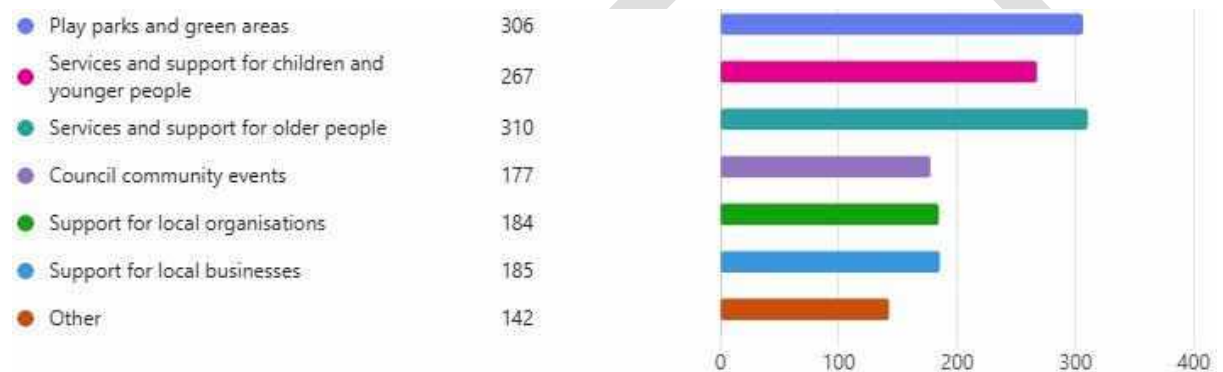
On balance, which of the following statements is closest to how you feel about Stotfold Town Council



How satisfied or dissatisfied are you overall with Stotfold Town Council's...?



Which areas would you like to see Stotfold Town Council prioritise?



STOTFOLD TOWN COUNCIL - WORK PROGRAMME 2025/26

Meeting Date	Agenda Publication Date	Agenda Item	Description	Responsible Officer	Report Deadline
03/09/2025	28/08/2025	Simpson Centre Consultation	To consider the next steps in the Simpson Centre Constitation	Town Clerk/Project Officer	22/08/2025
08/10/2025	02/10/2025	AGAR 2024-25	To note the return of the AGAR from the External Auditor and resolve to adopt any recommendations	Town Clerk	29/09/2025
05/11/2025	30/10/2025	Interim Audit 2026-27	To receive the interim audit and resolve to adopt any recommendations	Town Clerk	27/10/2025
		John Tizard - Police Commissioner			
03/12/2025	27/11/2025	Budget approval 2026-27	To consider the budget and precept for 2026-27	Town Clerk	24/11/2025