

STOTFOLD TOWN COUNCIL

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



23 January 2025

Members of Stotfold Town Council:

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

You are hereby summoned to attend the **Town Council Meeting** to be held in the **Stotfold Council Chamber, Greenacre Centre, Valerian Way, Stotfold, SG5 4HG** on **29th January 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).



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

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

AGENDA

363/25 APOLOGIES FOR ABSENCE

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

364/25 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

Members are reminded of their obligations to declare interests in accordance with the Code of Conduct. The Town Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a Councillor's interest, the Councillor has the responsibility to declare that interest in accordance with the adopted Code of Conduct.

- a. To receive Member's declarations of interest in items on the agenda.
- b. To consider any requests for dispensations.

365/25 PUBLIC SECTION

Members of the public to speak are entitled to be at this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1, extended by the Local Government Act 1972, Section 100 unless precluded by the Council by resolution during the whole or part of the proceedings. on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.

366/25 MEMBERS ON OTHER AUTHORITIES

To receive and note the reports of CBC Ward Councillors.

367/25 COUNCIL MINUTES

To approve the Minutes of the Council meetings held 4th December 2024, 18th December 2024 and 14th January 2025 as a true record of the meetings.

368/25 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

Civic Attendance report attached for information.

369/25 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION

370/25 COMMITTEE MINUTES

To **receive** the Minutes of the following Committee meetings and note any recommendations:

370.1/25 Planning Committee – 27th November 2024

There were no recommendations.

370.2/25 Buildings Management Committee – 27th November 2024

There were no recommendations.

370.3/25 Public Realm Committee - 1st December 2024

There were no recommendations.

370.4/25 Buildings Management Committee - 8th January 2025

There was one recommendation:

- a) That the Procedure for Hiring to Political Organisations is adopted.

371/25 FINANCE & RISK MANAGEMENT

- a) To resolve to approve expenditure during November and December 2024.
- b) To note the income received during November and December 2024.
- c) To note the year-to-date income and expenditure report and Earmarked Reserves as at 1st January 2025.

372/25 WHEELED SPORTS FACILITY

To receive an update on the wheeled sports facility including surveys to be commissioned.

373/25 MEMBERS ON OUTSIDE BODIES

To receive reports from Members on Outside Bodies

- a) Cllr Talbot - Police Priority Setting and Stotfold Scouts

374/25 MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY

375/25 WORK PROGRAMME

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

376/25 DATE OF NEXT MEETING

Wednesday 5th March 2025.

377/25 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.

377.1/25 Memorial Hall Car Park

To receive a confidential report on the Memorial Hall Car Park.

377.2/25 Simpson Centre

To receive a confidential report on the Simpson Centre.



**MINUTES OF THE MEETING OF STOTFOLD TOWN COUNCIL, HELD ON
WEDNESDAY 4 DECEMBER 2024 AT GREENACRE CENTRE, VALERIAN WAY,
STOTFOLD AT 19:00**

Present:

Cllr Steve Buck (Mayor), Cllr Steve Hayes (Deputy Mayor), Cllr Liz Anderson, Cllr Janice Bendell, Cllr Mary Cooper, Cllr Jos Headington, Cllr Jane Hyde, Cllr Danny Matthews, Cllr Lisa Miller, Cllr Jon Smith, Cllr Nigel Venneear, Cllr Bryony Woods.

Also Present:

Cllr Helen Wightwick – CBC Ward Councillor
6 Members of the public including 1 virtually

In attendance

Cllr S Dhaliwal (Virtually)
E Payne - Town Clerk

341/24 APOLOGIES FOR ABSENCE

Apologies were received from Cllr S Dhaliwal and Cllr B Saunders.

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

342/24 DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

342.1/24 Requests for Dispensation - Cllr Jonathan Smith

A request for a dispensation was received from Cllr Smith for his role as the Co-Treasurer of the Stotfold Bowls Club and his employment by Cloudy IT.

Decision: **It was RESOLVED to approve the requests for dispensations for Cllr J Smith**

Standing Orders were suspended whilst the Public Section was opened.

343/24 PUBLIC SECTION

343/24.1 A member of the public questioned the autonomous authority of the Town Clerk to dismiss staff without consultation, the guidelines ensuring fair use of such authority, and whether these guidelines were followed in a recent dismissal case. The Town Council will respond to this inquiry via email after further review.

343/24.2 A member of the public provided additional information regarding the recent planning applications for land at the Greenacre Park. He discussed the development of 30 houses on Angelica Avenue and raised concerns about the road layout and infrastructure. He also highlighted historical context regarding land allocation for housing and community use.



344/24 MEMBERS ON OTHER AUTHORITIES

Cllr Wightwick reported on a motion that CBC passed to use the household support fund to provide £200 each to 2,200 pensioners not on pension credit, ensuring they receive financial assistance. CBC is currently being inspected by the social housing regulator, with a grading expected in the new year. A Landlord Assurance Board is being set up to give tenants more input into decision-making. The council is working on achieving £32 million in savings, including cuts in non-statutory services, which may impact community safety and other local services.

Standing Orders were reinstated.

345/24 COUNCIL MINUTES

Members received the Minutes of the meeting held on **6th November 2024**. They were advised that Cllr Talbot had been present at the meeting, which was not reflected in the Minutes of the meeting circulated ahead of the meeting. His attendance had now been updated in the Minutes to be signed at this meeting.

Decision: It was **RESOLVED** to approve the Minutes of the meeting held on **6th November 2024**

346/24 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION

There was nothing to report.

347/24 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

The Mayor thanked everyone who attended and helped at the Christmas lights switch on event and the Town Clerk was asked to Minute the Council's thanks to the staff for their efforts in putting on an amazing event.

348/24 COMMITTEE MINUTES

348.1/24 Planning Committee – 23rd October 2024

The Minutes of the Planning Committee meeting held on 23rd October 2024 were received. There were no recommendations.

348.2/24 Governance & Resources Committee – 23rd October 2024

The Minutes of the Governance & Resources Committee meeting held on 23rd October 2024 were received.

Decision: It was **RESOLVED** to:

- a) Re-adopt the Code of Conduct**
- b) Adopt the Member and Officer Protocol**

348.3/24 Planning Committee – 6th November 2024

The Minutes of the Planning Committee meeting held on 6th November 2024 were received. There were no recommendations.



348.4/24 Public Realm Committee – 13th November 2024

The Minutes of the Public Realm Committee meeting held on 13th November 2024 were received.

Decision: It was **RESOLVED** to:

- a) **Adopt the Exhumation Policy and Procedure**
- b) **Adopt the Beekeeping Policy**

348.5/24 Community Engagement Committee - 20th November 2024

The Minutes of the Community Engagement Committee meeting held on 20th November 2024 were received. Cllr Talbot pointed out an error in the Minutes in relation to the date for Stotfest 2025. This will be corrected. There were no recommendations.

349/24 FINANCE & RISK MANAGEMENT

349.1/24 Budget and Precept 2025-26

Members received a report outlining a proposed budget and precept request. Members were advised there was a typo in item 4.5 of the report which should reach 4.96%.

Decision: It was **RESOLVED** to:

- a) **Ratify the reduction in EMRs as outlined in the report.**
- b) **Approve the Budget for 2025-26 as set out in the report.**
- c) **Request from CBC that they collect a precept of £951,481.**

Action: Town Clerk to advise CBC on precept request.

349.2/24 Expenditure Report

Members received a report outlining expenditure for the period.

Decision: It was **RESOLVED** to authorise the expenditure outlined in the report.

349.3/24 Income Report

Members received the income report which was noted.

349.4/24 Income & Expenditure Report

Members received the income and expenditure report which was noted.

349.5/24 Earmarked Reserve Report

Members received the earmarked reserve report which was noted.

349.6/24 Interim Internal Audit

Members received the interim internal audit.



Decision: It was RESOLVED to implement the following recommendations:

- a) Standing orders are reviewed to reflect Financial Regulations
- b) An Internal Control Statement is adopted.
- c) The asset register is reviewed with updated insurance values.

350/24 SCHEME OF DELEGATION

Cllr Buck requested a recorded vote.

Members received a request, supported by five councillors, in line with Standing Order 27 to review the decision to adopt the scheme of delegation. The proposal was to review the scheme of delegation due to concerns about the extent of power delegated to officers will be discussed in a future meeting.

Decision: It was RESOLVED to call an extraordinary meeting to review the scheme of delegation

For: Cllr Steve Buck (Mayor), Cllr Steve Hayes (Deputy Mayor), Cllr Liz Anderson, Cllr Janice Bendell, Cllr Mary Cooper, Cllr Jos Headington, Cllr Jane Hyde, Cllr Danny Matthews, Cllr Lisa Miller, Cllr Jon Smith, Cllr Nigel Venneear, Cllr Bryony Woods.

Against: None

351/24 REPORTS

351.1/24 Wheeled Sports Facility - Consultation Feedback

Members received the consultation feedback for the wheeled sports facility. The Town Council received significant public support for a new sports facility and will seek funding to move forward with the project.

Decision: It was RESOLVED to proceed with the wheeled sports facility.

352/24 MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

352/24.1 There was acknowledgement of community efforts, including litter clean-up by Duke of Edinburgh participants and support for local events like the Christmas Tree Festival.

353/24 DATE OF NEXT MEETING

29th January 2025.

354/24 CONFIDENTIAL ITEMS

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.



354.1/24 Cemetery Toilets

Members received a confidential report with indicative costs for the cemetery toilet project. Members discussed the merits of rebuild versus replacement and felt that it was a matter for public consideration.

DECISION: It was RESOLVED to consider public consultation on the project at the next meeting.

Action: The Town Clerk to prepare public consultation questionnaire for Full Council 29 January 2024.

354.2/24 Cemetery Chapel Lease

Members received a confidential report on the cemetery chapel lease.

Decision: It was RESOLVED to retrospectively sign the chapel lease.

SIGNED BY CHAIR:

MINUTES APPROVED (date):

DRAFT



**MINUTES OF THE EXTRA-ORDINARY MEETING OF STOTFOLD TOWN COUNCIL,
HELD ON WEDNESDAY 18 DECEMBER 2024 AT GREENACRE CENTRE, VALERIAN
WAY, STOTFOLD AT 19:00**

Present:

Cllr Steve Buck (Mayor), Cllr Steve Hayes (Deputy Mayor), Cllr Liz Anderson, Cllr Janice Bendell, Cllr Mary Cooper, Cllr Jos Headington, Cllr Jane Hyde, Cllr Danny Matthews, Cllr Lisa Miller, Cllr Jon Smith, Cllr Bryony Woods.

Also Present:

1 members of the public

In attendance

E Payne - Town Clerk (left meeting at 7:10, rejoined at 8:05)

354/24 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Venneear. Cllr Talbot was absent.

355/24 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

Standing Orders were suspended

356/24 PUBLIC SECTION

A member of the public asked questions regarding the Town Clerk's dismissal of an employee. A response will be sent to these questions and circulated to all Councillors.

Standing Orders were reinstated

357/24 DATE OF NEXT MEETING

29 January 2025

358/24 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.

358.1/24 Staff Matters

Members considered various staffing matters. There were no recommendations.

The meeting closed at 20:08

SIGNED BY CHAIR:



MINUTES APPROVED (date):

DRAFT



**MINUTES OF THE MEETING OF EXTRAORDINARY TOWN COUNCIL MEETING
HELD AT GREENACRE CENTRE, STOTFOLD, BEDS SG5 4HG, ON TUESDAY 14
JANUARY 2025 AT 19:00**

Present: Cllr S Buck (Chair), Cllr S Hayes (Vice Chair), Cllr J Bendell, Cllr M Cooper, Cllr J Headington, Cllr J Hyde, Cllr D Matthews, Cllr L Miller, Cllr J Smith, Cllr B Saunders, Cllr J Talbot, Cllr B Woods, Cllr N Venneear

Apologies:

Cllr Liz Anderson, Cllr S Dhaliwal (attended virtually)

Also Present:

E Payne, Town Clerk
P Hudson, CEO Dunstable Town Council
1 Member of the Public

Mr Hodson was introduced to the meeting, as the CEO and Town Clerk at Dunstable Town Council and Chairman of the Bedfordshire Branch of the Society of Local Council Clerks.

359/25 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Anderson and Dhaliwal.

DECISION: It was **RESOLVED** to accept apologies

360/25 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

361/25 SCHEME OF DELEGATION

Following the request from five Members of the Council to review the Scheme of Delegation, adopted by the Town Council in October 2024, Members received a report outlining the background to the Scheme. The extant version of the Scheme of Delegation had been disseminated to all members, accompanied by a proposal encompassing some modifications for review. An invitation was extended for questions and discussions on the proposed amendments. Mr Hodson offered insights into the procedures employed in other councils to ensure congruence with responsibilities and best practices.

A key point of discussion was the role and responsibilities of the Town Clerk, the highest remunerated officer within the organization, accountable for a variety of functions, including HR and operational management. The Scheme of Delegation delineates the Town Clerk's duties and roles. The necessity of any amendments to the Scheme of Delegation was deliberated, with a particular emphasis on the delegated responsibility for staff and the incorporation of advice from the HR provider where applicable.

The amendments to the Scheme included the addition of a clause for soliciting advice from the HR provider were necessary and the reporting of delegated



decisions to the relevant committees or the Council. A debate ensued regarding the necessity of these amendments, given the Clerk's autonomous consultations with the HR provider.

Concerns were raised about the lack of communication concerning staff dismissals, which had given rise to rumours and speculation among councillors. The discussion gravitated towards the need for a more structured approach to handling such matters, with suggestions to include a small group of councillors in dismissal decisions to ensure transparency and prevent personal biases. However, Members were advised against this, highlighting the importance of allowing the Town Clerk to manage staff matters independently to avoid conflicts of interest and ensure compliance with employment law.

The debate also explored the potential establishment of a staffing committee, as recommended by the National Association of Local Councils (NALC), to handle employment matters. However, it was noted that the current Governance and Resources Committee already supervises policies and terms of service for employees.

In conclusion, the meeting concurred that the proposed amendments to the Scheme of Delegation, including the explicit mention of consulting the HR provider, should be adopted.

DECISION: **The Scheme of Delegation 2025 is adopted.**

362/25 DATE OF NEXT MEETING

Wednesday, 29 January 2025.

The meeting was then formally adjourned at 7:33 PM.

SIGNED BY CHAIR:

MINUTES APPROVED (date):

Mayor's Civic Attendances December 2024

- 6th December 2024 – Lord-Lieutenant of Bedfordshire's Community Carol Service
- 8th December 2024 – Sandy Town Council Carol Service
- 14th December 2024 – Leighton Linlade Town Council Carol Service
- 17th December 2024 – Bedfordshire Police and Bedfordshire Fire & Rescue Service
Christingle Christmas Celebration

Deputy-Mayor's Civic Attendances December 2024

- 7th December 2024 – Houghton Regis Town Council Carol Service

FULL COUNCIL – 29 JANUARY 2024

CLERK'S REPORT

St Mary's School

Cllr Anderson has confirmed that St Mary's has some legal advice and the support of the Town Council in a letter is not currently required.

Cemetery Toilet Consultation

Officers are currently acquiring prices to support the consultation options and these will be considered at the meeting in March



MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 27TH NOVEMBER 2024 IN THE STOTFOLD TOWN COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG AT 19:00.

Present:

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

In Attendance:

3 Members of the Public
Cllr John Talbot – non-Committee Member
Cllr D Matthews – Non-Committee Member

Also Present:

S van der Merwe – Democratic Services Manager

1. APOLOGIES FOR ABSENCE

There were none.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Cllr N Venneear declared an interest in Item 6.2 on this Agenda as a resident of Speedwell Way.

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.

At this point the Chairman requested that the PUBLIC SECTION item at point 3 on the Agenda be moved to the start of the Planning Applications at item 6.

3. MINUTES OF THE PREVIOUS MEETING

Members received the Minutes of the Planning Committee meetings held on **23rd October** and **6th November 2024**.

DECISION: It was **RESOLVED** to approve the Minutes of the meetings of 23rd October 2024 and 6th November 2024.

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

None.

5. PUBLIC SECTION (MAX. 15 MINUTES)

Mr P Webber expressed his concerns about the water table in the Speedwell Way development at certain times of the year and the increased risk of flooding to the houses, the increased burden on the doctor's surgery, when residents are already struggling to simply get an appointment.



Mr D Speed, a resident of Speedwell Way objects to the development on Speedwell Way because of the lack of parking for current homes and believes road access to current houses will be more difficult. Mr Webber purchased his property with original plans for this land indicating this would be employment land. Mr Speed noted that the roads are not wide enough at present to accommodate the parking needed. He echoed the concerns over access to doctors.

Mr K Ferry is also concerned over the insufficient allocation of parking for each unit, this will add extra burden on all streets, potentially leading to residents parking on the pavements which will inhibit use of the pavements by pedestrians. Mr Ferry suggested the Speedwell Way houses should be built 3m back to allow for lay-by parking to the front of those properties.

6. PLANNING APPLICATIONS

6.1. CB/24/03066/OUT - Land North of the A507 and South of Angelica Avenue, Stotfold

DECISION: It was **RESOLVED** that the Town Council **OBJECTS** to this application in its current iteration on the following grounds:

- 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 would welcome working in consultation with the Developer and designer on a suitable design.

ACTION: The Democratic Services Manager to write to Central Bedfordshire Council notifying them of the objection to this planning application citing the abovementioned reasons by Friday 29th November 2024.

Cllr John Talbot joined the meeting at 19:21.

6.2. CB/24/03068/OUT - Land North of the A507 and South of Speedwell Way, Stotfold

DECISION: It was **RESOLVED** that the Town Council objects to this application in its current iteration on the following grounds:



- 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 would welcome working in consultation with the Developer and designer on a suitable design.

ACTION: **The Democratic Services Manager to write to Central Bedfordshire Council notifying them of the objection to this planning application citing the abovementioned reasons by Friday 29th November 2024.**

7. CONSIDERATION OF APPLICATIONS BY CENTRAL BEDFORDSHIRE COUNCIL DEVELOPMENT MANAGEMENT COMMITTEE ("DMC")

Members were informed that CBC Ward Councillor Kat Woodfine had called both planning applications at items 6.1 and 6.2 in for consideration at the next DMC Meeting in an email to the Planning Officer dated 25 November 2024.

8. S106 AGREEMENTS

Members were required to consider the resolution from the Town Council meeting of 6th November 2024 related to S106 considerations for Planning Applications CB/24/03068/OUT and CB/24/03066/OUT. The resolution at that meeting was:

a) Approach CBC to allocate future S106 development contributions to:

- Refurbishment of The Green and Riverside Play Areas;
- Skate Park;
- Improvements to Arlesey Road cycle path – possible low-level lighting or make existing columns double headed – lifting the tree canopy to improve lighting;
- Etonbury Zebra Crossing at Arlesey Road turning into Pelican crossing.

Members expressed concerns over how Central Bedfordshire Council calculates the figures for S106 funding.



DECISION: It was RESOLVED that this Planning Committee supports the Town Council's resolution of the 6th November 2024 to request S106 funding allocations from Central Bedfordshire Council for planning applications CB/24/03066/OUT and CB/24/03068/OUT for:

- Refurbishment of The Green and Riverside Play Areas;
- Skate Park;
- Improvements to Arlesey Road cycle path – possible low-level lighting or make existing columns double headed – lifting the tree canopy to improve lighting;
- Etonbury Zebra Crossing at Arlesey Road turning into Pelican crossing.

DECISION: It was also RESOLVED to request a formal breakdown from CBC on how they have calculated their S106 funding allocation.

ACTION: For the Democratic Services Manager to include this resolution in the response to the Planning Officer with the resolution from items 6.1 and 6.2 above.

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

9.1. Street Naming Convention

Members noted that Stotfold street naming follows a theme on nature and they wished to be involved in future street naming on all future developments in Stotfold to carry on that legacy.

DECISION: It was RESOLVED to respond to CBC to reserve the Council's position in relation to CB/24/03068/OUT and CB/24/03066/OUT.

10. DATE OF NEXT MEETING

To be confirmed.

7.37

SIGNED BY CHAIRMAN:

MINUTES APPROVED (date):



**MINUTES OF THE MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE
HELD ON WEDNESDAY 27TH NOVEMBER 2024 AT IN THE COUNCIL CHAMBER,
GREENACRE CENTRE, VALERIAN WAY, STOTFOLD AT 19:30.**

Present:

Cllr S Hayes (Chairperson), Cllr D Matthews (Vice Chairperson), Cllr J Bendell, Cllr M Cooper, Cllr S Dhaliwal, Cllr J Hyde, Cllr J Talbot, Cllr N Venneear.

In Attendance:

Cllr S Buck (ex-officio)

Also Present:

E Payne - Town Clerk

Please note the meeting commenced at 19:45

1. APOLOGIES FOR ABSENCE

All members were present.

2. DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION

There were no members of the public present.

4. MINUTES OF THE PREVIOUS MEETING

Members received the Minutes of the meeting held on 25th September 2024. Cllr Bendell reported that she had been in attendance. The Minutes were duly amended by hand.

DECISION: It was **RESOLVED** to adopt the amended Minutes as a true record of the meeting.

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

Cllr Hyde raised a query on the previous minutes regarding the hiring of Town Council facilities to political organisations. The protocol for hiring to political organisations had not yet been devised which would be actioned by a future meeting.

Members received a report from the Clerk with an update on outstanding items. Members noted that the use of the Greenacre Centre by Roecroft School in the event of an emergency will be considered at the future meeting. Members sought clarification about the relocation of the Town Rangers when the library project commences, and it was confirmed that temporary accommodation had been arranged at Hitchin Road.

Members were advised that the Memorial Hall Condition Survey has now been received and this will be brought to the next meeting.

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



6. REPORTS

6.1. Daily Hire Request

Members received a report with a request to consider daily hire rates. Members considered the request and noted that there were no hirers in the Memorial Hall on that day. The hirer enquiring already had a regular hirers' rate and that it was a commercial organisation.

DECISION: It was RESOLVED to offer a 25% discount on the hourly rate, over a 50-week period, paid quarterly in advance, with a 3-month notice period with a formal agreement drawn up.

ACTION: Town Clerk to action the annual hire rate agreement.

6.2. Q2 BM Income & Expenditure Report

Members received a report of this Committee's income and expenditure report for the first six months of operation. There were no questions.

DECISION: It was RESOLVED to note the report.

6.3. Building Schematics Drawings - Legionella

Members received a report regarding an estimated cost to undertake the schematic drawings for all buildings which is part of the legionella testing regime. Members noted that there should be schematics for the Football Club and the Greenacre Centre, which will be updated once the library works are completed.

It was also agreed that there was no requirement for the drawings for the Simpson Centre to be commissioned as the building would be shut down once the library and café have moved out.

DECISION: It was RESOLVED to authorise UKAS LRA and Standard Schematic drawings on the buildings outlined in the report, but not the Simpson Centre, Football Club and Greenacre Centre, at a cost not to exceed £5,500.

ACTION: Public Realm Manager to action the schematic drawings.

Post Meeting Note: This item will be reconsidered at the next Committee meeting when other quotes will be supplied.

7. WORK PROGRAMME

Members received the Work Programme for this Committee.

DECISION: It was RESOLVED to note the Work Programme.

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

Cllr Hayes raised a point regarding the storage room at the rear of the Memorial Hall. He raised concerns that it was overfilled and was a potential health and safety risk.



Members also pointed out that the small tables and chairs ordered for the Memorial Hall were not stored in the building and had been found in the garage. A request had been made for the key holder to have a key for the garage. Members were advised that there was no need for them to have a key as they did not need access to this area.

Cllr Hyde asked for an update on the cemetery toilets and were advised that this item would be considered at Full Council on 4th December 2024.

ACTION: Public Realm Manager to review the storage in the Memorial Hall.
ACTION: Facilities Officer to find a storage area in the Memorial Hall for the children's tables and chairs.

9. DATE OF NEXT MEETING AND SUPPORTING REPORTS

Wednesday 8th January 2024.

Please note the venue for this meeting will be the rear room at the Memorial Hall.

10. CONFIDENTIAL ITEM

That in accordance with Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

10.1. Greenacres VAT Option

Members received a confidential report on the implications of levying VAT on hire rates at the Greenacre Centre.

Members queried from which date the levy would be implemented which may have an effect on the library project and the Town Clerk will take advice.

DECISION: It was **RESOLVED** to levy VAT on the hourly hire rate at the Greenacre Centre at a date in the future once relevant advice has been received.

ACTION: Town Clerk to advise hirers of the VAT increase once a date has been agreed.

10.2. Library Cafe Update

Members received a confidential report on the library café.

DECISION: It was **RESOLVED** to:

- a) Agree to the Head of Terms in line with the report, omitting the 1-year break clause, but keeping the 3-year break clause, with a phase rent increase over years 1, 2 and 3.
- b) Advertise the business opportunity based on the new Heads of Terms.
- c) Offer the new tenant an incentive to furnish the kitchen with additional commercial specification equipment as outlined in the report which the Town Council will service and maintain with any breakages the tenant's responsibility.



10.3. Cemetery Chapel

This item is to be considered at Full Council on 4th December 2024.

The meeting closed at 20:53

SIGNED BY CHAIR:

MINUTES APPROVED (date):

DRAFT



MINUTES OF THE MEETING OF PUBLIC REALM COMMITTEE MEETING HELD IN COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTOFD SG4 5HG ON WEDNESDAY 11 DECEMBER 2024 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 Talbot

Also Present:

E. Payne – Town Clerk

A. Leadbeater – Public Realm Manager

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Headington and Cllr Woods.

DECISION: It was **RESOLVED** to accept apologies

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION

There were no members of the public present.

4. MINUTES OF THE PREVIOUS MEETING

Members receive the minutes of the meeting held on 13 November 2024.

DECISION: It was **RESOLVED** to adopt the minutes as a true record of the meeting.

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

Members received the Clerk's report. Members queried the pedestrianisation of the area in front of the shops. It was discussed that it had been a temporary solution whilst the festive lights are in situ. All shop owners had agreed to the temporary closure, and it could be extended as a permanent situation.

Members queried the installation of a bleed kit at The Rooms. It was explained that this was an initiative to install bleed kits in locations around Bedfordshire. The Town Mayor had funded the cabinet from his mayoral allowance.

Town Rangers facilities are in being progressed.

There is one resident who is has indicated they are interested in taking part in the Snow Angel scheme.

The notice boards have been ordered. There was an update on the EV charging points and the car park area.



Members asked if there was an update on the security patrols at the memorial hall or elsewhere. At Riverside and the Memorial Hall there is photographic evidence of their visits. Members were advised that it's on the work programme for the March meeting.

DECISION: It was **RESOLVED** to note the Clerk's report.

6. REPORTS

6.1. Street Lighting Additions

Members received a report regarding installing additional streetlights. Members discussed the potential locations at Coppice Mead and Cornflower Close. Members felt that the location in Coppice Mead was not a suitable location for a streetlight due to a variety of reasons including light pollution to residents.

DECISION: It was **RESOLVED** to install a twin headed lamp in the location in Cornflower Close at the costs outlined in the report.

ACTION: Public Realm Team to organise for a new streetlight column to be installed at Cornflower Close.

6.2. Lone Working and Vehicle Tracking

Members received a report on lone working devices. Members discussed the merits of the various quotations, and it was noted that not all the devices offered the same functionality, but the quotes provided were the best comparison possible. It was noted that that key holders were a higher risk. Four devices are the minimum. Having 5 or 6 would give additional units for office staff.

DECISION: It was **RESOLVED** to:

- a) **Accept Quote A, Work Safe for four devices with an app subscription for the Cemetery & Allotment Officer.**
- b) **Not progress vehicle trackers.**

Action: Public Realm Team to organise Work Safe devices.

6.3. Stotfold Football Club - ASB Dogs

Members received a report regarding a complaint received from Stotfold Football Club about anti-social behaviour concerning dog fouling and off lead dogs. Members noted that the Town Council had installed additional bins at this location to encourage responsible dog walkers to dispose of dog waste. Members were concerned that there was no enforcement available to enforce anti-social dog behaviour.

Members felt that it was a public awareness issue and some additional signage and a campaign in the new year in the Stotfold News would help.

DECISION: It was **RESOLVED** to:

- a) **Install additional signage across all sites**
- b) **Organise a campaign in the New Year in Stotfold News**

Action: Public Realm Team to organise additional signage



Action: Community Engagement Officer to organise article for Stotfold News

6.4. Allotment Toilet Funding

Members received a report on the application to CBC's Shared Prosperity Fund for the compostable toilets which was unsuccessful.

DECISION: It was **RESOLVED** to proceed with the project with the funding being met by the Town Council, Public Realm Improvement Earmarked Reserve.

Action: Cemetery & Allotments Officer to write to Charity asking if they want to install a toilet at Common Road.

6.5. Law Commission Burial and Cremation Consultation

Members received an update from the Task and Finish group who had met to consider the Law Commission's Burial and Cremation Consultation. Thanks were given the Task and Finish Group for their diligence in undertaking this review.

DECISION: It was **RESOLVED** to:

- a) Submit the response as outlined in the report to the Law Commission's consultation.
- b) Approach the charity to see if they want to install a compostable toilet at Common Road.

6.6. Cemetery Task and Finish Group

Members received a report regarding setting up a Task and Finish Group to review the cemetery documentation.

DECISION: It was **RESOLVED** to:

- a) Set up a Task and Finish Group to review cemetery documentation. Membership to comprise of Cllrs Hyde, Woods (to be confirmed).
- b) Approve the Terms of Reference for the Task and Finish Group.

7. HIGHWAYS REPORT

Members received a verbal update from Cllr Smith on highways matters. There was nothing specific to report. There was no update the trees on Arlesey Road.

There is a streetlight on Little London Path not working. To be reported to Town Council contractor. ST2 on FP 11 is not working (between Brook Street and the High Street).

Action: Report streetlights mentioned above as faulty.

8. WORK PROGRAMME

Members received the Work Programme for this Committee.

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



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

There were no items.

10. DATE OF NEXT MEETING

Wednesday 5 February 2025.

The meeting closed at 20:19.

SIGNED BY CHAIR:

MINUTES APPROVED (date):

DRAFT



**MINUTES OF THE MEETING OF BUILDING MANAGEMENT COMMITTEE MEETING
HELD IN THE MEMORIAL HALL, 4 HALLWORTH DRIVE, HITCHIN, SG5 4HR;
STOTFOLD COUNCIL CHAMBER ON WEDNESDAY 8 JANUARY 2025 AT 19:00**

Present:

Cllr S Hayes (Chairperson), Cllr D Matthews (Vice Chairperson), Cllr J Bendell, Cllr M Cooper, Cllr J Hyde, Cllr N Venneear.

In Attendance:

Cllr S Buck (ex-officio)

Also Present:

E Payne - Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Talbot. Cllr Dhaliwal was absent.

DECISION: It was RESOLVED to accept apologies.

2. DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

Cllr Saunders declared an interest in item 11 as a Member of Stotfold Football Club.

3. PUBLIC SECTION

There were no members of public present.

4. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the committee meeting held on 27 November 2025.

DECISION: It was RESOLVED to adopt the minutes of the meeting held on 27 November 2024 as a true record of the meeting.

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

Members received the Clerk's report. There were no further updates.

DECISION: It was RESOLVED to note the report

6. REPORTS

6.1. Update on Library Project

Members received a verbal update on the library project.

Members were advised that the kitchen layout needs to be reconfigured due to issues relating to the location of the cooker and proximity of the handwashing sink in relation to the washing up sink. A site meeting will be held on Thursday 9 January to consider the layout.



Additional plasterboard has been installed in the Maple Room to ensure soundproofing. This is an additional cost which will be met from the contingency fund. There are issues with the lighting in the two new offices which will also be addressed at the site meeting.

Members were asked to consider setting up a Task and Finish Group to oversee the delivery of the library project as the Town Clerk does not have the capacity to manage the project after recent staff departures. Terms of reference had been sent to Members of the committee subsequent to the agenda being distributed.

DECISION: It was RESOLVED to set up a Library Task and Finish Group with Cllrs Buck, Hayes, Bendell and Venneear as Members.

6.2. Furniture for Council Chamber

Members received a proposal to replace the Council Chamber tables with folding ones which would enable the Council Chamber to be used for a wider variety of activities. Members considered the report, and the varieties of tables offered. They felt that it would use the same supplier as CBC so that there would be uniformity through the communal areas in the centre. Members discussed the inclusion of data cabling modules but felt that would not be necessary at this time.

DECISION: It was RESOLVED to order 10 x Kite tables at £514 per table.

ACTION: Town Clerk to order tables.

6.3. Request for Car Parking Spaces for Pippin Pre School

Members received a request from Pippins Pre-School to permit staff parking in the Greenacre Centre car park. While the request was for four spaces, Members noted the uncertainty surrounding car park usage following the library's opening and could not accommodate this number at present. Members agreed on a charge of £6 per day for two dedicated spaces, secured with ground-mounted bollards, and decided to review the arrangement after a six-month trial period.

DECISION: It was RESOLVED to offer Pippins Pre School two dedicated car parking spaces, with lockable bollards to secure the spaces on a 6-month trial, at a per day cost of £6.

ACTION: Town Clerk to advise Pippins of the decision and, subject to their acceptance, arrange for the installation of two lockable bollards.

6.4. Children's Centre Use of Greenacre Centre

Members received a request from the Community Engagement Committee to offer free use of the Greenacre Centre to Shefford and Stotfold Children's Centre to run outreach sessions.

DECISION: It was RESOLVED to offer the Council Chamber, free of charge to Shefford and Stotfold Children's Centre for outreach sessions.

ACTION: Town Clerk to advise the Children's Centre of the hire.

6.5. Memorial Hall Condition Survey



Members received the condition survey for the Memorial Hall. The recommended actions were noted, and these will be considered further once the feasibility study has been completed. Members further discussed the study and its remit which had been agreed at a previous meeting. Members were keen that regular and ad hoc hirers were consulted on any potential changes which would be undertaken once the study had been completed.

DECISION: To continue with the feasibility study for the Memorial Hall.

ACTION: Town Clerk to action the feasibility study.

6.6. Building Schematics Drawings - Legionella

Members received quotations to undertake schematic drawings for all town council owned buildings to comply with the legionella risk assessment.

DECISION: It was RESOLVED to accept Quote B from Water Hygiene Centre at a cost of £6,550 to be met from Earmarked Reserves

ACTION: Town Clerk to commission legionella schematic drawings.

6.7. CCTV at Memorial Hall

Members received a report about anti-social behaviour (ASB) at the Memorial Hall and a proposal to investigate CCTV at the site. Members felt that this could be something that is considered in any potential building refurbishment. The ASB patrols recently undertaken through the Public Realm Committee had been extended to the car park when the ASB had initially occurred, and these had been successful in reducing the incidents.

DECISION:

- a) Defer the installation of CCTV until the building is refurbished.
- b) Ask the Public Realm Committee to include the Memorial Hall in any ASB patrols.

ACTION:

- a) Town Clerk to add CCTV to the scheme for potential works.
- b) Town Clerk to add ASB patrols to Public Realm Agenda

6.8. Building Valuations

Members received quotations to obtain building revaluation quotes as part of the review of insurance cover.

DECISION: It was RESOLVED to accept Quote A, Ashridge Surveyors, at a cost of £1,360 to be met from Earmarked Reserves.

ACTION: Town Clerk to instruct surveyor to undertake insurance revaluations.

6.9. Procedure for Hiring to Political Organisations

Members received a proposed procedure for the hiring of Town Council facilities to political organisations.

DECISION: It was RESOLVED to recommend to Full Council that the procedure is adopted.



ACTION: Town Clerk to advise staff regarding the new procedure.

7. WORK PROGRAMME

Members received the work programme for this committee.

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

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

- 8.1 Cllr Hayes reported that he had been approached by Cllr Saunders, in his capacity as a member of the Mossman Committee about replacing of the fluorescent lighting in the building with LED lights. The Town Clerk was asked to investigate if there are any fluorescent tubes at the Greenacre Centre which are now redundant and can be reused by the Mossman Centre.

ACTION:

- a) Town Clerk to obtain quotes for LED lighting replacement at Mossman Centre to be considered at a future meeting.
- b) Town Clerk to ascertain if there are any fluorescent tubes at Greenacre Centre which could be compatible.

9. DATE OF NEXT MEETING

Wednesday 26 March 2026

10. CONFIDENTIAL ITEMS

11. Stotfold Football Club

Members received a confidential report on the lease for the Stotfold Club. It was noted that there needs to be a date by which the Football Club should respond by, and this was agreed as 1 February 2025.

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

ACTION: Town Clerk to advise Football Club of date.

SIGNED BY CHAIR:

MINUTES APPROVED (date):



STOTFOLD TOWN COUNCIL

PROCEDURE FOR HIRING TO POLITICAL ORGANISATIONS

1. Purpose

This procedure sets out the conditions under which political organisations may hire Town Council-owned buildings, ensuring transparency, fairness, and compliance with electoral regulations, particularly during pre-election periods.

2. Scope

This procedure applies to all political organisations seeking to hire Town Council-owned facilities for meetings, events, or campaigns.

3. General Principles

- Political organisations have equal access to Town Council-owned buildings, subject to availability and adherence to this procedure.
- Hire must not disrupt regular Town Council operations or other pre-booked events.

4. Booking Process

- All booking requests must be submitted in writing via the enquiries email address enquiries@stotfoldtowncouncil.gov.uk
- Applications must include details of the event, purpose, expected attendance, and requested dates/times.
- A minimum notice period of 14 days is required for all bookings.

5. Pre-Election Period Restrictions (Purdah)

- During the pre-election period (purdah), which begins from the date an election is officially announced until polling day, Town Council-owned buildings cannot be hired by political organisations for campaigning purposes.
- Existing bookings falling within this period may be reviewed and potentially cancelled at the Town Council's discretion.
- Non-campaigning activities (e.g., administrative meetings) may still be permitted but must be explicitly stated in the booking application.

6. Conditions of Hire

- Political organisations must adhere to the Town Council's Terms and Conditions for venue hire.
- No material promoting a political party or candidate should be displayed outside the hired premises.

- The hiring party is responsible for ensuring compliance with health and safety and will provide to the Town Council a copy of the Public Liability Insurance and Risk Assessment.

7. Fees and Charges

- Standard hire fees will apply to political organisations.
- Any additional costs arising from damage or extra cleaning will be charged to the hiring party. A deposit will be taken to cover this.

8. Monitoring and Compliance

- The Town Clerk will monitor compliance with this procedure.
- Any breaches may result in termination of the booking and refusal of future hire requests.

9. Review

This procedure will be regularly reviewed or in line with changes to relevant legislation.

Time : 15:15

Current A/c 20354862

Payments made between 01/11/2024 and 30/11/2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
AGNE TRADING AS ALPHAGRAPHICS						
18/11/2024	BACS1	50 xmas tea towels	273.60	0.00	273.60	VAT
ALLSTAR Business Solutions Ltd						
07/11/2024	DD08	FUEL CAR FEE	7.20	0.00	7.20	VAT
13/11/2024	DD10	FUEL FOR YK22HPC	86.24	0.00	86.24	VAT
20/11/2024	DD8	DIESEL FOR WV69ASU	64.58	0.00	64.58	VAT
27/11/2024	DD09	FUEL TO YK22HPC	54.96	0.00	54.96	VAT
			212.98	0.00	212.98	
Amberol Ltd						
18/11/2024	BACS3	Planters with council's logo f	1,932.74	0.00	1,932.74	VAT
Anglian Water Business - Arles						
28/11/2024	DD5	A RD WATER BILL AUG - NOV	277.32	0.00	277.32	VAT
Anglian Water- GAC/0423244701						
23/11/2024	DD6	GAC WATER BILL AUG - NOV	212.01	0.00	212.01	VAT
BANK BULK PYMET TRANSACTION FE						
18/11/2024	BULK	BANK BULK PYMET	4.80	0.00	4.80	OTS
Bedfordshire Association Of Tow						
18/11/2024	BACS5	NIMBLE E	493.00	0.00	493.00	VAT
Blackburn IT Services Ltd						
05/11/2024	BACS4	210-12065/24.379/Blackburn	180.00	0.00	180.00	VAT
British Telecom						
27/11/2024	BACS	BT REFUND	-26.71	0.00	-26.71	VAT
C A Book-Keeping						
05/11/2024	BACS2	professional service fee	340.40	0.00	340.40	VAT
Central Beds Council						
11/11/2024	DD1	SIMPSON CENTRE	634.00	0.00	634.00	VAT
11/11/2024	DD2	P/T SIMPSON CENTRE	346.00	0.00	346.00	VAT
11/11/2024	DD3	CEMETERY BUSINESS RATE	314.00	0.00	314.00	VAT
19/11/2024	DD5	BROOK ST CAR PARK	106.00	0.00	106.00	VAT
19/11/2024	DD8	MEMORIAL HALL BUSINESS	449.00	0.00	449.00	VAT
			1,849.00	0.00	1,849.00	
Charles Wilson Engineers Ltd						
05/11/2024	BACS08	HIRE BOWSER WASHER	81.00	0.00	81.00	VAT
Chubb Fire & Security Ltd						
05/11/2024	BACS27	FIRE ALARM SPARE PARTS	2,359.25	0.00	2,359.25	VAT
28/11/2024	BACS2	Fire Equipment Spare Parts	121.22	0.00	121.22	VAT
			2,480.47	0.00	2,480.47	
Clarid Service Ltd t/a Minster						
05/11/2024	BACS22	30382/Clarid Service Ltd t/a M	2,912.54	0.00	2,912.54	VAT
Cloudyit Group						
18/11/2024	BACS6	teams phone plan + admin	153.48	0.00	153.48	VAT
28/11/2024	BACS19	MONTHLY ADMIN SUPPORT	5.88	0.00	5.88	VAT
			159.36	0.00	159.36	

Continued on Page 2

Payments made between 01/11/2024 and 30/11/2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Countrywide Ground Maintenance						
18/11/2024	BACS06	5989557/Countrywide	7,059.49	0.00	7,059.49	VAT
Crown Gas & Power Ltd - GAC Ga						
18/11/2024	DD5	3318412/GAC GAS/Crown	795.59	0.00	795.59	VAT
Crown Gas & Power Ltdc- Memori						
18/11/2024	DD6	3318413/MEMO HALL	167.12	0.00	167.12	VAT
DANFO						
18/11/2024	BACS2	Quartly toilet main fee	462.82	0.00	462.82	VAT
DEC HMRC PAYE & NI						
30/11/2024	DEC HMRC	DEC HMRC PAYE & NI	7,992.03	0.00	7,992.03	OTS
Driver & Vehicle Licensing Age						
01/11/2024	DD10	NOV ROAD TAX/Driver &	29.31	0.00	29.31	VAT
EE Limited						
12/11/2024	DD1	MONTHLY MOBILE PHONE	330.00	0.00	330.00	VAT
Essential Safety Wear Ltd						
18/11/2024	BACS10	Fleece Jacket Navy With Back	108.00	0.00	108.00	VAT
First Rescue Training & Suppli						
28/11/2024	BACS3	bleed control cabinet	396.00	0.00	396.00	VAT
Griggs Electrical Ltd						
05/11/2024	BACS26	install AED @ mosman	168.00	0.00	168.00	VAT
HAGS-SMP Ltd						
18/11/2024	BACS15	washer + carriage fee	53.76	0.00	53.76	VAT
Hertfordshire County Council						
05/11/2024	BACS15	H102407283/24.396,3984,40	100.79	0.00	100.79	VAT
18/11/2024	BACS16	FIRE BLANKET & LASER	154.54	0.00	154.54	VAT
			255.33	0.00	255.33	
Hopes Grove Nurseries Ltd						
28/11/2024	BACS4	PLANTS FOR CEMETERY	1,355.80	0.00	1,355.80	VAT
Integrated Business Telecom Lt						
29/11/2024	DD3	IBT TELEPHONE BILL	211.60	0.00	211.60	VAT
IPS/ Impact Productions						
28/11/2024	BACS5	DISTRIBUTION BOX HIRE	34.08	0.00	34.08	VAT
Jane Evans Photography						
18/11/2024	BACS17	23/24.419 civic service photo	150.00	0.00	150.00	VAT
JD Heating & Plumbing Services						
28/11/2024	BACS12	REPAIR TOILET @MEMO	120.00	0.00	120.00	VAT
JOHN TALBOT MILEAGE CLAIM						
04/11/2024	J T MILEAG	JOHN TALBOT MILEAGE	16.20	0.00	16.20	OTS
JONNY GARSIDE WINDOW AND DOOR						
28/11/2024	BACS11	SUPPLY & FIR WINDOW	252.00	0.00	252.00	VAT
Mamarla Childcare & Early Lear						
18/11/2024	BACS18	face Painting on Halloween	80.00	0.00	80.00	VAT
NFU Mutual Insurance						
04/11/2024	DD12	CAR INSURANCE	444.10	0.00	444.10	VAT

Payments made between 01/11/2024 and 30/11/2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
NOV 24 CREDIT CARD						
20/11/2024	NOV 24	NOV 24 CREDIT CARD	2,534.26	0.00	2,534.26	OTS
NOV BANK CHARGE						
30/11/2024	NOV BANK	NOV BANK CHARGE	22.80	0.00	22.80	OTS
NOV BED PENSION PAYMENT						
29/11/2024	NOV BED	NOV BED PENSION	5,558.55	0.00	5,558.55	OTS
NOV HMRC PAYE NI PAYEMNT						
20/11/2024	NOV HMRC	NOV HMRC PAYE NI	12,173.14	0.00	12,173.14	OTS
NOV SALARY BULK PAYEMNT						
20/11/2024	NOV	NOV SALARY BULK	34,066.12	0.00	34,066.12	OTS
Ocean Creative Cooperation Ltd						
05/11/2024	BACS07	ASB SIGN +SKATE PARK	573.20	0.00	573.20	VAT
28/11/2024	BACS9	PLY AREA SIGN, WARING	2,789.43	0.00	2,789.43	VAT
			3,362.63	0.00	3,362.63	
Optix Security Ltd - Shebang S						
18/11/2024	BACS20	ENGINEER CALLOUT FEE	78.00	0.00	78.00	VAT
Paul Russell - Parish and Town						
05/11/2024	BACS3	1st half year audit	350.00	0.00	350.00	VAT
Pitney Bowes						
27/11/2024	DD4	TOP UP POSTAGE	35.50	0.00	35.50	VAT
RBS Software Solutions						
05/11/2024	BACS1	Training session	168.00	0.00	168.00	VAT
18/11/2024	BACS19	training & licence	386.89	0.00	386.89	VAT
			554.89	0.00	554.89	
Reactive Doors Ltd						
05/11/2024	BACS06	GAC MAIN ENTRANC REPAIR	510.00	0.00	510.00	VAT
Royal British Legion						
12/11/2024	300573	REMEBER SAY	250.00	0.00	250.00	VAT
Ryalls Building Supplies Ltd						
28/11/2024	BACS16	96742/Ryalls Building	517.96	0.00	517.96	VAT
Sage UK						
15/11/2024	DD2	MONTHLY SAGE FEE	31.50	0.00	31.50	VAT
SHOW PRODUCTION DEPOSIT REFUND						
05/11/2024	REFUND	SHOW PRODUCTION	42.00	0.00	42.00	OTS
05/11/2024	SHOWCAS	SHOW PRODUCTION	420.00	0.00	420.00	OTS
			462.00	0.00	462.00	
SMG Business Solutions Ltd						
11/11/2024	DD1	MONTHLY IT SERVICE FEE	1,500.60	0.00	1,500.60	VAT
SparkX Ltd						
28/11/2024	BACS8	REPAIR STREET LIGHT	1,962.00	0.00	1,962.00	VAT
SSE - Arlesey Road						
01/11/2024	DDSSE2	IV01779259/A RD	6.08	0.00	6.08	VAT
SSE - Memorial hall Electricit						

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Payments made between 01/11/2024 and 30/11/2024

	<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
	01/11/2024	DDSSE3	MEMO HALL ELECTRICITY	7.00	0.00	7.00	VAT
SSE- MUGA Electricity							
	01/11/2024	DDSSE1	MUGA ELECTRICITY	49.81	0.00	49.81	VAT
Stephen Riley							
	05/11/2024	BACS29	WINDOW CLEAN	155.00	0.00	155.00	VAT
Steve Hayes							
	05/11/2024	BACS30	REIMBUR CIVIC	11.34	0.00	11.34	VAT
Steven Buck							
	05/11/2024	BACS35	REIMURSMENT- CIVIC	91.79	0.00	91.79	VAT
	18/11/2024	BACS23	REIMBUR- HALLOWEEN	60.86	0.00	60.86	VAT
	28/11/2024	BACS15	TRAIN TICKETS	147.39	0.00	147.39	VAT
				300.04	0.00	300.04	
Stotfold News Magazine							
	28/11/2024	BACS7	80 CALENDARS	332.66	0.00	332.66	VAT
Strawberry Fieldz Ltd							
	18/11/2024	BACS1	PERFORMANCE ON XMAS	1,500.00	0.00	1,500.00	VAT
The Performing Rights Society							
	28/11/2024	BACS6	MISIC LICENCE FOR THE	640.14	0.00	640.14	VAT
Trade Uk/Screwfix							
	01/11/2024	DD	SITE ONYX BOOTS +	61.45	0.00	61.45	VAT
Utilita Energy Ltd - A Rd							
	20/11/2024	DD8	A Rd Electricity	204.95	0.00	204.95	VAT
Utilita Energy Ltd - Memorial							
	20/11/2024	DD02	Memorial Hall Electricity	148.91	0.00	148.91	VAT
Utilita Energy Ltd - MUGA							
	20/11/2024	DD1	2024-10/1/MUGA/Utilita	121.27	0.00	121.27	VAT
Utilita Energy Ltd - REC Brook							
	20/11/2024	DD5	Rec Brook street Electricity	91.31	0.00	91.31	VAT
Value Products Ltd - Safety Si							
	05/11/2024	BACS16	shaped sign AED for	13.82	0.00	13.82	VAT
W Fuller & Son Ltd							
	05/11/2024	BACS011	security patrol around memo	126.00	0.00	126.00	VAT
	18/11/2024	BACS02	WF-4271/24.258/W Fuller &	174.00	0.00	174.00	VAT
				300.00	0.00	300.00	
Wadys Maintenance Ltd							
	18/11/2024	BACS03	YEARLY EMERGENCY	486.00	0.00	486.00	VAT
Wellers Law Group							
	28/11/2024	BACS18	HIGHWYS SERACH -	113.30	0.00	113.30	VAT
Wilstead Haulage Ltd							
	05/11/2024	BACS23	020790/Wilstead Haulage Ltd	720.00	0.00	720.00	VAT
	18/11/2024	BACS25	020980/Wilstead Haulage Ltd	360.00	0.00	360.00	VAT
				1,080.00	0.00	1,080.00	
Worldpay Ltd							

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Payments made between 01/11/2024 and 30/11/2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
19/11/2024	DD2	WORLD PAY NOV BILL	42.69	0.00	42.69	VAT
YORKSHIRE GAS AND POWER						
11/11/2024	DD10	868854/GAC	1,523.63	0.00	1,523.63	VAT
			103,023.09	0.00	103,023.09	

Payments made between 01/12/2024 and 31/12/2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
AA Sherriff & Son						
13/12/2024	BACS6	GAC PARK AUTUM	16,252.23	0.00	16,252.23	VAT
ALLSTAR Business Solutions Ltd						
04/12/2024	DD36	E2019621919/ALLSTAR	4.80	0.00	4.80	VAT
11/12/2024	DD35	E2019674147/ALLSTAR	171.36	0.00	171.36	VAT
18/12/2024	DD33	E2019698715/ALLSTAR	47.48	0.00	47.48	VAT
27/12/2024	DD31	E2019726437/ALLSTAR	86.30	0.00	86.30	VAT
			309.94	0.00	309.94	
Anglian Water - Allotments						
17/12/2024	DD25	14381308/Anglian Water -	69.57	0.00	69.57	VAT
Anglian Water - Brook St Toile						
17/12/2024	DD23	14379368/Anglian Water -	80.65	0.00	80.65	VAT
Anglian Water - Cemetery						
24/12/2024	DD26	14417230/Anglian Water -	32.83	0.00	32.83	VAT
Anglian Water - Hitchin Rd Rec						
20/12/2024	DD17	14398769/Anglian Water -	21.40	0.00	21.40	VAT
Anglian Water - Memorial Hall						
20/12/2024	DD19	MEMO HALL WATER BILL	143.70	0.00	143.70	VAT
Anglian Water - Simpson Centre						
20/12/2024	DD20	14417222/Anglian Water -	120.06	0.00	120.06	VAT
20/12/2024	DD21	14398280/Anglian Water -	92.46	0.00	92.46	VAT
			212.52	0.00	212.52	
Anglian Water - The Green						
17/12/2024	DD22	14379874/Anglian Water -	17.37	0.00	17.37	VAT
Ashridge Surveyors						
13/12/2024	BACS2	MEMO HALL & GARAGE	1,080.00	0.00	1,080.00	VAT
BANK MANUAL CHARGE						
31/12/2024	BANK	BANK MANUAL CHARGE	12.00	0.00	12.00	OTS
BANK SERVICE CHARGE						
31/12/2024	BANK	BANK SERVICE CHARGE	23.40	0.00	23.40	OTS
BARCLAY CREDIT CARD						
20/12/2024	BARCLAY	BARCLAY CREDIT CARD	1,566.83	0.00	1,566.83	OTS
Bradders Ltd						
13/12/2024	BACS3	ANNUAL 2 BOILER SERVICE	192.00	0.00	192.00	VAT
C & D Farms						
13/12/2024	BACS	RENT FOR SKIP	120.00	0.00	120.00	VAT
13/12/2024	BACS5	rent for skip	600.00	0.00	600.00	VAT
			720.00	0.00	720.00	
Cawleys						
02/12/2024	DD38	GAC EURO CART BIN	315.25	0.00	315.25	VAT
30/12/2024	DD37	MEMO HALL EURO CART	293.21	0.00	293.21	VAT
			608.46	0.00	608.46	
Central Beds Council						

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Payments made between 01/12/2024 and 31/12/2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
02/12/2024	DD1	GREENACRE CENTRE	1,331.00	0.00	1,331.00	VAT
09/12/2024	DD2	SIMPSON CENTRE	634.00	0.00	634.00	VAT
09/12/2024	DD3	P/T SIMPSON CENTRE	346.00	0.00	346.00	VAT
09/12/2024	DD5	CEMETERY BUSINESS RATE	314.00	0.00	314.00	VAT
19/12/2024	DD6	BROOK ST CAR PARK	106.00	0.00	106.00	VAT
19/12/2024	DD7	MEMORIAL HALL BUSINESS	449.00	0.00	449.00	VAT
31/12/2024	DD8	GREENACRE CENTRE	1,331.00	0.00	1,331.00	VAT
			4,511.00	0.00	4,511.00	
Charles Wilson Engineers Ltd						
13/12/2024	BACS7	HIRE GENERATOR	216.00	0.00	216.00	VAT
CHRIS YATES XMAS EVENT LUNCH						
13/12/2024	REIM TOWN	CHRIS YATES XMAS EVENT	8.80	0.00	8.80	OTS
Clarid Service Ltd t/a Minster						
13/12/2024	BACS1	30531/Clarid Service Ltd t/a M	2,912.54	0.00	2,912.54	VAT
Cloudyit Group						
13/12/2024	BACS8	TEAM PHONE CALL	444.72	0.00	444.72	VAT
Countrywide Ground Maintenance						
13/12/2024	BACS6	PLANT SHRUBS IN THE	1,980.00	0.00	1,980.00	VAT
Crown Gas & Power Ltd - GAC Ga						
16/12/2024	DD2	3359234/Crown Gas &	935.81	0.00	935.81	VAT
Crown Gas & Power Ltdc- Memori						
16/12/2024	DD3	3359233/Crown Gas &	476.52	0.00	476.52	VAT
Culligan/ old WaterCoolersDire						
13/12/2024	BACS10	CD-	68.76	0.00	68.76	VAT
DEC 24 BED PENSION						
30/12/2024	DEC BED	DEC 24 BED PENSION	732.19	0.00	732.19	OTS
DEC 24 STAFF SALARY						
20/12/2024	DEC 24 SAL	DEC 24 STAFF SALARY	27,450.69	0.00	27,450.69	OTS
DEC BULK PAYMENT FEE						
13/12/2024	DEC BULK	DEC BULK PAYMENT FEE	5.10	0.00	5.10	OTS
Driver & Vehicle Licensing Age						
02/12/2024	DD9	Purchase Ledger Payment	29.31	0.00	29.31	VAT
EE Limited						
12/12/2024	DD10	V02293703109/EE Limited	343.78	0.00	343.78	VAT
EMMA PAYNE						
13/12/2024	BACS15	CAR PARKING FEE +PHOTO	115.43	0.00	115.43	VAT
Essential Safety Wear Ltd						
13/12/2024	BACS16	EMBROIDERY SET UP LEFT	45.00	0.00	45.00	VAT
First Fence Ltd						
13/12/2024	BACS10	cemeter temporary fencing	1,450.44	0.00	1,450.44	VAT
Griggs Electrical Ltd						
13/12/2024	BACS8	ELECTRICAL WORK @	840.00	0.00	840.00	VAT
Hertfordshire County Council						
13/12/2024	BACS3	A4 PAPER, LAMINATING	325.97	0.00	325.97	VAT

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Current A/c 20354862

Payments made between 01/12/2024 and 31/12/2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Integrated Business Telecom Lt						
27/12/2024	DD8	4850729/Integrated	85.60	0.00	85.60	VAT
Jane Evans Photography						
13/12/2024	BACS1	REMEBERANCE DAY PHOTO	175.00	0.00	175.00	VAT
Kate Hounsme Digital Illustra						
13/12/2024	BACS2	CHRISTMAS CARD 30	145.00	0.00	145.00	VAT
LFB DESIGN						
13/12/2024	BACS22	HI VIZ VEST WITH SNOW	65.00	0.00	65.00	VAT
MAZARS LLP						
13/12/2024	BACS9	ANNUAL AUDIT FEE	2,568.00	0.00	2,568.00	VAT
Mid Beds Locksmiths						
13/12/2024	BACS1	5 CYLINDER KEYS	52.80	0.00	52.80	VAT
NFU Mutual Insurance						
04/12/2024	DD7	DEC VEHICLE	444.10	0.00	444.10	VAT
Radio Links Communications Ltd						
13/12/2024	BACS2	15 radios hire	186.00	0.00	186.00	VAT
RBS Software Solutions						
13/12/2024	BACS3	assets mgs software training	96.00	0.00	96.00	VAT
Renteq Highways Ltd						
13/12/2024	BACS26	ROAD CLOSURE FOR XMAS	3,240.00	0.00	3,240.00	VAT
Ryalls Building Supplies Ltd						
13/12/2024	BACS5	MATERIAL FOR GAC & MUGA	137.04	0.00	137.04	VAT
SAFE I.S / Fire Safety And Tra						
13/12/2024	BACS5	Fire warden Training	466.79	0.00	466.79	VAT
Sage UK						
16/12/2024	DD30	INV19944672/Sage UK	31.50	0.00	31.50	VAT
SARAH HOSSACK REIM- MINCE PIE						
13/12/2024	S.HOSSACK	SARAH HOSSACK REIM-	6.00	0.00	6.00	OTS
SIMON BAKER SINGER @XMAS EVENT						
13/12/2024	LORD	SIMON BAKER SINGER	100.00	0.00	100.00	OTS
SMG Business Solutions Ltd						
05/12/2024	DD39	Decommission 3 laptops	288.00	0.00	288.00	VAT
09/12/2024	DD50	MONTHLY IT SERVICE FEE	1,694.47	0.00	1,694.47	VAT
			1,982.47	0.00	1,982.47	
Society of Local Council Clerk						
13/12/2024	BACS7	TOWN CLERK SLCC	415.00	0.00	415.00	VAT
SparkX Ltd						
13/12/2024	BACS8	FIT NEW LANTERN &	547.20	0.00	547.20	VAT
SSE - STREET LIGHT +BROOK STRE						
02/12/2024	DD11	IV01971310/SSE - STREET	841.10	0.00	841.10	VAT
31/12/2024	DD15	IV02170803/SSE - STREET	813.97	0.00	813.97	VAT
			1,655.07	0.00	1,655.07	
Steven Buck						

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Payments made between 01/12/2024 and 31/12/2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
13/12/2024	BACS11	SCALLYWAGS	337.60	0.00	337.60	VAT
TOP UP PRETTY CASH						
16/12/2024	TOP UP	TOP UP PRETTY CASH	20.00	0.00	20.00	OTS
Trade Uk/Screwfix						
02/12/2024	DD1	DEC 24/Trade Uk/Screwfix	212.07	0.00	212.07	VAT
Utilita Energy Ltd - A Rd						
19/12/2024	DD	2024-11/1/A RD	142.54	0.00	142.54	VAT
Utilita Energy Ltd - Memorial						
19/12/2024	DD2	Memo Hall Electricity	92.54	0.00	92.54	VAT
Utilita Energy Ltd - REC Brook						
19/12/2024	DD16	HITCHIN RD ELECTRICITY	865.15	0.00	865.15	VAT
VAL BAGNEL- COMM GARDEN WATER						
04/12/2024	COMMUNIT	VAL BAGNEL- COMM	50.00	0.00	50.00	OTS
VAUGHTONS - WH DARBY LTD						
13/12/2024	BACS10	MAYOR CONSORT &	1,794.50	0.00	1,794.50	VAT
Vision ICT						
13/12/2024	BACS25	DOMAIN RENEWAL FROM	78.00	0.00	78.00	VAT
Vivid Designs						
13/12/2024	BACS11	CHRISTMAS WINDOW	240.00	0.00	240.00	VAT
W Fuller & Son Ltd						
13/12/2024	BACS15	SECURITY OPER FOR XMAS	990.00	0.00	990.00	VAT
Wilstead Haulage Ltd						
13/12/2024	BACS17	021255/24.452/Wilstead	720.00	0.00	720.00	VAT
Woods Precision Engineering Lt						
13/12/2024	BACS20	REMOVE REPAIR BATTIER	300.00	0.00	300.00	VAT
Worldpay Ltd						
19/12/2024	DD5	337735161/Worldpay Ltd	48.84	0.00	48.84	VAT
YORKSHIRE GAS AND POWER						
11/12/2024	DD27	GAC ELECTRICITY BILL	1,776.48	0.00	1,776.48	VAT
ZULU Safety Ltd						
13/12/2024	BACS21	EMERGENCY CARE	904.00	0.00	904.00	VAT
			85,205.25	0.00	85,205.25	

23/01/2025

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Date	Payment Received from 1st Nov to 30th Nov 2024	Receipt No	Receipt Total £
08/11/2024	20/11 MEMO HALL PARTY BOOKING	20/11 MEMO	89.25
21/11/2024	A CASE OF STOTFOLD GOLD	WP/16099	30
19/11/2024	BURIAL DEED TRANSFER	WP/16098	100
05/11/2024	CR54B ALLOT FEE	CR54B ALLO	70
07/11/2024	DANCEWORK 24/11 MEMO HALL	DANCE	51
15/11/2024	HIRE HITCHIN RD	WP/16097	50
13/11/2024	HIRE MEMO HALL 16/11 THE STAGE	WP/16094	76.5
06/11/2024	HITCHIN RD 10/11 HIRE	WP/16092	50
15/11/2024	INTERMENT FEE	WP/16095	750
29/11/2024	7/12 MEMO HALL BOOKING FEE		51
26/11/2024	30/11 MEMO BOOKING FEE		42.5
04/11/2024	MEMO HALL 10-11 HIRE	MEMO HALL	57.5
04/11/2024	MEMO HALL 9/11	MEMO HALL	43.1
01/11/2024	NR2A ALLOT DEPOSIT	NR2A	35
22/11/2024	NR2A ALLOT FEE	NR2A ALLOT	35
05/11/2024	NR37 ALLOT FEE	NR37 ALLOT	70
21/11/2024	PHOTOCOPY FEE	270/16100	2
04/11/2024	PURCHASE BURIAL PLOT GORC 19	WP/16090	350
20/11/2024	Sales Recpts Page 3123		450
04/11/2024	Sales Recpts Page 3124		219.1
04/11/2024	Sales Recpts Page 3125		250
05/11/2024	Sales Recpts Page 3126		122.4
05/11/2024	Sales Recpts Page 3127		198.88
06/11/2024	Sales Recpts Page 3128		122.4
07/11/2024	Sales Recpts Page 3129		166.66
01/11/2024	Sales Recpts Page 3130		78.43
08/11/2024	Sales Recpts Page 3131		232.56
12/11/2024	Sales Recpts Page 3132		344.25
14/11/2024	Sales Recpts Page 3133		324
28/11/2024	Sales Recpts Page 3134		130.05
22/11/2024	Sales Recpts Page 3135		350
22/11/2024	Sales Recpts Page 3136		225
07/11/2024	Sales Recpts Page 3137		78.43
12/11/2024	TICKETS FOR MAYOR'S EVENT +CP	WP/16093	21
30/11/2024	XMAS EVENT SALE	SUMUP	1,549.15
	Total		6,815.16

23/01/2025

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Date	Payment Received From 1st Dec to 31st Dec 2024	Receipt No	Receipt Total £
05/12/2024	2 CALENDAR SALE	WP/16111	12
05/12/2024	2 CALENDAR SALE	270/16118	12
05/12/2024	2 CALENDAR SALE	270/16134	12
06/12/2024	2 CALENDAR SALE	WP/16127	12
06/12/2024	2 CALENDAR SALE	WP/16126	12
11/12/2024	2 CALENDAR SALE	WP/16136	12
12/12/2024	2 CALENDAR SALE	270/16137	12
06/12/2024	2 CALENDARS & CARDS SALE	WP/16126	21.5
06/12/2024	2 CCALENDAR SALE	WP/16118	12
19/12/2024	2 GINS & BEERS	WP/16166	99
20/12/2024	2 MULLED WINES	WP/16171	7
18/12/2024	3 CALENDAR SALE	WP/16150	18
03/12/2024	3 CALENDER SALE	WP/16103	18
19/12/2024	3 MULLED WINE + GIN	WP/16167	45.5
04/12/2024	5 CALENDAR SALE	WP/16108	30
19/12/2024	6 MULLED WINES SALE	WP/16169	21
20/12/2024	BEERS 2 FOR SALE	WP/16172	10.5
20/12/2024	BERR MULLED WINE +CUPS	WP/16170	36.5
03/12/2024	CALEBDAR SALE	270/16106	6
18/12/2024	CALENDAR	WP/16151	6
03/12/2024	CALENDAR SALE	WP/16104	6
03/12/2024	CALENDAR SALE	WP/16105	6
03/12/2024	CALENDAR SALE	270/16107	6
04/12/2024	CALENDAR SALE	WP/1611	6
04/12/2024	CALENDAR SALE	WP/16110	6
04/12/2024	CALENDAR SALE	WP/16109	6
04/12/2024	CALENDAR SALE	270/16112	6
04/12/2024	CALENDAR SALE	270/16113	6
05/12/2024	CALENDAR SALE	WP/16110	6
05/12/2024	CALENDAR SALE	270/16115	6
05/12/2024	CALENDAR SALE	270/16117	6
05/12/2024	CALENDAR SALE	270/16122	6
05/12/2024	CALENDAR SALE	270/16124	6
05/12/2024	CALENDAR SALE	270/16124	6
05/12/2024	CALENDAR SALE	270/16135	6
06/12/2024	CALENDAR SALE	WP/16120	6
09/12/2024	CALENDAR SALE	WP/16130	6
10/12/2024	CALENDAR SALE	WP/16133	6
12/12/2024	CALENDAR SALE	WP16140	6
13/12/2024	CALENDAR SALE	WP/16141	6
13/12/2024	CALENDAR SALE	WP/16142	6
16/12/2024	CALENDAR SALE	WP/16144	6
18/12/2024	CALENDAR SALE	WP/16156	6
18/12/2024	CALENDAR SALE	WP/16163	6

18/12/2024	CASE OF STOTFOLD GOLD	WP/16159	29
09/12/2024	CRAFT EVENT	WP/16122	126
09/12/2024	CRAFT EVENT INV PAYMENT	WP/16131	258.74
18/12/2024	CUPS + MULLED WINE	WP/16154	12
05/12/2024	DEAN FAIR INV PAYMNT	270/16101	200
05/12/2024	E H CROUCH - INTERMENT FEE J H	270/16119	250
20/12/2024	GIN	WP/16173	35
20/12/2024	GUMBLES BOOKING	GUMBLES	250
23/12/2024	BEER SALE	BEER SALE	68
05/12/2024	INTERMENT FEE P F	270/16120	250
31/12/2024	29/03 MEMO HALL BOOKING FEE	MEMO HALL	36
13/12/2024	11-1-25 MEMO HALL BOOKING FEE	MEMO HALL	51
18/12/2024	MEMO HALL HIRE 19/01/25	WP/16160	51
18/12/2024	MULLED WINE	WP/16155	3.5
18/12/2024	MULLED WINE + BEER SALE	WP/16157	14
24/12/2024	MULLED WINES	WP/16164	56
16/12/2024	NR14B ALLOT FEE	WP/16143	35
02/12/2024	Sales Recpts Page 3138		183.6
02/12/2024	Sales Recpts Page 3139		250
31/12/2024	Sales Recpts Page 3140		363.4
03/12/2024	Sales Recpts Page 3141		306
03/12/2024	Sales Recpts Page 3142		219.1
03/12/2024	Sales Recpts Page 3143		149.16
04/12/2024	Sales Recpts Page 3144		263.16
05/12/2024	Sales Recpts Page 3145		122.4
06/12/2024	Sales Recpts Page 3146		500
10/12/2024	Sales Recpts Page 3147		750
23/12/2024	Sales Recpts Page 3148		61.2
31/12/2024	Sales Recpts Page 3149		290.72
09/12/2024	Sales Recpts Page 3152		166.66
23/12/2024	Sales Recpts Page 3153		350
12/12/2024	SQUIRREL HIRE PITCH	WP/16138	50
02/12/2024	TEA TOWEL SALE	WP/16102	7.5
18/12/2024	STOTFOLD BEER + MULLED WINE	WP/16162	17.5
24/12/2024	STOTFOLD GOLD SALE	XMAS SALE	35.39
19/12/2024	STOTFOLD GOLD + 2 MULLED	WP/16168	36
18/12/2024	STOTFOLD GOLD + MULLED WINE	WP/16163	17.5
18/12/2024	STOTFOLD GOLD SALE	WP/16161	3.5
18/12/2024	STOTFOLD GOLD SALE	WP/16168	10.5
05/12/2024	STOTFOLD GOOD NIGHBOUR	270/16123	324
05/12/2024	TEAL TOWEL SALE	WP/16121	7.5
17/12/2024	TRANSFER LAWN 444 FEE	WP/16146	100
19/12/2024	XMAS CARD SALE	WP/16165	9.5
	Total Receipts		6,878.53

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

Month No: 10

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	1,194	1,498	2,250	752		752	66.6%	
206 Maintenance and Repairs	1,425	0	5,000	5,000		5,000	0.0%	
MUGA :- Indirect Expenditure	2,620	1,498	7,250	5,752	0	5,752	20.7%	0
Net Expenditure	(2,620)	(1,498)	(7,250)	(5,752)				
22 Street Light								
203 Electricity	6,534	6,804	30,000	23,196		23,196	22.7%	
206 Maintenance and Repairs	12,821	6,803	20,000	13,197		13,197	34.0%	
Street Light :- Indirect Expenditure	19,355	13,607	50,000	36,393	0	36,393	27.2%	0
Net Expenditure	(19,355)	(13,607)	(50,000)	(36,393)				
23 Allotments								
2002 Income - CR Service Charge	0	0	600	600			0.0%	
2003 Income - Allotments Norton Rd	2,502	2,392	2,000	(392)			119.6%	
2009 Income- Allotments Common Rd	759	3,198	0	(3,198)			0.0%	
Allotments :- Income	3,261	5,590	2,600	(2,990)			215.0%	0
202 Water Rates	506	463	1,000	537		537	46.3%	
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	1,823	3,350	1,527	0	1,527	54.4%	0
Net Income over Expenditure	(4,280)	3,767	(750)	(4,517)				
25 Hitchin Road Rec								
202 Water Rates	319	121	500	379		379	24.3%	
203 Electricity	705	1,399	1,450	51		51	96.5%	
231 Bowls Club Grant	1,074	379	3,650	3,271		3,271	10.4%	
Hitchin Road Rec :- Indirect Expenditure	2,097	1,900	5,600	3,700	0	3,700	33.9%	0
Net Expenditure	(2,097)	(1,900)	(5,600)	(3,700)				
26 Brook Street Car Park/Toilets								
201 Rates	1,060	1,060	1,500	440		440	70.7%	
202 Water Rates	278	133	500	367		367	26.6%	

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

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Electricity	197	264	600	336		336	44.0%	
206 Maintenance and Repairs	2,879	1,597	2,000	403		403	79.9%	
Brook Street Car Park/Toilets :- Indirect Expenditure	4,415	3,054	4,600	1,546	0	1,546	66.4%	0
Net Expenditure	(4,415)	(3,054)	(4,600)	(1,546)				
27 Open Spaces								
2005 Income - Open Space Other	7,307	8,278	7,000	(1,278)			118.3%	
2012 Income - Football Pitch Grant	0	11,784	0	(11,784)			0.0%	
Open Spaces :- Income	7,307	20,062	7,000	(13,062)			286.6%	0
203 Electricity	57	0	0	0		0	0.0%	
205 Legal Fees / ROSPA	440	600	3,500	2,900		2,900	17.1%	
206 Maintenance and Repairs	34,353	22,597	30,000	7,403		7,403	75.3%	
207 Grass Cutting Contract	42,674	5,727	5,000	(727)		(727)	114.5%	
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	5,550	7,000	1,450		1,450	79.3%	
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	52	70	18		18	74.5%	
237 Floral Planting	0	1,611	3,000	1,389		1,389	53.7%	
238 Pitchpower Expense	0	23,754	0	(23,754)		(23,754)	0.0%	
Open Spaces :- Indirect Expenditure	86,379	59,938	50,640	(9,298)	0	(9,298)	118.4%	0
Net Income over Expenditure	(79,072)	(39,876)	(43,640)	(3,764)				
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	0	4,015	4,015			0.0%	
Verges :- Income	0	0	4,015	4,015				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
Net Income over Expenditure	(14,772)	0	(985)	(985)				

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

Month No: 10

Committee 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	2,798	3,500	702		702	79.9%	
235 Pitch Maintenance	0	6,799	8,000	1,201		1,201	85.0%	
Arlesey Rd Playing Field :- Indirect Expenditure	2,622	9,597	12,500	2,903	0	2,903	76.8%	0
Net Expenditure	(2,622)	(9,597)	(12,500)	(2,903)				
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				
Public Realm :- Income	14,939	25,652	13,615	(12,037)			188.4%	
Expenditure	141,300	92,916	140,440	47,524	0	47,524	66.2%	
Movement to/(from) Gen Reserve	(126,361)	(67,265)	(126,825)	(59,560)				
Cemetery								
41 Cemetery								
4001 Income - Burials	17,410	9,695	15,000	5,305			64.6%	
4002 Income - Memorials & Plaques	6,595	4,665	4,000	(665)			116.6%	
4003 Income - Chapel lease	2,000	1,500	2,000	500			75.0%	
4004 Income -Keys	100	0	0	0			0.0%	
4005 Income - Plot Purchase	6,385	4,222	10,000	5,778			42.2%	
Cemetery :- Income	32,490	20,082	31,000	10,918			64.8%	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	3,887	4,500	613		613	86.4%	
405 Grounds Maintenance Contract	18,750	2,780	5,000	2,220		2,220	55.6%	
408 Pest Control	539	0	650	650		650	0.0%	
409 Tree Surgery	2,000	400	10,000	9,600		9,600	4.0%	
411 RBS Annual Support Cem Package	377	580	600	20		20	96.7%	
Cemetery :- Indirect Expenditure	28,359	10,889	26,850	15,961	0	15,961	40.6%	0
Net Income over Expenditure	4,131	9,193	4,150	(5,043)				
Cemetery :- Income	32,490	20,082	31,000	10,918			64.8%	
Expenditure	28,359	10,889	26,850	15,961	0	15,961	40.6%	
Movement to/(from) Gen Reserve	4,131	9,193	4,150	(5,043)				

Buildings Management

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

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
51 Simpson Centre								
5002 Income - Simpson Hall Hire	345	0	0	0			0.0%	
5003 Income - The Simpson Centre	6,295	3,145	4,570	1,425			68.8%	
5004 Income - Library Utilities	1,781	0	2,000	2,000			0.0%	
5005 Income - Library Lease	1,312	625	2,565	1,940			24.4%	
Simpson Centre :- Income	9,733	3,770	9,135	5,365			41.3%	0
505 Rates - Simpson	8,907	9,798	9,100	(698)		(698)	107.7%	
507 Water Charges - Simpson	772	616	400	(216)		(216)	154.1%	
510 Electricity - Simpson	3,025	1,819	4,500	2,681		2,681	40.4%	
Simpson Centre :- Indirect Expenditure	12,704	12,234	14,000	1,766	0	1,766	87.4%	0
Net Income over Expenditure	(2,972)	(8,464)	(4,865)	3,599				
52 Memorial Hall								
5001 Income - Mem Hall	27,129	21,574	16,000	(5,574)			134.8%	
Memorial Hall :- Income	27,129	21,574	16,000	(5,574)			134.8%	0
504 Rate	4,491	4,491	5,100	609		609	88.1%	
506 Water Charges	490	386	1,600	1,214		1,214	24.2%	
508 Gas	2,916	1,888	4,000	2,112		2,112	47.2%	
509 Electricity	1,198	1,403	2,300	897		897	61.0%	
Memorial Hall :- Indirect Expenditure	9,095	8,168	13,000	4,832	0	4,832	62.8%	0
Net Income over Expenditure	18,034	13,406	3,000	(10,406)				
53 Building - General								
512 Maintenance	16,349	13,756	12,000	(1,756)		(1,756)	114.6%	
518 Bin Hire	2,775	2,036	5,250	3,214		3,214	38.8%	
538 Service Contracts	17,062	14,974	16,000	1,026		1,026	93.6%	
Building - General :- Indirect Expenditure	36,186	30,766	33,250	2,484	0	2,484	92.5%	0
Net Expenditure	(36,186)	(30,766)	(33,250)	(2,484)				
55 Greenacre Centre								
5008 Income -GAC	217	893	15,000	14,107			6.0%	
5009 Income - Solar Panels FIT	369	0	400	400			0.0%	
Greenacre Centre :- Income	586	893	15,400	14,507			5.8%	0
504 Rate	15,207	15,968	15,400	(568)		(568)	103.7%	
506 Water Charges	399	395	4,000	3,605		3,605	9.9%	
508 Gas	6,544	5,788	7,500	1,712		1,712	77.2%	

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

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
509 Electricity	11,056	11,868	18,500	6,632		6,632	64.2%	
537 Cleaning Contract	14,271	10,457	13,500	3,043		3,043	77.5%	
538 Service Contracts	(2,140)	0	0	0		0	0.0%	
Greenacre Centre :- Indirect Expenditure	45,336	44,476	58,900	14,424	0	14,424	75.5%	0
Net Income over Expenditure	(44,751)	(43,582)	(43,500)	82				
Buildings Management :- Income	37,448	26,237	40,535	14,298			64.7%	
Expenditure	103,321	95,643	119,150	23,507	0	23,507	80.3%	
Movement to/(from) Gen Reserve	(65,873)	(69,406)	(78,615)	(9,209)				

Governance & Resources

61 Governance & Resources								
6003 Income - Miscellaneous	41	4,269	50	(4,219)			8537.4%	
6004 Income - Interest Received	53,283	55,210	25,000	(30,210)			220.8%	
6008 Income - Mayor Event	647	52	300	248			17.3%	
6009 Stotfest 50	0	6,118	0	(6,118)			0.0%	
Goverance & Resources :- Income	53,971	65,649	25,350	(40,299)			259.0%	0
601 Staff Salaries	246,857	269,839	344,691	74,852		74,852	78.3%	
602 Employers NI	19,482	23,452	24,428	976		976	96.0%	
603 Ers Pension Contrib	39,748	31,691	51,063	19,372		19,372	62.1%	
604 Staff Training	7,773	5,617	5,000	(617)		(617)	112.3%	
605 Clerk's Expenses	905	284	500	216		216	56.9%	
607 Photocopier Costs	654	1,794	750	(1,044)		(1,044)	239.2%	
608 Telephone/Fax/ISDN	4,560	3,933	4,000	67		67	98.3%	
609 Postage	478	409	600	191		191	68.1%	
610 Stationery	3,464	2,899	2,750	(149)		(149)	105.4%	
611 Insurances	8,773	10,732	12,000	1,268		1,268	89.4%	
612 Audit Fees	2,400	2,640	3,000	360		360	88.0%	
613 Legal Fees	18	856	5,000	4,144		4,144	17.1%	
614 Advertising	4,676	4,729	6,000	1,271		1,271	78.8%	
615 IT Services	15,697	23,385	15,000	(8,385)		(8,385)	155.9%	
616 Service Contracts	371	0	0	0		0	0.0%	
618 Subscription/Licence	13,789	14,891	10,000	(4,891)		(4,891)	148.9%	
619 PWLB Loan Repayments	16,731	8,366	20,000	11,634		11,634	41.8%	
620 Civic Allowance	1,629	1,447	1,500	53		53	96.4%	
621 Bank Charges	471	434	600	166		166	72.4%	
627 Travel Expenses	338	297	250	(47)		(47)	119.0%	
630 Grants	15,173	8,485	15,000	6,515		6,515	56.6%	
631 Councillor Training/Mileage	301	766	1,000	234		234	76.6%	

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

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
632 Professional Support	0	2,130	2,000	(130)		(130)	106.5%	
633 Vehicle Repayments (s106)	0	0	2,410	2,410		2,410	0.0%	
634 Vehicle Insurance	0	3,917	5,000	1,083		1,083	78.3%	
635 Vehicle Fuel	0	1,861	5,000	3,139		3,139	37.2%	
636 Vehicle Maintenance	0	2,058	5,000	2,942		2,942	41.2%	
637 Christmas Event	0	9,000	15,000	6,000		6,000	60.0%	
638 Stotfold 50	0	43,837	50,000	6,163		6,163	87.7%	
639 Com Engagment	0	8,740	15,000	6,260		6,260	58.3%	
641 Arlesey Rd Repayment (s106)	0	0	4,000	4,000		4,000	0.0%	
Goverance & Resources :- Indirect Expenditure	404,290	488,490	626,542	138,052	0	138,052	78.0%	0
Net Income over Expenditure	(350,319)	(422,841)	(601,192)	(178,351)				
9000 plus Transfer from EMR	7,775	0	0	0				
Movement to/(from) Gen Reserve	(342,543)	(422,841)	(601,192)	(178,351)				
<u>62 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				
Governance & Resources :- Income	967,897	979,131	938,832	(40,299)			104.3%	
Expenditure	404,290	488,490	626,542	138,052	0	138,052	78.0%	
Net Income over Expenditure	563,607	490,641	312,290	(178,351)				
plus Transfer from EMR	7,775	0	0	0				
Movement to/(from) Gen Reserve	571,383	490,641	312,290	(178,351)				
<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	0	0	4,000	4,000	0	4,000	0.0%	0
Net Expenditure	0	0	(4,000)	(4,000)				
Town Strategy :- Income	0	0	0	0			0.0%	
Expenditure	0	0	4,000	4,000	0	4,000	0.0%	
Movement to/(from) Gen Reserve	0	0	(4,000)	(4,000)				

Managed Funds

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

Month No: 10

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								
8001 Xmas Lights donations	3,334	250	0	(250)			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	2,250	0	(2,250)				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	2,690	0	(2,690)		(2,690)	0.0%	2,690
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-Rec Ground Rolling Improve	80,051	2,987	0	(2,987)		(2,987)	0.0%	2,987
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%	4,253
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	60	0	(60)		(60)	0.0%	60
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%	5,967
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	44,380	0	(44,380)		(44,380)	0.0%	31,814
Earmarked Reserves :- Indirect Expenditure	216,562	72,091	0	(72,091)	0	(72,091)		58,652
Net Income over Expenditure	(186,581)	(69,841)	0	69,841				
9000 plus Transfer from EMR	216,991	71,218	0	(71,218)				
9001 less Transfer to EMR	25,187	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	5,224	(623)	0	623				
Managed Funds :- Income	29,981	2,250	0	(2,250)			0.0%	
Expenditure	216,562	72,091	0	(72,091)	0	(72,091)	0.0%	
Net Income over Expenditure	(186,581)	(69,841)	0	69,841				
plus Transfer from EMR	216,991	71,218	0	(71,218)				
less Transfer to EMR	25,187	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	5,224	(623)	0	623				

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

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,082,755	1,053,351	1,023,982	(29,369)			102.9%	
Expenditure	893,832	760,030	916,982	156,952	0	156,952	82.9%	
Net Income over Expenditure	188,923	293,322	107,000	(186,322)				
plus Transfer from EMR	224,766	71,218	0	(71,218)				
less Transfer to EMR	25,187	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	388,502	362,540	107,000	(255,540)				

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL

DATE: 29th JANUARY 2025

OFFICER RESPONSIBLE: COLIN ROGERS, PROJECTS OFFICER

SUBJECT: WHEELED SPORTS FACILITY – SURVEYS FOR RE-DESIGN

1. SUMMARY

- 1.1 Following the first round of public consultation and Members confirming they wished to proceed with this project, all feedback has been supplied to Betongpark. To facilitate a full re-design, and to obtain the relevant data from the site Betongpark have suggested instructing:
- a) CBR Survey.
 - b) Infiltration Survey.
 - c) Underground Utilities Survey.
- 1.2 Members are asked to note that additional surveys may be required from a planning and impact perspective.

2. RECOMMENDATION

- 2.1 Members are asked to note the contents of the report, noting the price change from the amount stated in the tender submission and to approve Officers to proceed with instructing the surveys.

3. BACKGROUND

- 3.1 To create a re-design with the site data considered, Betongpark have requested a number of surveys to be undertaken. This is to save on several repeat designs to factor in issues and considerations that would be revealed in such surveys.
- 3.2 The surveys are as follows, as advised by Betongpark:
- a) **CBR**- to determine strength of the ground. This will confirm our standard skatepark build-up of 200mm MOT type 1 stone and 120mm concrete slab with 200mm edge thickenings. We would expect to see a CBR value above 3%. A small machine will drive on to site, drive a pillar onto a plate on the ground, and the rebound will be recorded by a complex piece of equipment to determine ground strength.
 - b) **Infiltration** (also known as BRE 365) - this tests how quick water drains through the soil and will inform our drainage strategy. This is especially important considering we are planning a closed pool - which will require drainage out to a soakaway system (unless we drain to the waterway nearby). The volume / size / cost of this soakaway will be informed by the infiltration rate. the slower the rate, the larger the soakaway needs to be, the more it will cost due to excavation. If the water does not drain at all, we may not be able to use a soakaway system and would have to do a redesign and find another solution. The test is carried out by digging 3 holes, back filling with gravel, pouring water into the ground and measuring the time it takes to drain. The holes will be left overnight and be fenced off. The importance of this test cannot be overlooked, especially how it relates to the next design stage!

- c) **Underground utilities.** This is a ground penetrating radar (GPR) survey, which scans the site we will be building in, to check for power cables, water pipes, internet cables etc. The 'stat pack' is a collection of service providers sending their service provision into the area. A lot of these cables will run much deeper than we are digging which is fine - but it is always good to know where these are. Scanning the ground before we dig is a requirement to ensure a safe site! The last thing we want is to hit a big internet cable for the town! If we do find services 200-500mm deep in area we had designed the bowl, we will have to redesign the location to avoid."

4. FINANCIAL

Originally these were quoted in the tender specification as £5,025. An extract from the submission is below.

Site Surveys	Site investigation, services searches, filtration tests and CBR tests	£ 5,025.00
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The price quoted for these three surveys is £5,634.25 ex VAT.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Surveys reduce the risk of future complications with design and implementation of the project.
Legals	N/A
Resources/Stakeholders	Officers, Contractor
Contracts/Financials	Agreed budget
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A

Report from Cllr John Talbot

I attended the following meetings in January:-

Police Priority Meeting at Police HQ on 8th January 2025

The meeting was introduced by Chief Superintendent Jaki Whitbread where the following presentations were given;

- Phil McCartney on Road safety
- Stuart Grant on Rural Crimes Unit

Followed by an Area 5 priority settings discussion

Scouts on 20th January 2025 at the Scout Hut

- Items discussed was the levelling of the storage room
- Waiting lists:
- Work packages that need attention such as rewiring the hut , paining the outside of the hut. This may need to apply for a grant(s) in order to fund some or all of the work.
Workplan to be decided once quotes obtained.

Cllr John Talbot

23/01/2025

STOTFOLD TOWN COUNCIL - WORK PROGRAMME 2024/25

Meeting Date	Agenda Item	Description	Responsible Officer
29/01/25	Confidential - Simpson Centre	To receive a report on the Simpson Centre	Town Clerk
	Wheeled Skate Park	To receive an update on this project including commissioning of surveys	Town Clerk
	Memorial Hall Car Park	To receive a report on the Memorial Hall car park and it's unregistered status	Town Clerk
05/03/25	Review of Risk Register	To review and adopt the Risk Register	Town Clerk
	Cemetery Toilets - Public Consulation	permanent structure, new structure (electric needed), make keep it but carry out	Projects Officer
	Confidential - Library Café	To receive proposals for the tenant for the Greenacre Café	Town Clerk
09/04/25			

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