

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
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25<sup>th</sup> April 2024

**Members of the Town Council:** Cllr Buck (Chairman), Cllr S Hayes (Vice Chairman), Cllr L Anderson, Cllr J Bendell, Cllr M Cooper, Cllr S Dhaliwal, Cllr J Headington, Cllr J Hyde, Cllr D Matthews, Cllr B Saunders, Cllr J Smith, Cllr J Talbot, Cllr N Venneear, Cllr Wightwick.

**You are hereby summoned** to attend the Annual Statutory Meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 1<sup>st</sup> May 2024 at 7.00pm** for the purpose of transacting business detailed in the agenda.

**Emma Payne**  
Town Clerk

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## 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 may be 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 participate at the 'public participation' 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](mailto: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).

### 1. Election of Chairman

**To elect** a Chairman of Stotfold Town Council, who will also take the role of Mayor of Stotfold.

### 2. Declaration of Acceptance of Office

The Chairman will sign the Declaration of Acceptance of Office for the role of Chairman of Stotfold Town Council.

### 3. Election of Vice-Chairman

**To elect** a Vice-Chairman of Stotfold Town Council, who will also take the role of Deputy Mayor of Stotfold. The Vice-Chairman will sign the Declaration of Acceptance of Office for the role.

### 4. Declaration of Acceptance of Office

The Vice-Chairman will sign the Declaration of Acceptance of Office for the role of Vice-Chairman of Stotfold Town Council.

### 5. Apologies for absence

**To receive** apologies for absence from Town Council Members.

**6. 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 Members' declarations of interest in items on the Agenda.
- b) To consider any requests for dispensations.

**7. Public Section (max. 15 minutes)**

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

**8. Members on other Authorities**

To receive and note the reports of Central Bedfordshire Ward Councillors.

**9. Committees, Sub-Committees, Working Parties and Steering Groups**

**9.1 Town Strategy Committee – Motion by Cllr Steve Buck**

For Members to vote on the following motion made by Cllr Steve Buck in relation to the Town Strategy Committee Membership:

"I would like to propose that we dissolve the Town Strategy Committee for the reasons mentioned below:

- 1. For several years the Town Strategy Committee seldom met, and it has only been under Cllr Danny Matthews' lead that it has resurrected itself.
- 2. Each Committee has an underlying responsibility to deliver the items within any plan devised which are associated to its particular section.
- 3. Overall governance of the Town Strategy implementation or delivery would be overseen by the full Council and each Committee with Sian/ Emma to hold us/officer teams to task and monitor.
- 4. Community Engagement Committee would ideally be suited to organising and scheduling meetings with groups within the town and with residents on the formation of a new plan.

So, in conclusion, the Committee is surplus to that of the Committees that have been agreed by Establishment.

Please see [here](#) for the current Terms of Reference for the Town Strategy Committee.

**To confirm** the constitution of Committees, Sub-Committees, Working Parties and Steering Groups and **to adopt** Terms of Reference for each.

**9.2 Committees**

- a) Buildings Management Committee shall have **8 members**
- b) Planning Committee shall have **10 members**
- c) Community Engagement Committee shall have **8 members**
- d) Town Strategy Committee shall have **8 members**

- e) Public Realm Committee shall have **10 members**
- f) Governance & Resources shall have between **7 and 9 members** (consisting of the Chairman and Vice-Chairman of Council, and Chairmen of each Committee)

Copies of the relevant Terms of Reference are attached.

### **9.3 Sub-committees, working parties and steering groups**

- a) Etonbury Green Wheel shall have **8 or more members, 2 of which must be from Public Realm Committee**
- b) Stotfold Neighbourhood Plan Steering Group shall have **10 members, up to 4 of which shall be Town Council Members** (Steering Group Chairman shall be a Town Council Member)

## **10. Formation of Committee Membership**

To confirm membership of each of its Committees, Sub-Committees, Working Parties and Steering Groups – Members' Committee preferences table provided.

The election of Committee Chairmen and Vice-Chairmen for each Committee shall be carried out at the first meeting of the said Committee.

- a) Public Realm Committee Membership
- b) Community Engagement Membership
- c) Building Management Committee Membership
- d) Planning Committee Membership
- e) Town Strategy Committee Membership
- f) Governance & Resources Committee Membership.

The Governance & Resources Committee will consist of the Chairman and Vice-Chairman of Council, plus Chairmen of each standing Committee.

Once these roles have been determined, up to two additional Members may complete this Committee's Membership.

## **11. Appointment of Sub-Committees, Working Party and Steering Group Membership** **To elect** a Chairman for each of the following:

- a) Stotfold Neighbourhood Plan Steering Group

## **12. Proposed Committee Structure and Meetings Calendar**

**To adopt the recommended** Committee Structure and amended dates for ordinary Council and Committee meetings for the period May 2024 to April 2025. The dates for the Governance & Resources Committee Meetings have been moved to the last meeting of the month in order to allow the Clerk to report on action items to the Governance & Resources Committee.

Note, meetings may be subject to cancellation or postponement if there are no items for the Agenda, the meeting will be inquorate or for other reasons determined by Town Council or relevant committee.

Planning Committee Meetings will be scheduled as and when planning applications are identified as being of interest to Members as per the Town Council's Planning Application Policy as adopted in March 2024.

**13. Appointment of Member or Nominated Representatives on outside bodies**

**To nominate or confirm** representatives (where role continues) on the following outside bodies:

- a) Community Governor for St Mary's Academy
- b) Community Governor for Roecroft Lower School (Governorship limited to 3 years)
- c) Community Governor for Etonbury Academy
- d) Stotfold Football Club Committee
- e) Mossman Management Committee
- f) Stotfold Bowls Club Committee
- g) Stotfold Scouts Committee
- h) Trustees of the Eleemosynary Charity of William Field
- i) Bedfordshire Association of Town & Parish Councils

**14. Appointment of Member representatives to serve the Town Council**

**To appoint** member representatives as follows:

- a) Tree Warden
- b) Highways Representative
- c) Bedfordshire Police & Priority Setting
- d) Stotfold Community Safety Plan Group

**15. Town Council Policies**

**To note** the Town Council's Policy documents and their relevant review dates – these are accessible to members via the Council's Sharepoint, and as per Standing Order 6 (j) xvi, xvii, xviii, xix, **to review** the Town Council's Complaints Procedure, Press Policy, and policies and procedures relating to employment and obligations under Freedom of Information and Data Protection legislation.

Link to Town Council Policies as Published to the Town Council website can be viewed [here](#).

**16. Adoption of Standing Orders and Financial Regulations**

**To adopt** the Town Council's Standing Orders and Financial Regulations.

**17. Town Council's Staff Management Policy and Procedures**

**To note** the Staff Handbook [here](#).

**18. Authorise regular/annual payments**

**To approve** indicative payments which arise on a regular basis, as the result of a continuing contract, statutory duty or obligation – to include subscriptions and Memberships.

Attached.

**19. Asset Register**

**To review** the Town Council's Asset Register, and update if necessary.

**20. Insurance Cover**

**To review** the following Town Council's insurance cover documents in respect of all insurable risks, and update if necessary.

- a) [TAP Policy Schedule](#)
- b) [Policy Wording](#)
- c) [Insurance Schedule - Vehicles](#)

**21. Review the Council's and/or Staff's Membership to other bodies**

**To review** the attached Table of Membership.

**22. Mayor's announcements and civic attendance**

Attached.

**23. Clerk's Report, correspondence received & matters arising from previous Council Minutes, for information**

For Members to note that the present numbering format for Minutes (i.e. 184/24) will be applied to the Town Council Minutes only, and the numbering on Committee Minutes will follow the same numbering as the Agenda.

**24. Town Council and Committees Minutes**

a) **Town Council Meeting – 3<sup>rd</sup> April 2024**

**To approve and sign as a correct record**, the Minutes of the Full Council meeting held on Wednesday 3<sup>rd</sup> April 2024.

c) **Buildings Management Committee – 20<sup>th</sup> March 2024**

For Members to **note** the draft Minutes which will be presented to the Building Management Committee Meeting of 29<sup>th</sup> May 2024 for approval.

d) **Cemetery Committee – 21<sup>st</sup> February 2024**

For Members to **approve and sign as a correct record**, the Minutes of the Cemetery Committee Meeting of 21<sup>st</sup> February 2024 as this Committee ceases to be part of the Committee Structure after this Annual Statutory Meeting.

e) **Community Engagement Committee – 13<sup>th</sup> March 2024**

For Members to **note** the draft Minutes which will be presented to the Community Engagement Meeting of 15<sup>th</sup> May 2024 for approval.

f) **Community Engagement Committee – 10<sup>th</sup> April 2024**

For Members to **note** the draft Minutes which will be presented to the Community Engagement Meeting of 15<sup>th</sup> May 2024 for approval.

g) **Establishment Committee – 17<sup>th</sup> April 2024**

For Members to **note** the draft Minutes which will be presented to the Governance & Resources Committee Meeting on 22<sup>nd</sup> May 2024 for approval.

h) **Planning Committee Meeting – 13<sup>th</sup> March 2024**

For Members to **note** the Minutes as approved at the Planning Committee Meeting of 17<sup>th</sup> April 2024.

- i) **Planning Committee Meeting – 17<sup>th</sup> April 2024**  
For Members to **note** the draft Minutes which will be presented to the next scheduled Planning Application Committee Meeting for approval.
- k) **Recreation, PPL Committee Meeting – 13<sup>th</sup> March 2024**  
For Members to **note** the draft Minutes which will be presented to the Public Realm Meeting on 8<sup>th</sup> May 2024 for approval.
- 25. **Finance & Risk Management**
  - a) To **resolve** to approve the Expenditure
  - b) To **note** the income received
  - c) To **review and note** the year-to-date income and expenditure report and EMR Schedule.
- 26. **Car Park Extension Quotes**  
For Members to review quotes or the extension of the car park behind the Greenacres Centre. The Town Clerk will distribute the report separately.
- 27. **Reports**  
**To note** the following reports:
  - a) Member and Nominated Representatives on Outside Bodies.
- 28. **Items for information purposes only**
- 29. **Next Town Council Meeting**  
The next Town Council Meeting will be held on Wednesday 26<sup>th</sup> June 2024.