



**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