



MINUTES OF ANNUAL TOWN COUNCIL MEETING OF STOTFOLD TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD ON WEDNESDAY 1ST MAY 2024 AT 19:00

Present:

Cllr Buck (Chairman), Cllr S Hayes (Vice-Chairman), 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.

Also present:

E. Payne – Town Clerk
Cllr K Woodfine – CBC Ward Councillor
S. van der Merwe – Democratic Services Manager

247/24 Election of Chairman

Following nominations by Members of the Town Council, it was **RESOLVED** that Cllr Buck be appointed as the Chairman and Mayor of the Town Council for the 2024 – 2025 municipal year.

248/24 Declaration of Acceptance of Office

The Declaration of Acceptance of Office for the Chairman and Mayor of the Town Council for the 2024 – 2025 municipal year was signed by Cllr Buck and countersigned by the Town Clerk.

Cllr Buck extended his thanks to the Councillors for their continued support for the Town Council over the last year. Cllr Buck wished Members and staff a happy 50th Year of the Town Council.

249/24 Election of Vice-Chairman

Following nominations by Members of the Town Council for Cllrs Hayes and Cllr Smith, it was **RESOLVED** that Cllr Hayes be appointed as the Vice-Chairman and Deputy Mayor of the Town Council for the 2024 – 2025 municipal year.

250/24 Declaration of Acceptance of Office

The Declaration of Acceptance of Office for the Vice-Chairman and Deputy Mayor of the Town Council for the 2024 – 2025 municipal year was signed by Cllr Hayes and countersigned by the Town Clerk.

251/24 Apologies for absence

Apologies were received from Cllr Anderson who was unable to join the meeting in person but did join the meeting remotely. It was **RESOLVED** to:

Accept apologies.

252/24 Disclosures of Members' Interests and Dispensations

There were no declarations of interest on any item on this Agenda.

Standing Orders were suspended whilst the Public Section was opened.

253/24 Public Section (max. 15 minutes)

There were no members of the public present.

254/24 Members on other Authorities

Cllr Kathryn Woodfine updated the Town Council on the current progress on various CBC initiatives, including the Highways Annual Plan, road adoptions across Stotfold, River Ivel, road safety, green waste, current consultations and the Larksfield Medical Partnership engagement. Cllr Woodfine's presentation included slides with information related to CBC's 23/24 budget spend by category and CBC's Strategic Plan as reported in their Council meeting of 18th April 2024.

Cllr Wightwick also advised Members of the Town Council of CBC's recent resolution to divest the Central Bedfordshire Pension Scheme fund from fossil-fuel related investment Schemes by 2030, in line with the Government's Carbon Neutral Policies.

255/24 Committees, Sub-Committees, Working Parties and Steering Groups

255/24.1 Town Strategy Committee – Motion by Cllr Steve Buck

Cllr Buck put forward a motion to dissolve the Town Strategy Committee as much of the work that fell under the Committee's Terms of Reference is now included into the streamlined Committee structure.

Cllr Wightwick put forward a counter proposal for a Strategic Plan Task and Finish Group to plan what the Committee should be working on, which will be time-limited and answerable to the Community Engagement Committee.

It was **RESOLVED** by the Town Council that the Town Strategy Committee be dissolved.

It was agreed that the Community Engagement Committee should make a decision on the implementation of the Strategic Plan Task and Finish Group.

255/24.2 Committees

Cllr Hyde put forward a motion to amend Standing Orders in order that the Chairman of each Committee be elected at this meeting in order to inform the membership of the Governance & Resources Committee.

It was **RESOLVED** to **AMEND** Standing Orders so that the Chairman of each Committee can be elected at this meeting.

It was **RESOLVED** that the Governance & Resources Membership be set at nine Members of the Town Council.

The Town Clerk confirmed that the Chairman and Vice-Chairman of the Council, as ex-officio Members of each Committee, will not be counted into the membership of the Committees.

It was **RESOLVED** to **ADOPT** the constitution of the following Committees:

- a) Buildings Management Committee: 8 Members
- b) Planning Committee: 10 Members
- c) Community Engagement Committee: 8 Members
- d) Public Realm Committee: 10 Members

- e) Governance & Resources Committee: Membership shall be made up of the Chairman and Vice-Chairman of the Council, together with the Chairmen of the Committees and up to two other Members.

It was agreed at this point to bring item 10 on the Agenda forward to this point in order to elect the Chairmen of each Committee:

256/24 Formation of Committee Membership

It was **RESOLVED** that the Membership of the Committees be made up as follows:

- a) Public Realm Committee: Cllrs Anderson, Cooper (Chairman), Buck, Headington, Hayes, Hyde, Smith, Saunders, Talbot, Woods.
- b) Community Engagement Committee: Cllrs Buck, Bendell, Dhaliwal, Headington (Chairman), Saunders, Smith, Wightwick, Woods.
- c) Buildings Management Committee: Cllrs Bendell, Hayes (Chairman), Hyde, Cooper Matthews, Saunders, Talbot, Venneear.
- d) Planning Committee: Cllrs Anderson, Bendell, Dhaliwal, Hayes, Headington, Hyde, Cooper, Saunders (Chairman), N Venneear, Wightwick.
- e) Governance & Resources Committee: Cllrs Buck, Hayes, Cooper, Headington, Saunders, Dhaliwal, Matthews.

257/24 Appointment of Sub-Committees, Working Party and Steering Group Membership

- a) Etonbury Green Wheel: Cllrs Anderson and Wightwick.
- b) Stotfold Neighbourhood Plan Steering Group: Cllrs Buck, Matthews, Bendell, Anderson.

258/24 Proposed Committee Structure and Meetings Calendar

Members received the proposed Committee Structure and a further amended Meetings Calendar for the 24/25 municipal year. It was **RESOLVED** to **ADOPT** the Committee Structure and amended dates for ordinary Council and Committee Meetings for the period May 2024 to April 2025.

259/24 Appointment of Member or Nominated Representatives on outside bodies

It was **RESOLVED** that the following Member representatives (where role/s continue) be appointed to the following outside bodies:

- a) Community Governor for St Mary's Academy: Cllr Anderson
- b) Community Governor for Roecroft Lower School (Governorship limited to 3 years): Cllr Venneear
- c) Community Governor for Etonbury Academy: Cllr Bendell
- d) Stotfold Football Club Committee: Cllrs Dhaliwal and Smith
- e) Stotfold Junior Football Club Committee: Cllrs Dhaliwal and Smith
- f) Mossman Management Committee: Cllr Saunders
- g) Stotfold Bowls Club Committee: Cllr Cooper
- h) Stotfold Scouts Committee: Cllrs Talbot and Venneear
- i) Trustees of the Eleemosynary Charity of William Field: Cllrs Hyde and Hayes
- i) Bedfordshire Association of Town & Parish Councils: Cllr Smith

260/24 Appointment of Member representatives to service the Town Council

It was **RESOLVED** that the following Member representatives be appointed to serve the following civic functions:

- a) Tree Warden: Cllr Cooper
- b) Highways Representative: Cllr Smith
- c) Bedfordshire Police & Priority Setting: Cllr Talbot and Venneear

- d) Area 5 Representative: Cllrs Talbot and Venneear
Stotfold Community Safety Plan Group: This initiative by CBC no longer appears to be operative so this item will be suspended.

261/24 Town Council Policies

Members were requested to note the Town Council's Policy Documents as per the Town Council's website and their relevant review dates.

The Town Clerk advised Members that future policies for review will be added to the Committee meetings that are responsible for those functions rather than at Town Council meetings. The schedule of policies is on Sharepoint and is currently under review.

It was **RESOLVED** that the Policies were **NOTED**.

262/24 Adoption of Standing Orders and Financial Regulations

Subject to the amendment of Standing Orders as per item 255/24.2 above, it was **RESOLVED** to **ADOPT** the Standing Orders and Financial Regulations for the Municipal Year 2024-2025.

263/24 Town Council's Staff Management Policy and Procedures

The Town Clerk advised Members this was currently reviewed by the Establishment Committee and is currently being reviewed by the HR Advisor.

It was **RESOLVED** to **NOTE** the Staff Handbook.

264/24 Authorise regular / Annual payments

It was **RESOLVED** to **APPROVE** the indicative schedule of payments related to contract, statutory duty or obligation, including subscriptions and Memberships.

265/24 Asset Register

The Town Clerk confirmed this will be updated this year.

It was **RESOLVED** to **NOTE** the Asset Register.

266/24 Insurance Cover

The Town Clerk pointed out that the insurance is due for renewal at the end of May 2024 and that this is the third year of a three-year deal. There will be no updates to the insurance schedule until such time as the Town Council has been able to formally evaluate its assets.

It was **RESOLVED** to **NOTE** the Town Council's insurance cover documents in respect of all insurable risks.

267/24 Review the Council's and/or Staff's Membership to other bodies

It was **RESOLVED** to **NOTE** the Town Council's Table of Membership.

268/24 Mayor's Announcements and civic attendance

Members received and **NOTED** the list of civic attendances. There were no Mayoral announcements.

269/24 Clerk's Report, correspondence received & matters arising from previous Council Minutes, for information

The Town Clerk updated Members on the Baldock Road issue and thanked Cllr Wightwick for assisting with identifying ownership of the road.

Members **NOTED** that future Town Council Minutes will have the recorded Minute numbering and future Committee Minute numbering will be as per the Agenda numbering.

270/24 Town Council and Committees Minutes

a) **Town Council Meeting – 3rd April 2024**

It was **RESOLVED** that the Minutes of the Town Council Meeting held on Wednesday 3rd April 2024 were **APPROVED** as a true and correct record.

b) **Buildings Management Committee – 20th March 2024**

It was **RESOLVED** that the draft Minutes are **NOTED** and will be presented to the Building Management Committee Meeting of 29th May 2024 for approval.

c) **Cemetery Committee – 21st February 2024**

It was **RESOLVED** that the Minutes of the Cemetery Committee Meeting of 21st February 2024 were **APPROVED** as a true and correct record.

d) **Community Engagement Committee – 13th March 2024**

It was **RESOLVED** that the draft Minutes are **NOTED** and will be presented to the Community Engagement Meeting of 15th May 2024 for approval.

e) **Community Engagement Committee – 10th April 2024**

It was **RESOLVED** that the draft Minutes are **NOTED** and will be presented to the Community Engagement Meeting of 15th May 2024 for approval.

f) **Establishment Committee – 17th April 2024**

It was **RESOLVED** that the draft Minutes are **NOTED** and will be presented to the Governance & Resources Committee Meeting on 22nd May 2024 for approval.

g) **Planning Committee Meeting – 13th March 2024**

It was **RESOLVED** that the draft Minutes are **NOTED** and will be presented the Planning Committee Meeting of 17th April 2024 for approval.

h) **Planning Committee Meeting – 17th April 2024**

It was **RESOLVED** that the draft Minutes are **NOTED** and will be presented to the next scheduled Planning Application Committee Meeting for approval.

i) **Recreation, PPL Committee Meeting – 13th March 2024**

It was **RESOLVED** that the draft Minutes are **NOTED** and will be presented to the Public Realm Meeting on 8th May 2024 for approval.

271/24 Finance & Risk Management

It was **RESOLVED** to:

- a) **APPROVE** the Expenditure
- b) **NOTE** the schedule of Income Received
- c) **NOTE** the year-to-date income and expenditure report and EMR Schedule.

272/24 Car Park Extension quotes

Cllr Hayes put forward a motion to defer the Car Park Extension Tenders until such time as the Town Council has been able to meet with the Planning Team at Central Bedfordshire Council to discuss the parking requirement for the skate park.

It was **RESOLVED** to **DEFER** the Car Park Extension project in order to arrange a meeting with the Planning Team at CBC.

273/24 Reports

Cllr Talbot advised Members that Area 5 Parish & Town Councils have been invited to meet with Detective Liz Spurling regarding understanding organised crime within communities, identifying those and how to report this. The invitation is open to all Town & Parish Councillors, schools and all community groups.

274/24 Items for information purposes only

There were no items for information.

275/24 Next Meeting

Wednesday 26th June 2024.

There being no further business, the meeting was closed at 20:36.
