

23 March 2023

Dear Councillor,

**STAMFORD TOWN COUNCIL – NOTICE OF MEETING**

You are hereby summoned to attend a meeting of the Town Council to be held at the Town Hall on **Tuesday 28 March 2023 at 7 p.m.** for the purpose of considering and passing such resolutions as may be necessary with respect of each item on the agenda attached.

Yours sincerely,



Town Clerk

**NOTICE OF STAMFORD TOWN COUNCIL**  
**TO HOLD A TOWN COUNCIL MEETING**  
**ON TUESDAY 28 MARCH 2023 AT 7pm AT STAMFORD TOWN HALL**

*Members of the Public and Press are welcome to attend or  
join the meeting virtually by clicking [HERE](#)*

**AGENDA**

- 1. Public Participation** *(In accordance with Standing Order 3e)*
- 2. Apologies and reasons for absence** *(To receive and resolve reasons for absence in accordance with the Local Government Act 1972)*
- 3. Declarations of Interests:** *(To receive declarations of interest in accordance with the requirements of the Localism Act 2011 and consider any applications for dispensations in relation to disclosable pecuniary interests or non-pecuniary interests.)*
- 4. Confirm notes of Town Council meeting held on 28 February 2023 as a true record.**
- 5. Reports on Outside Bodies/Organisations:**
  - i. *Lincolnshire County Councillors*
  - ii. *Lincolnshire Police*
  - iii. *South Kesteven District Councillors*
  - iv. *Stamford Ward Councillors*
  - v. *Town Councillors on Outside Bodies*
- 6. Town Clerk's Report**
  - a. *Action Points and Reports on Council Matters*
- 7. Events Committee**
  - i. *To approve the accuracy of the notes of the Committee meeting held on 01 March 2023*
  - ii. *To identify any action points and items that may require further discussion:*
  - iii. *The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*
- 8. Planning Committee**
  - i. *To approve the accuracy of the notes of the Committee meeting held on 07 March 2023*
  - ii. *To identify any action points and items that may require further discussion:*
  - iii. *The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*
- 9. Climate Action Working Group**
  - i. *To approve the accuracy of the notes of the Committee meeting held on 08 March 2023*
  - ii. *To identify any action points and items that may require further discussion:*
  - iii. *The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*
- 10. Museum Committee**
  - i. *To approve the accuracy of the notes of the Committee meeting held on 13 March 2023*
  - ii. *To identify any action points and items that may require further discussion:*
  - iii. *The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*
- 11. Amenities Committee**
  - i. *To approve the accuracy of the notes of the Committee meeting held on 14 March 2023*
  - ii. *To identify any action points and items that may require further discussion:*
  - iii. *The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*
- 12. Finance Committee**
  - i. *To approve the accuracy of the notes of the Committee meeting held on 14 March 2023*
  - ii. *To identify any action points and items that may require further discussion:*
  - iii. *The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*
- 13. Accounts for Payment - To approve the schedule of payment – No. 12**
- 14. Date of next Town Council meeting – **Tuesday 25 April 2023****

**STAMFORD TOWN COUNCIL****MINUTES OF STAMFORD TOWN COUNCIL MEETING  
HELD ON TUESDAY, 28 FEBRUARY 2023 AT 7.00PM  
AT STAMFORD TOWN HALL**

**PRESENT** Councillor A Croft (Vice-Chairman)  
Councillor H Bisnauthsing  
Councillor B Sandall  
Councillor Mrs S J Sandall  
Councillor J Dawson  
Councillor Miss B Griffin  
Councillor Mrs S Sismore  
Councillor Mrs G Johnson  
Councillor S Carroll  
Councillor Mrs M Pitt  
Councillor Mrs A Wheeler  
Councillor Mrs A Carter-Begbie  
Councillor Mrs E Hooper  
Councillor S Ford  
Councillor S Doyle  
Councillor Mrs L Brewin  
Councillor Mrs A Schonhut

**ALSO PRESENT** Town Clerk  
Rev. P Stevenson  
Councillor Kelham Cooke, LCC Stamford East Division  
Councillor Richard Cleaver, LCC Stamford West Division  
4 Members of public  
1 Member of Press

**1. PUBLIC PARTICIPATION (Agenda Point 1): None**

A representative of the Ukrainian families living in Stamford expressed gratitude and appreciation of the most generous welcome bestowed upon the families now residing in the town. There was a request that the Town Council consider that Stamford might establish a 'twinning relationship' with a village in Ukraine.

The Deputy Chairman Councillor Croft thanked the representative for her presentation. Councillor Bisnauthsing, Town Council representative on the Twinning Association, agreed to investigate this matter further.

Representatives from the Kiwanis requested the Council considered favourably their proposal for a free community event on the Meadows on Saturday 1<sup>st</sup> of July 2023. The Kiwanis are also considering incorporating a raft race on the river Welland. Initial enquiries have been made with the Environment Agency and the Freeman of Stamford, together with the river's authority, regarding requirements and conditions.

The Deputy Chairman Councillor Croft thanked the representative for his presentation and recognised that this request had already been presented to the Amenities Committee. The only contentious element was access to the river. It was noted that the Environment Agency had concerns over the river levels when the event is suggested. It was understood that there would be two events taking place on the same day, 1<sup>st</sup> July, if consent is granted.

**Proposal 1** – It was proposed by Councillor B Sandall, seconded by Councillor Mrs A Wheeler and unanimously **RESOLVED** that the Council support the event in principle whenever it can be arranged, subject to the concerns of the Environment Agency and the work to the riverbanks.

Formal meeting commenced 7.25pm

**2. APOLOGIES FOR ABSENCE (Agenda Point 2)**

Councillor D Dorson, Councillor S Fenn and Councillor Mrs J Winterbourne submitted their apologies, the reasons were noted.

**Proposal 2** - Councillor Mrs L Brewin proposed, seconded by Councillor Mrs M Pitt and unanimously **RESOLVED** that the Council accepts the reasons for absence.

**3. DECLARATION OF INTEREST (Agenda Point 3)** – None made.

**4. MINUTES (Agenda Point 4)**

The Minutes of the Town Council meeting held on Tuesday, 31 January 2023 had been circulated to all members of the Council.

It was proposed by Councillor Mrs S Sismore seconded by Councillor S Ford and **RESOLVED** by majority vote that the minutes of the Town Council meeting of 31 January 2023 are an accurate reflection of the meeting and be signed by the Chairman. There were three Abstentions.

**5. REPORTS FROM OUTSIDE BODIES / ORGANISATIONS (Agenda Point 5)**

**a. Lincolnshire County Councillors –**

***Councillor Kelham Cooke, LCC Stamford East Division presented his report:***

- i. *UK Prosperity Fund* – Grant applications are now open.
- ii. *SK Today* – Last edition has been printed and will be moving to an online version
- iii. *Car parks* – The payment facilities have now all been upgraded to a card payment system.
- iv. *Highways* – A survey of the roads is scheduled to establish where further work may be necessary.
- v. *Art Centre* – An outdoor event is scheduled on Friday (03 March 2023) ‘Love Your Venue’, 5-8pm which is free. It is hoped as many as possible will support this event.

In response to questions Cllr Cooke advised that any capital gained from the sale of District Council assets would support the District Council reserves. The additional spaces within the Cattle Market car park are in the forward plan. It has been agreed that the bollards in the High Street will be installed and the County Council has agreed to fund the project. A Traffic Regulation Order is in process.

***Councillor Richard Cleaver, LCC Stamford West Division, reported on the following elements:***

- i. *Planning* – SKDC’s Local Plan is deferred until the review of the National Framework has been completed.
- ii. *Northern Development* – It is being examined whether adequate provision of sports and educational facilities will be delivered with this development.
- iii. *Health* - A quality review is anticipated, and monitoring continues of Lakeside.

Following questions, the recently installed verge protection with low level posts is inadequate and unsuccessful as vehicles destroy them. A more robust deterrent is required if vehicles are to be stopped parking on verges.

**b. Stamford Ward Councillors:**

- i. *Councillor Mrs A Schonhut* – Confirmed that she is producing a newsletter following her positive discussions with the police. It is hoped this could be circulated by all Councillors within their Wards.
- ii. *Councillor Mrs A Wheeler* – The service commemorating the first anniversary of the Ukraine War was very moving and she thanked all that attended. A Climate Action meeting was held at SKDC and the Action Strategy has been drafted and comments are welcomed.

- iii. *Councillor Mrs E Hooper* - informed the Council that a mobile breast screening unit will be returning to Stamford.

**6. TOWN CLERK'S REPORT (Agenda Point 6)**

- a. *Correspondence* – A schedule of correspondence had been e-mailed to all Members to examine. Any queries relating to any element of such correspondence should be directed to the Officer dealing with that subject.
- b. *Update and feedback on action points:*
  - i. Election 04 May – Nomination packs are now available and Councillors intending to stand should be aware Purdah commences on the 20<sup>th</sup> March.
  - ii. Policies – The reviewed Standing Order; Financial Regulations; Code of Conduct; Terms of Reference for Committees and the Civility and Respect pledge will be circulated at the March Town Council meeting for approval at the April meeting.
  - iii. Mid Lent Fair – Councillors have been invited to the opening of the Fair hosted by the Showmen's Guild. Councillors were reminded to advise the Civic Officer whether they would be attending to assist catering arrangements.
  - iv. Town Meeting – Chairmen of committees need to submit their reports to the Town Clerk by 23 March latest so the Annual Report can be prepared.
  - v. Defibrillator donation – It was noted that a local family had donated a defibrillator to the Town which will be located on the external wall of McDonalds on Ryhall Road.

**Proposal 3** - It was proposed by Councillor S Ford, seconded by Councillor Mrs A Schonhut and unanimously **RESOLVED** that the Town Council would accept this most generous donation and include it the Council's maintenance schedule of defibrillators.

**7. MUSEUM COMMITTEE (Agenda Point 7)**

- a. Councillor S Ford confirmed on behalf of the Committee that the minutes of the Museum Committee meeting held on Monday 06 February 2023 are a true and accurate reflection of the meeting.
- b. Matter for discussion: Councillor Ford confirmed that the Heritage and Cultural Officer had been appointed and introduced Victoria Newton to the Town Council.
- c. It was proposed by Councillor S Ford seconded by Councillor Mrs A Wheeler and unanimously **RESOLVED** the minutes of the Museum Committee meeting held on Monday 03 February 2023 are approved by the Council.

**8. PLANNING COMMITTEE (Agenda Point 8)**

- a. Councillor Mrs E Hooper confirmed on behalf of the Committee that the notes of the Planning Committee meeting held on Wednesday 08 February 2023 are a true and accurate reflection of the meeting.
- b. Matter for discussion: None.
- c. It was proposed by Councillor Mrs E Hooper seconded by Councillor S Doyle and **RESOLVED** by majority vote that the minutes of the Planning Committee meeting held on Wednesday 08 February 2023 together with the above recommendations are approved by the Council. There was one abstention.

**9. EVENTS COMMITTEE (Agenda Point 9)**

- a. Councillor A Croft confirmed on behalf of the Committee that the notes of the Events Committee meeting held on Monday 13 February 2023 are a true and accurate reflection of the meeting.

- b. Matters for discussion: Arrangements are well in hand for the Coronation event scheduled on Monday 8<sup>th</sup> May 2023 and all Councillors were encouraged to support the event.
- c. It was proposed by Councillor A Croft seconded by Councillor Mrs A Schonhut and unanimously **RESOLVED** that the minutes of the Events Committee meeting held on Monday 13<sup>th</sup> February 2023 together with the above recommendation are approved by the Council.

**10. AMENITIES COMMITTEE (Agenda Point 10)**

- a. Councillor Mrs E Hooper confirmed on behalf of the Committee that the notes of the Amenities Committee meeting held on Tuesday 14 February 2023 are a true and accurate reflection of the meeting.
- b. Matter for discussion: None
- c. It was proposed by Councillor Mrs E Hooper seconded by Councillor J Dawson and unanimously **RESOLVED** that the minutes of the Amenities Committee meeting held on Tuesday 14 February 2023 together with its recommendations are approved by the Council and subject to the earlier recommendation in respect of the Kiwanis 'Big Day Out' event.

**11. CLIMATE ACTION WORKING GROUP (Agenda Point 11)**

- a. Councillor Mrs A Wheeler confirmed on behalf of the Working Group that the notes of the Climate Action Working Group meeting held on Wednesday 15 February 2023 are a true and accurate reflection of the meeting.
- b. Matter for discussion: It was noted that the Town Council's Climate Action Meeting scheduled on 15<sup>th</sup> March 2023 has nearly 90 attendees registered. All Councillors are encouraged to attend and a press release had been drafted for the Stamford Mercury.
- c. It was proposed by Councillor Mrs A Wheeler seconded by Councillor L Brewin and unanimously **RESOLVED** that the minutes of the Climate Action Working Group meeting held on Wednesday 15 February are approved by the Council.

**12. FINANCE COMMITTEE (Agenda Point 12)**

- a. Councillor Mrs M Pitt confirmed on behalf of the Committee that the notes of the Finance Committee meeting held on Tuesday 21 February 2023 are a true and accurate reflection of the meeting.
- b. Matter for discussion: Councillor Mrs S Sismore requested that she had an issue to raise in Closed session as it was of a sensitive nature.

**Proposal 4** – It was proposed by Councillor Mrs S Sismore, seconded by Councillor J Dawson and unanimously **RESOLVED** that the Council would go into closed session on completing all other business on the agenda.

- c. It was proposed by Councillor Mrs M Pitt seconded by Councillor Mrs G Johnson and **RESOLVED** by majority vote that the minutes of the Finance Committee meeting held on Tuesday 21 February 2023 together with the recommendations are approved by the Council. There was 1 Abstention.

**13. ACCOUNTS FOR PAYMENT (Agenda Point 13)**

The Council had been circulated with Schedule No. 11 for consideration.

**Proposal 5** – It was proposed by Councillor Mrs M Pitt, seconded by Councillor Mrs G Johnson and unanimously **RESOLVED** that Schedule No. 11 is approved for payment.

**14. DATE OF NEXT MEETING (Agenda Point 10) – Tuesday 28 March 2023 at 7pm.**

**15. TO RESOLVE TO GO INTO CLOSED SESSION**

The Deputy Chairman Councillor A Croft confirmed that the Council had resolved to go into Closed Session to discuss a sensitive matter. In accordance with Sec.1(2) of the Public Bodies Act 1960

(Admissions to Meetings Act 1960) to allow frank discussion in respect of a sensitive matter. The public and media would be excluded from this part of the meeting. At the end of the Closed Session any resolutions taken will be made public.

**20.30 pm** Meeting continued in Closed Session

**21.15 pm** Meeting resumed in Open Session

During the discussion in Closed Session, the Council resolved that in future the Mayor's portrait is to be hung outside the Mayor's Parlour and then moved into the Chamber at the end of the Mayor's term of office. No past Mayor's medallion will be issued to any Mayor resigning during their term of office and the resignation will be recorded on the Mayoral Board. All Mayor's Charity funds must be fully received in the Mayor's Charity Account.

Chairman  
(The meeting closed at 21.15 p.m.)

DRAFT

STAMFORD TOWN COUNCIL  
MINUTES OF THE EVENTS MEETING  
HELD ON WEDNESDAY, 01 MARCH 2023 AT 6.00PM  
IN THE TOWN HALL, STAMFORD

PRESENT      Councillor Joanna Winterbourne (Vice Chairman)  
                  Councillor Breda-Rae Griffin (arrival 6.40pm)  
                  Councillor Lisa Brewin (arrival 6.20pm)  
                  Councillor Elaine Hooper (substituting for Councillor A Schonhut)

ALSO PRESENT      Councillor Marion Pitt - attending on-line  
                          Mrs Coral Johnson-Veale – Administration Officer  
                          One member of the Public

**1. PUBLIC PARTICIPATION (Agenda Point 1)**

A representative of the Civic Society attended to update the committee on the plans the group were preparing for the duration of the weekend for the Coronation of King Charles III.

- *Shop Window Competition* – Letters will be delivered, in person, to retailers from 2 March 2023 inviting them to participate in the celebrations by appropriately decorating their window for the duration of the Coronation weekend. Their display will include an odd item for children to spot and the Civic Society will provide participating shops with a sticker to place in their window to indicate this. The Civic Society will also ask the shops if they are able to put bunting on their premises to assist with enhancing the celebratory atmosphere in the streets of Stamford. Judging of the windows will be during the afternoon of Friday 5 May 2023, with the results announced at 5.30-6.00pm outside the tower of St Michael's Church in the High Street. Most retailers close around the proposed time so it is hoped the shop keepers will be free to attend.
- *Children's Competition* – Schools will be notified of this competition (locating the odd item in the shop windows) towards the end of term, and it is anticipated that this competition will be open for the duration of the Coronation weekend – 6th, 7th and 8th May 2023. Investigations are underway to find the best place to locate a large collection box for entries to be posted, which will then be collected at some point during the evening of 8 May. Entries will be judged during the week and winners of the Children's Competition will be announced on Saturday 13 May, time to be arranged. It is hoped that St Michael's Churchyard will be available as the location for this announcement and a request will be made to the Harry Skells Trust.

The Civic Society representative was aware that the Events Committee were investigating the possibility of placing flags around the centre of the town, and advised she knew of 49 different holders located in the main shopping streets, however, it was recognised that these holders were of varying types and sizes.

Councillor Joanna Winterbourne, Chairing the meeting, thanked the Civic Society Representative for attending the Events Committee meeting and updating the members on their plans.

The formal meeting commenced at 6.30pm

**2. APOLOGIES FOR ABSENCE (Agenda Point 2)**

Councillor A Croft, Councillor S Fenn and Councillor A Schonhut submitted their reasons for absence. These were noted and accepted.

Proposal 1 – It was proposed by Councillor Lisa Brewin, seconded by Councillor Elaine Hooper and unanimously RESOLVED the Council accepts the apologies received.

**3. DECLARATIONS OF INTEREST (Agenda Point 3)**

None were made.

**4. MINUTES (Agenda Point 4)**

The Minutes of the Committee Meeting held on Monday, 13 February 2023 will be signed and were confirmed to be a true record at the Stamford Town Council meeting held on Tuesday, 28 February 2023.



## 5. CONSIDER PLANS FOR CORONATION EVENT MONDAY 8 MAY 2023 (Agenda Point 5)

- a) *Consider layout and operation of the event* – The Administration Officer apprised the committee of the acceptances received so far, and their requirements. Maps of the Recreation Ground were circulated and compared with the layout used for the Jubilee Celebrations in 2022. It was noted that there will be no marquees this year, however an area of the Recreation Ground would be designated for the public to sit with their picnics or refreshments and enjoy the entertainment. The consensus of the committee was that the layout devised for the Jubilee worked well, so a similar layout for the Coronation Celebration event should be set. Action: AO

The Administration Officer advised that the 2071 Squadron Cadets were available to assist as they had at previous events. The committee requested that their presence from 12noon to 5pm be confirmed. Action: AO

Limited support had been offered by councillors who had attended the Town Council meeting the previous evening.

It was confirmed that the Shack would be used as a Welfare Area for volunteers and as a First Aid Point. It was also confirmed that the Amenities Committee were informed as a courtesy that the Amenities Operative would maintain and refresh the public toilets, and the toilets in the Shack, and to litter pick and empty bins throughout the duration of the event.

It was suggested and agreed that a board should be set up by the bandstand with a copy of the entertainment programme listed upon it. This would negate the need to have leaflets available detailing the schedule of the event. Action: AO

A quotation has been received from a Health & Safety and First Aid provider. The committee considered these and agreed that First Aid provision at the event was essential. However, more investigation was required to establish if there was a need for an external Health & Safety and Risk Assessment input to the event. Action: AO

Proposal 2 – It was proposed by Councillor Breda-Rae Griffin, seconded by Councillor Lisa Brewin and unanimously RESOLVED the council accepts the quotation from RAMSS of £684.00 to provide First Aid support at the Coronation Celebration Event on Monday 8 May 2023.

The Administration Officer is to establish that all groups, charities, and communities attending the Coronation Celebration event have their own Public Liability insurance for the day. Action: AO

The decoration of the town was considered, and it was felt that, as the Civic Society were encouraging shops to put out their own bunting, the Town Council should consider putting up flags in the town centre. The possibility of utilising the brackets used for the Christmas Lights is to be explored at the forthcoming meeting with the lighting company, together with the availability of their cherry picker to install and dismantle the flags. Action: AC/AO

The Administration Officer asked the committee members for the contact details for any other groups, communities, charities, and entertainers that they felt should also be invited to the event. Action: Events Committee

- b) *Consider the program of the event* – The Administration Officer apprised the committee of the confirmed entertainment. Other entertainers had tentatively accepted, but attendance was dependent upon numbers available to perform. The committee felt that poets should also be invited if a gazebo could be shared with them, as this type of speaking did not project well from the bandstand. Action: AO

A list of requirements had been received from one of the entertainers invited to perform, however, the committee considered the reasons were vague, so clarification is to be sought. Action: AO

The Diversity Group are available to support the Coronation Celebration event with the offer of tasters of food from around the world, as they had provided at the Jubilee event in 2022. The group are requesting financial assistance from the council of £150.00 to purchase the food for tasting by visitors.

Proposal 3 – It was proposed by Councillor Joanna Winterbourne, seconded by Councillor Lisa Brewin and unanimously RESOLVED the council confirms a donation of £150.00 to the Diversity Group for the purchase of foods from around the world to offer as tasters to visitors to the Coronation Celebration event on Monday 8 May 2023.

Crafters from 'The Place' would like to attend with their crafting tent as they did in 2022. However, assistance would be required from the council to purchase the materials to be used, and a sum of £80.00 was suggested. Some members of the committee had a surplus of materials that the group may find useful, so The Place is to be contacted to establish what type of materials they require. Action: AO

Proposal 4 – It was proposed by Councillor Joanna Winterbourne, seconded by Councillor Elaine Hooper and unanimously RESOLVED the council approves the donation of £80.00 to The Place for the purchase of materials required to offer crafting sessions at the Coronation Celebration event on Monday 8 May 2023.

Local entertainers, Simply Be You, provided the council with three options of entertainment they could perform; A Coronation themed Play Your Cards Right (which would be mobile), Storytelling sessions 'Tale of the King' or a Mad Hatter and Alice Tea Party Picnic (both to be sited in a gazebo). The organiser suggested they could also tell the stories as the Mad Hatter and Alice characters, and possibly combine this with a picnic (food to be brought in by the audience). There would be 3-5 sessions throughout the duration of the event, however, during the breaks in performances the entertainers would remain in character as they walked around the footprint of the event. They would, in essence, be at the event for 5 hours and the fee would be £300.00. After discussion, the committee felt the offer of storytelling as the Alice in Wonderland characters would be a nice inclusion to the Coronation Event. Action: AO

Proposal 5 – It was proposed by Councillor Breda-Rae Griffin, seconded by Councillor Elaine Hooper and unanimously RESOLVED the council agrees to pay Simply Be You the sum of £300.00 to perform storytelling as the Mad Hatter and Alice characters for the duration of the Coronation Celebration event on Monday 8 May 2023.

The Wansford Ukulele Folk would like to be involved in the Coronation Celebration event but would need a donation of £150.00.

Proposal 6 – It was proposed by Councillor Breda-Rae Griffin, seconded by Councillor Joanna Winterbourne and unanimously RESOLVED the council approves the donation of £150.00 to the Wansford Ukulele Folk to perform at the Coronation Celebration event on Monday 8 May 2023.

An Irish Band have indicated that they would like to be involved in the Coronation Celebration event and would require a donation of £200.00 to perform.

Proposal 7 – It was proposed by Councillor Elaine Hooper, seconded by Councillor Lisa Brewin and unanimously RESOLVED the council approves the payment of £200.00 to the Irish Band to perform at the Coronation Celebration event on Monday 8 May 2023.

- iii Consider the potential budget for the event* – The committee considered the budget and the proposed expenditure for the Coronation event. If the Health & Safety element of the event was retained in house, the committee felt that this would provide the potential to purchase further decorations for the town, e.g., Union Jack flags; If the Coronation emblem was not used, the flags could then be utilised for future events. Subject to the forthcoming discussion with the lighting company regarding the feasibility of using the Christmas lighting brackets for the flags, costs for the purchase of suitable Coronation decorations are to be explored. Action: AO

The Administration Officer circulated to the committee promotional material received in respect of the Coronation. One of the items displayed was a Selfie Frame with the official Coronation emblem printed on it. The frames were advertised at £30.00 each, and the committee felt that one frame should be purchased for use at the Coronation event, which could then be used as a template for the manufacture of other frames for future events. Action: AO

Proposal 8 – It was proposed by Councillor Lisa Brewin, seconded by Councillor Elaine Hooper and unanimously RESOLVED the council approves the purchase of one Coronation Selfie Frame at a cost of £30.00 for use at the Coronation Celebration event on Monday 8 May 2023.

- iv Consider advertising and promotion of the event* – Two posters had been drafted for Coronation Celebration event for the committee to consider. There were elements of both posters that were

favoured; Councillor Joanna Winterbourne offered to draft a poster that would be a blend of the two and requested the Administration Officer to send her a copy of each to use. Action: JW/AO

Councillor Joanna Winterbourne ran through the various events planned in Stamford by different groups which will be staged throughout the whole of the Coronation weekend. A flyer incorporating all the events will be produced and published and will be entitled “Stamford Coronation Weekend”.

**6. CONSIDER PLANS FOR SPOOKTACULAR SUNDAY 29 OCTOBER 2023 (Agenda Point 6)**

In consideration of there being an election in May 2023 no further action can be taken on this agenda item until the new councillors are elected, and committee membership agreed.

**7. CHRISTMAS LIGHT SWITCH-ON THURSDAY 23 NOVEMBER 2023 (Agenda Point 7)**

In consideration of there being an election in May 2023 no further action can be taken on this agenda item until the new councillors are elected, and committee membership agreed. However, a recommendation was made to accept the quotation received from Roadway Traffic Management of £865.75 for the proposed road closure for this event, and the times as set out in the quotation, 4.30pm-7.30pm on Thursday 23 November 2023.

It is possible that First Aid support will be required at this event, however it was recognised that although a quotation had been received, no decision can be made at present.

**8. CHRISTMAS MARKET SUNDAY 26 NOVEMBER 2023 (Agenda Point 8)**

In consideration of there being an election in May 2023 no further action can be taken on this agenda item until the new councillors are elected, and committee membership agreed. However, the following recommendations were made: -

- To accept the quotation received from Roadway Traffic Management of £1,020.00 for the proposed road closure for this event, and the times as set out in the quotation, from 11pm on Saturday 25 November to 9pm on Sunday 26 November for the annual Christmas Market.
- To accept the quotation received from the Stamford Marquee Company of £300.00 for the delivery, install, dismantle and removal of a 3mx3m clearspan marquee to be used as the Event Control for the duration of the Christmas Market on Sunday 26 November 2023
- To accept the quotation received from RAMSS of £1,049.00 to provide 1x EMT and 3x First Responders to provide First Aid Support from 7am-6.30pm during the Christmas Market on Sunday 26 November 2023.

Further quotations are to be obtained regarding Health and Safety support for the Christmas Market on Sunday 26 November 2023. Action: AO

**9. POTENTIAL 2023 BANDSTAND EVENTS (Agenda Point 9)**

This item is to be put on the agenda for discussion at the next committee meeting. Action: AO

**10. DATE OF NEXT MEETING (Agenda Point 9) – Tuesday 11 April 2023 at 6.00pm**

Chairman  
(The meeting closed at 7.45 pm)

STAMFORD TOWN COUNCIL  
MINUTES OF THE PLANNING COMMITTEE MEETING  
HELD ON TUESDAY, 07 MARCH 2023 AT 6.00PM  
AT STAMFORD TOWN HALL

PRESENT Councillor Elaine Hooper (Chair)  
Councillor Steve Doyle (Vice Chair)  
Councillor Shaun Ford  
Councillor Amanda Schonhut

ALSO PRESENT Richard Tracey (Administration Officer)

During this Planning Committee meeting, all applications prepared for consideration were examined in open session for the sake of transparency.

1. TO RECEIVE ANY PUBLIC REPRESENTATION IN RESPECT OF BUSINESS ON THE AGENDA (Agenda Point 1)

None received.

2. APOLOGIES AND REASONS FOR ABSENCE (Agenda Point 2)

Councillor Steve Carroll submitted his reasons for absence.

Proposal 1 – Councillor Shaun Ford proposed, seconded by Councillor Steve Doyle and unanimously RESOLVED that the Committee accepts the reason for absence.

3. DECLARATION OF INTEREST (Agenda Point 3)

None declared.

4. MINUTES (Agenda Point 4)

The Minutes of the Committee Meeting held on Wednesday, 08 February 2023 were confirmed and signed as a true record of the meeting.

5. TO RECEIVE UPDATE ON ANY ACTIONS RELATING TO PLANNING BUSINESS (Agenda Point 5)

a. *Feedback on SKDC Conservation and Enforcement meeting* – There was general consensus amongst Members that the meeting went well. Regarding Councillor Bisnauthsing's email dated 04 March 2023 sent to the Planning Committee and referring to a possible doctor's surgery on Tinwell Road using S106 monies, Councillor Elaine Hooper commented that this surgery would be in Empingham not Stamford and she will bring the matter to the attention of the next Full Council meeting. Councillor Steve Doyle commented that this matter would be another example highlighting the need for all Town Council committees to work together.

b. *Mallard Pass Solar Farm notification* – The Administration Officer reported that an email had been received from the Mallard Pass Solar Farm development group informing the public that, as of 02 March 2023, the period for registration with the Planning Inspectorate to participate in the Examination phase of the Development Consent Order (DCO) was now closed. At present, the DCO Application for Mallard Pass Solar Farm remains in the Pre-Examination stage. The Examination stage will begin following a Preliminary Meeting which Interested Parties will be invited to. More details on the process are available via the Planning Inspectorate website at –

<https://infrastructure.planninginspectorate.gov.uk/application-process/the-process>

6. PLANNING APPLICATIONS RECEIVED FROM SOUTH KESTEVEN DISTRICT COUNCIL (ATTACHED) (Agenda Point 6)

7. RESIDENT CONCERN OVER BLACKSTONE CLUB ACCESS FROM MASTERTON ROAD (Agenda Point 7)

The Administration Officer reported that an email had been sent to the Town Clerk on 13 February 2023 from residents of Masterton Close who were concerned regarding work on a new gated access to Blackstones Sports and Social Club from Masterton Close. Their concerns related to an increased security risk to their properties, the littering and damage to the grassed area, noise and disturbance and the parking of vehicles in Masterton Close by users of the club causing congestion and damage to the grassed area. A response from Planning Enforcement was received on 21 February 2023 (Ref. ENF23/0036) and stated that, after a site visit, and since the gate did not exceed 2 metres in height, there was no breach in planning regulations and the case would be recommended for closure.

8. INAPPROPRIATE CLADDING ENF23/0092 (Agenda Point 8)

The Administration Officer reported that the staff door on the Marks and Spencer's store on St George's Street, had been reported to Planning Enforcement in 2021 due to the door having inappropriate metal cladding on its exterior and being located in the Conservation Area. This matter has now become an Enforcement case Ref. ENF21/0092. Noted by Members.

9. CAR CHARGING IN RESTRICTED PARKING AREA ON ST MARY'S STREET (Agenda Point 9)

This matter was reported to Lincolnshire County Council (LCC) Highways on 01 March 2023. Noted by Members.

10. ANY CORRESPONDENCE OR URGENT BUSINESS RELATING TO PLANNING FOR CONSIDERATION (Agenda Point 10)

- a. *Campaign to limit HGV's accessing the Town Centre and Conservation Area* – Councillor Amanda Schonhut reported that she has liaised with the local police and commented that restrictions were difficult to enforce on the High Street as no one is aware of the restrictions and the signage is ambiguous. She commented that there is concern over access for emergency vehicles if raised bollards are installed. The police are waiting for a reply from LCC regarding the clarification of the restrictions on the High Street. The Administration Officer reported that he is also waiting for a response from LCC following a request for clarification on the same issue.
- b. *Pavement tarmac and missing slabs* – The Administration Officer reported that an email had been sent to LCC Highways regarding pavement tarmacking and missing paving slabs and a response had been received on 14 February 2023. LCC explained that the pavement outside the No.1 Kitchen restaurant on Castle Street was tarmac before it was recently excavated due to a water leak, also LCC have changed their practices to ensure contractors replace damaged slabs with slabs rather than tarmac. Areas that have been replaced with tarmac in the past will be identified and will eventually be replaced with slabs but this may take some months to complete. The tarmac on Castle Street will be replaced in the next 3-6 months. Noted by Members.

- c. *Streetlight adjacent to Eleanor Close not working*– The Administration Officer reported that this streetlight had been reported to LCC for a second time on 07 March 2023 and that work was in progress to fix it.
- d. *Appeal against Enforcement case Ref. 3316508* – An appeal is in progress against this Enforcement case served on 12/01/23 against 62 Conduit Road. Noted by Members.
- e. *Sophie Allport shopfront, 26-27 High Street, pillar bases reported to Planning Enforcement, 06 March 2023, Ref. ENF23/0051* – Councillor Shaun Ford reported that the lower section of each of these flared pillars had been cut off and replaced with an un-flared cylinder creating an ugly change of angle to the line of the pillar. The join between the original pillar and the new addition has been covered up with a strip of beading. This renovation had 1. Completely changed the look of a listed heritage town asset, 2. Is not replacing like-for-like, 3. Is not a solution in line with conservation guidelines and standards and 4. Has not been carried out with the permission and under the auspices of the SKDC Planning department. Noted by Members.
- f. *Divine Nails planning application ‘Retrospective painting of shop front, installation of 2no. vents through existing glazing, and replacement signage. Installation of hanging sign into stonework. Amendments proposed to retrospective works’ Ref. S22/2128*– The Administration Officer commented that this application at 28 High Street was refused permission on 07 March 2023. Councillor Steve Doyle commented that this case was a good example of photographing heritage assets before alterations occur.
- g. *Horseshoe Lane loose slabs*– The Administration Officer commented that these paving slabs have again been reported to LCC Highways on 02/03/23. Noted by Members.
- 11. DATE OF NEXT MEETINGS (Agenda Point 11)** – Tuesday 04 April 2023 at 6.00pm.

Chairman

(The Meeting closed at 7.30pm)

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
18/01/23	09/02/23	<a href="#">S23/0104</a>	<a href="#">T1 - Robinia, Remove and replace with smaller species. T2 - Birch. Remove The Barn, 8 Barons Way, Stamford, Lincolnshire, PE9 2RQ</a>	Trees in CA - Section 211 Notice	Mr Chris Royce The Barn, 8 Barons Way, Stamford, Lincolnshire, PE9 2RQ	<b>Work Allowed 02/03/23. SKDC decision issued before STC Planning meeting held.</b>
19/01/23	09/02/23	<a href="#">S23/0123</a>	<a href="#">Heavy 50% reduction of Eucalyptus tree which is growing against a 6ft garden wall - it has been planted too close and will over time damage the wall. Owners wish to reduce and maintain the tree as a shrub 10 Danegeld Place, Stamford, Lincolnshire, PE9 2AF</a>	Trees in CA - Section 211 Notice	Kirby 10 Danegeld Place, Stamford, Lincolnshire, PE9 2AF	Defer to SKDC Arboriculturist
20/01/23	10/02/23	<a href="#">S23/0128</a>	<a href="#">G1, group of trees around the large barn, including 1x apple tree and several sycamores, to be removed or reduced back giving the building a 2m clearance. Apple tree to be removed Hallidays Yard , Radcliffe Road, Stamford, Lincolnshire, PE9 1ED</a>	Trees in CA - Section 211 Notice	Mr Stephen Banks Hallidays Yard, Radcliffe Road, Stamford, Lincolnshire, PE9 1ED	No reasons given for removal. To comply with STC Climate Change Policy, in the instance that any tree is felled or removed in the town for whatever reason, at least one or more trees of a similar (or appropriate) variety must be planted in its place or nearby. Defer to SKDC Arboriculturist.

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
26/01/23	10/02/23	<a href="#">S23/0158</a>	<a href="#">Erection of two-storey link and rear extension 3 Marshall's Yard, Stamford, Lincolnshire, PE9 2BP</a>	Householder	Mr Phil Mitchell 3 Marshall's Yard, Stamford, Lincolnshire, PE9 2BP	Objection to the design of this link extension in the Conservation Area which will overlook neighbours from the first floor windows and is contrary to SKDC Local Plan Policy DE1 Promoting Good Quality Design and NPPF Sec.12 Achieving Well Designed places.
19/01/23	13/02/23	<a href="#">S23/0156</a>	<a href="#">Western Power Distribution - substation site to provide a service to Burghley House/Estate, replacing an existing substation as an upgrade at Burghley House, Burghley Park, Stamford Burghley House Preservation Trust, Priory Road, Stamford, Lincolnshire PE9 2EU</a>	Work to overhead lines	Sally Stevenson National Grid, Isaac Newton Way, Grantham NG31 9RT	No documents available. Defer to SKDC Case Officer.
07/02/23	13/02/23	<a href="#">S23/0184</a>	<a href="#">Erection of a temporary modular building for use as a training centre Stamford And Rutland Hospital, Ryhall Road, Stamford, Lincolnshire PE9 1UA</a>	Full Planning Permission	Mr Christopher Howard North West Anglia NHS Foundation Trust, Hinchingbrooke Hospital, Hinchingbrooke Park Road, Huntingdon, Cambridgeshire PE29 6NT	No objection



Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
31/01/23	13/02/23	<a href="#">S23/0189</a>	<a href="#">Submission of details required by condition 3 (Window details) of S22/1412 (Listed building consent for replacement of windows and doors to dwelling (excluding front door) and internal alterations to form open plan kitchen/diner) The Coach House, West Street, Stamford, Lincolnshire PE9 2PR</a>	Discharge of Conditions (Planning)	Ms Kay Jones The Coach House, West Street, Stamford, Lincolnshire PE9 2PR	<b>Details refused 03/03/23. SKDC decision issued before STC Planning meeting held.</b>
01/02/23	16/02/23	<a href="#">S23/0212</a>	<a href="#">Erection of two storey side and rear extension and erection of single storey front and rear extensions 71 Lonsdale Road, Stamford, Lincolnshire, PE9 2RR</a>	Householder	Mr Matthew Tarrant 71 Lonsdale Road, Stamford, Lincolnshire, PE9 2RR	No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.
30/01/23	20/02/23	<a href="#">S23/0181</a>	<a href="#">Replacement windows, loft conversion and alterations to the side and rear, including conversion of rear outbuildings 30 Casterton Road Stamford Lincolnshire PE9 2YL</a>	Householder	Mrs L Lovett 30 Casterton Road, Stamford, Lincolnshire PE9 2YL	Concern over the removal of the original chimney stack which matches a similar one on the main house. Subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.
27/01/23	20/02/23	<a href="#">S23/0169</a>	<a href="#">T1 - Fell beech tree, repollard all beech along the boundary wall back to previously established points. Approx 1.5m reduction 11 Austin Street, Stamford, Lincolnshire, PE9 2QR</a>	Trees in CA - Section 211 Notice	Curran Netherthorpe 11 Austin Street, Stamford, Lincolnshire, PE9 2QR	<b>Work Allowed 07/03/23. SKDC decision issued before STC Planning meeting held.</b>

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
13/02/23	23/02/23	<a href="#">S23/0287</a>	<a href="#">Relocation of 2No. A/C external condenser units adjacent to external first floor walkway between roofs 7 High Street, Stamford, Lincolnshire PE9 2AL</a>	Full Planning Permission	Mr Jason Scott Brook Taverner, Haincliffe Road, Ingrow, Keighley BD21 5BU	Defer to SKDC Case Officer and Conservation Officer.
13/02/23	23/02/23	<a href="#">S23/0288</a>	<a href="#">Relocation of 2No. A/C external condenser units adjacent to external first floor walkway between roofs 7 High Street, Stamford, Lincolnshire PE9 2AL</a>	Listed Building Consent	Mr Jason Scott Brook Taverner, Haincliffe Road, Ingrow, Keighley BD21 5BU	Defer to SKDC Case Officer and Conservation Officer and subject to Listed Building and Conservation Area Regulations.
13/02/23	27/02/23	<a href="#">S23/0079</a>	<a href="#">Change of use from residential property to dental practice. Includes insertion of gate to existing brick wall Warrenne House, 1 Castle Dyke, Stamford, Lincolnshire PE9 2QY</a>	Full Planning Permission	Miss Jane Mead 159 Mill Road, Cromer, Norfolk NR27 0BH	Objection to this change of use in the Conservation Area. We object to the proposed gateway being created through the adjacent old stone wall. This will destroy historic fabric and is detrimental to the heritage street scene. The proposed surgery will require 24hr emergency access which will cause traffic generation and highway safety especially when there are events on the Meadows and when the road is closed for the Town fair. Parking restrictions on the narrow road outside will cause congestion especially for disabled patients who are permitted to park in all zones. Disabled access is extremely limited. If this is to be an NHS practice, level of patient attendance and resultant traffic burden will be even more extensive.

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
17/02/23	27/02/23	<a href="#">S23/0327</a>	<p><a href="#">Submission of details required by conditions 4 (Joinery) of S22/0848 (Full refurbishment to existing office, including repair and rebuilding to rear, internal alterations, and replacement double glazed and windows and secondary glazed windows)</a></p> <p><a href="#">5 Ironmonger Street, Stamford, Lincolnshire PE9 1PL</a></p>	Discharge of Cond(s) Listed Building	Mr Oliver Smith BCM, 5 Ironmonger Street, Stamford PE9 1PL	Defer to SKDC Case Officer
13/02/23	28/02/23	<a href="#">S23/0284</a>	<p><a href="#">Remove x 2 horse chestnut and x 1 sycamore on the edge of woodland. (Red band)</a></p> <p><a href="#">Remove x6 small self set horse chestnut trees (yellow)</a></p> <p><a href="#">Remove x2 dead trees (green)</a></p> <p><a href="#">Remove x 2 horse chestnut and x 1 sycamore on the edge of woodland. (Red band)</a></p> <p><a href="#">Remove x6 small self set horse chestnut trees (yellow)</a></p> <p><a href="#">Remove x2 dead trees (green)</a></p> <p><a href="#">Remove fallen tree in woodland (purple)</a></p> <p><a href="#">Brambles and small elder to be removed in marked section (blue section)</a></p> <p><a href="#">St Georges C Of E School, The Ark Day Nursery, Kesteven Road, Stamford, Lincolnshire, PE9 1SX</a></p>	Tree Preservation Order	O'Bryan Tear St Georges C Of E School, The Ark Day Nursery, Kesteven Road, Stamford, Lincolnshire, PE9 1SX	To comply with STC Climate Change Policy, in the instance that any tree is felled or removed in the town for whatever reason, at least one or more trees of a similar (or appropriate) variety must be planted in its place or nearby. Defer to SKDC Arboriculturist.

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
13/02/23	28/02/23	<a href="#">S23/0289</a>	<a href="#">Erection of first floor flat-roofed side and rear extension, and garage conversion</a> <a href="#">15 Arran Road, Stamford PE9 2XP</a>	Householder	Mr and Mrs Bunney 15 Arran Road, Stamford, Lincolnshire, PE9 2XP	No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.
14/02/23	28/02/23	<a href="#">S23/0046</a>	<a href="#">Single storey rear extension, loft conversion with first floor extension/dormer construction and internal modifications</a> <a href="#">24 Ryhall Road, Stamford, Lincolnshire, PE9 1UF</a>	Householder	Mr Leigh Woodcock 43 Conduit Road, Stamford, Lincolnshire PE9 1QL	Objection. The first floor extension is overbearing in design causing loss of light to neighbours. The overall scheme is an overdevelopment of the site and is out of keeping with the neighbouring properties contrary to SKDC Local Plan Policy DE1 Promoting Good Quality Design and NPPF Sec.12 Achieving Well Designed places.
07/02/23	28/02/23	<a href="#">S23/0247</a>	<a href="#">Erection of single and two storey rear extension</a> <a href="#">26 Sutherland Way, Stamford, Lincolnshire PE9 2TB</a>	Householder	Mr & Mrs A & K Clarke 26 Sutherland Way, Stamford, Lincolnshire PE9 2TB	No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.
27/02/23	06/03/23	<a href="#">S23/0367</a>	<a href="#">Submission of part of the details reserved by Condition 7 (Remediation Strategy) of planning permission S20/2056</a> <a href="#">Cummins Generator Technologies, Barnack Road, Stamford, Lincolnshire PE9 2NB</a>	Discharge of Conditions (Planning)	Mr Will Nightingale Avison Young on behalf of South Kesteven District Council, 11 York Street, Manchester M2 2AW	Defer to SKDC Case Officer

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
12/04/22	06/03/23	<a href="#">S22/0788</a>	<a href="#">Submission of details reserved by Condition 5 (Demolition and Construction Management Plan) and 7 (Surface Water Drainage Scheme), and part of the details reserved by Conditions 8 (Ground Investigations) and 10 (Hard Landscaping) of planning permission S21/0938 Land To The North Of Uffington Road, Stamford PE19 1TX</a>	Discharge of Conditions (Planning) & AMENDED INFORMATION	Mr Goodwin Vistry Partnerships Ashurst, Southgate Park, Bakewell Road, Peterborough, PE2 6YS	No documents available. Defer to SKDC Case Officer
09/02/23	06/03/23	<a href="#">S23/0269</a>	<a href="#">Yew (T1) - to remove Estate Office, Torkington Gardens, Stamford, Lincolnshire, PE9 2EW</a>	Tree Preservation Order	Mrs Maria Laxton Estate Office, Torkington Gardens, Stamford PE9 2EW	Strong objection to the removal of this tree. The TPO should continue to be enforced.
01/03/23	07/03/23	<a href="#">S23/0403</a>	<a href="#">Change of use from Office (Use Class E(c)(ii)) to 1(no) 2-bed residential dwelling (Use Class C3) 11 Belton Street, Stamford, Lincolnshire, PE9 2EF</a>	Full Planning Permission	Mr Andrew Olik 11 Belton Street, Stamford, Lincolnshire, PE9 2EF	No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.

STAMFORD TOWN COUNCIL

NOTES OF THE CLIMATE ACTION WORKING GROUP  
MEETING HELD ON WEDNESDAY, 08 MARCH 2023 AT 6PM  
AT 'VIRTUAL' LOCATIONS USING VIDEO AND AUDIO LINK

PRESENT

Councillor Amanda Wheeler (Chair), Councillor Lisa Brewin, Patricia Stuart-Mogg (Town Clerk)

ALSO PRESENT Simon Battey (Resident), Deanna Donovan (Sustainable Stamford), Jane Bateman (Sustainable Stamford), John Polkinghorne (Sustainable Stamford) Rachel Butler (East Mercia Rivers Trust), Paddy Jelen (Urban Group), Councillor Harrish Bisnauthsing

**1. WELCOME**

Councillor Amanda Wheeler welcomed all to the meeting.

**2. APOLOGIES FOR ABSENCE**

Councillor Mrs J Winterbourne, Suneel Appan (Energy Sector), Nima Julius (Natural England), David Alvey (Langdyke Trust) had submitted their apologies. These were noted and accepted.

**3. TO CONFIRM THE MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 15 February 2023 had been circulated and reviewed. John Polkinghorne's apologies were noted. There were no other matters raised and the content was confirmed as a true record of the meeting.

**4. PREPARATION FOR THE PUBLIC CLIMATE ACTION MEETING**

- *Welcome* - Arrangements for the Stamford Climate Action Meeting scheduled on 15<sup>th</sup> March 2023 were well in hand. The Town Hall doors would open at 6.30pm to welcome all attendees. All panellists and the key speaker would be arriving around 5.30pm and be welcomed by the Deputy Mayor in the Parlour.
- *Budgetary considerations* – It was noted that Sustainable Stamford is supporting most of the expenditure. Jane Bateman had confirmed arrangements with John Grant for a donation to be made to the appointed carbon neutralising facility. Jo Kemp would be providing a light plant base meal for the panellists. This cost would also be covered by Sustainable Stamford. The Town Council will be providing refreshments and administration support. Following discussion it was considered the Town Clerk alert the Finance Committee of a possible need of additional monetary support from the Town Council. Action: TC
- *Management of event* – Councillor Amanda Wheeler, Councillor Lisa Brewin, Jane Bateman, Deanna Donovan, Simon Batty, Rachel Butler and Suneel Appan would welcome attendees at the Town Hall. Microphones would be available for the key speaker and panellists. Two roving microphones for questions from the audience to be managed by Cllr Lisa Brewin and Suneel Appan, Q & A sheet for audience to be distributed by Simon Battey), introducing and concluding the evening (Cllr Amanda Wheeler), names plates for the panellist (Town Clerk). It was also noted that representatives from the Youth Council would also be able to offer assistance.
- *Public Relations* – Councillor Wheeler confirmed currently 77 attendees had registered with Eventbrite and several individuals had listed their interest of attending directly with the Town Hall. The event had been publicised widely and it was anticipated that the press was anticipated to be in attendance and interview with the panellists were scheduled. It was considered that the meeting should be live streamed and recorded. It was hoped that members from all levels of local authority tiers would be able to support the event. Posters displaying a QR code would be posted around the venue to capture feedback. Action: Cllr Wheeler/ Town Clerk

5. STAMFORD MERCURY MONTHLY COLUMN

The following schedule was reviewed for the Stamford Mercury monthly column on Climate issues:

- *February - Public Climate Action Meeting*
- *March – Electric Charging - AW*
- *April - tbc*

Individuals were encouraged to consider any items or topics for future articles in the new year.

6. ANY OTHER BUSINESS – Consider the steps to produce Climate Action Plan

7. DATE OF NEXT MEETING: Wednesday 12 April 2023 at 6pm

The Chairman  
Closed the meeting at 7.05pm.

DRAFT

STAMFORD TOWN COUNCIL  
MINUTES OF THE MUSEUM COMMITTEE MEETING  
HELD ON MONDAY, 13 MARCH 2023 AT 6.00PM

PRESENT Councillor Shaun Ford (Chairman)  
Councillor Andrew Croft (Deputy Mayor)  
Councillor Mrs Elaine Hooper

ALSO PRESENT Councillor Mrs Amanda Wheeler -Attending on-line  
Town Clerk – Patricia Stuart-Mogg  
Heritage & Cultural Officer - Victoria Newton  
Two members of public in attendance on-line

1. To Receive public representation in respect of the business on the agenda (Point 1)  
None.
2. Apologies and reasons for absence (Agenda Point 2) - Committee to receive and resolve reasons for absence in accordance with the requirement of the Local Government Act 1972  
Councillor John Dawson, Councillor Ms Amanda Schonhut and Claire Browne (Museum Accreditation Advisor) submitted their apologies, and the reasons were noted.  
  
Proposal 1 – It was proposed by Councillor S Ford, seconded by Councillor Mrs E Hooper, and unanimously RESOLVED that the apologies for absence are accepted.  
  
Councillor Joanna Winterbourne - No apologies received and not present at the meeting.
3. Declaration of Interest (Agenda Point 3) - Committee to receive declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests or personal interests.  
Councillor Elaine Hooper declared a Personal Interest as she is a member of the Stamford & District Local History Society and a volunteer for the Visitor Information Centre.
4. To Confirm the Minutes - (Agenda Point 4)  
The Minutes of the Committee Meeting held on Monday, 06 February 2023 had been approved at the 28 February 2023 Town Council meeting as a true record of that meeting and signed.
5. To receive a verbal report on the progress of the Escape Room Attraction- (Agenda Point 5)  
The Chairman Councillor Ford reiterated that the Council ideally wanted the Escape Room to be up and running as soon as possible, so that the Museum Project can start to benefit from that income stream. He also confirmed that the Council was ambitious and wanted the offering to be as good as possible, which requires adequate research and groundwork. With that in mind The Town Clerk reported back that she was in the process of exploring funding from the UK Prosperity Fund as well as making contact with Heritage England with regard to conservation issues in the Cellars. Once this had been done it would be possible to flesh out costs. It was also agreed that further research into companies that could provide a full Escape Room design and fit-out service needed to take place. Action VN & PSM.
6. To receive Feedback on Discover Stamford- (Agenda Point 6)  
The Heritage & Cultural Officer reported back that she and Cllr Ford had recently visited the Discover Stamford area within Stamford Library to assess the current situation and potential for future use. The space is currently closed due to issues with the lighting (as noted in previous reports to the Museum Committee) and all objects have been removed with only the interpretation panels and cases in place. However, it was still possible to gain an idea of the level of service this area has provided in terms of access to Stamford's history and heritage and also the Museum Collection currently held by Lincolnshire County Council (LCC). This access is limited by the size of the space and the fact that, in terms of physical layout, most of this is taken up by a large display of the Stamford Tapestry. There is a substantial amount of interpretation on the walls which, although informative, is quite generic and



static and doesn't offer a particularly engaging visitor experience. In summary it is a very condensed and limited exhibition in terms of size, scope and visitor access.

The Heritage & Cultural Officer advised that The purpose of taking on the space would be twofold

- 1) To continue to have a dedicated museum / exhibition space in Stamford which could either be used as is or re-displayed at cost to Stamford Town Council (STC) plus all additional costs involved in sub-leasing the space from Greenwich Leisure Ltd (GLL).
- 2) To also utilise the space to communicate and promote the future Stamford Museum plans and ongoing collections management and access work that will come from accepting the Stamford Museum Collection.

As the Museum Committee has already understood there are costs and lease terms that would need to be negotiated with GLL and also further collections management considerations (and agreements from LCC) for any objects placed here (dependant on the outcome of the Stamford Museum Collection transfer). The limitation on the current length of the lease also means that this would need to be re-addressed in 2026 notwithstanding the time required to get all the negotiations and possible extra services installed. LCC also believe it not to be a good option. With that in mind, the Heritage & Cultural Officer advised not taking on the Discover Stamford area and instead looking at alternatives to increasing access to the Town Hall and Stamford Museum Collections as well as increasing public engagement with the plans as they progress.

Proposal 2 - It was proposed by Councillor S Ford, seconded by Councillor A Croft and unanimously RESOLVED that the Town Council agrees not to take on a future lease nor pursue any other use of the Discover Stamford area.

7. To receive a verbal report on the strategy for the transfer of the Stamford Museum Collection from LCC to Stamford Town Council- (Agenda Point 7)

The Heritage & Cultural Officer informed the Committee that she had spoken informally on 9<sup>th</sup> March 2023 with Ron Frayne (LCC Collections Manager) and Ellie Baumber (LCC Public Engagement Manager) to gain an understanding of the current position from LCC's perspective of STC's proposal to transfer the Stamford Museum Collection. Regarding the transfer of the Stamford Museum Collection it was clear that LCC still requires two specific proposals:

- how STC will continue to manage and care for the collections long-term to the relevant professional standards.
- how STC will provide increased access and engagement.

The documents that have been produced so far had given LCC a clear understanding of the "vision", but it was agreed that a different type of document was required to be put before LCC's Disposal Panel, one which shows that STC is able to ensure long-term management and care of the Stamford Museum Collection. It was also noted that LCC wished to see which standards (ACE Accreditation) and linked sector standards (SPECTRUM, Benchmarks in Collections Care, Museum Association Ethics) will be applied. They can see STC has a vision, and they support this however they need to demonstrate to their Disposal Panel that STC is best placed to look after the collection in the long term. The next Disposal Panel meets in June, and the Heritage & Cultural Officer is working towards preparing the document for inclusion in that set of papers. The Heritage & Cultural Officer advised that LCC, although positively engaged in the proposal to transfer the Museum Collection, had also expressed concern that they had not yet seen evidence that STC has the resources (financial, workforce, planning and knowledge) in place to ensure the long-term care of and access to the Stamford Museum Collection. Additionally LCC would be maintaining the title and care of a set of objects that they considered of National and Regional significance. LCC would however be prepared to loan these to STC. The Heritage & Cultural Officer advised that this was not unusual in Museum Collecting Policies, however the Committee should be made aware of this and she had asked for a list of those objects from LCC.

In response to questions in respect of the collection management, the Heritage & Cultural Officer confirmed that LCC had pressed the importance of getting the approval first time so as not to risk further concerns about STC's ability to manage the Collection. The Heritage & Cultural Officer explained that LCC wanted to see a positive outcome from the Disposal Panel before moving forward

with the Community Asset Transfer (CAT) of the Museum Store. The Heritage & Cultural Officer further advised that there was uncertainty about what objects would be retained by LCC in respect of national significance and was awaiting confirmation of this from LCC but that it was not an unusual stance for LCC to take. In terms of long-term care of the collection is it important for STC to be able to demonstrate its financial planning and immediate income streams as well as how the museum will be managed. The Heritage & Cultural Officer confirmed that the environment monitoring of the current STC collection such as the Charters would need examining as part of ongoing work for Accreditation and would be reflected in a new Collections Development Policy and Collections Care Policy.

The Heritage & Cultural Officer spoke of the need to ensure that suitable policies and procedures were in place to gain access to other funding streams and that the Museum Budget itself would need to cover fundamentals like costs associated with the store as well as the care of collections. The Town Clerk confirmed she had already identified some costs, and these would be re-visited. Action VN & PSM

The Town Clerk also highlighted the opportunity to review the exhibits in the entrance Hall and see if it would be possible to refresh these and include some loaned objects from the Stamford Collection. This would also demonstrate STC's ongoing commitment and ability to care for and provide access to the collections. The Heritage & Cultural Officer confirmed she would ask LCC for their loan out requirements and an agreement in principle to this end but that also this required STC to ensure that areas such as correct security, display and handling procedures were in place and these policies were also key to progressing the Museum Transfer, Accreditation and other actions such as loan of objects. The Committee were supportive of the recommendation to investigate the redisplay of the entrance hall. Action VN

**8. Report on outline for preparing Policies to support the Collection Transfer and Museum Accreditation submission- (Agenda Point 8)**

The Heritage & Cultural Officer met with Claire Browne on 7<sup>th</sup> March 2023 and discussed the process for Accreditation. She will be contacting Heather Lomas and Anita Hollinsworth at Museum Development East Midland (MDEM) to identify the priorities. Some of these will actions will also link into the work needed by LCC for the Stamford Museum Transfer (notably the Managing Collections sections). She has spent a limited amount of time looking at the current situation regarding the archive and Town Hall Collection and will report back on this at the next meeting as there is a substantial amount of information to consider and gather with the assistance of MDEM. There was discussion about the need to agree and pass relevant collections management policies through Full Council.

**9. Consider Budget and Funding Opportunities- (Agenda Point 9)**

The Town Clerk confirmed that she was looking at opportunities from the UK Prosperity Fund as well as other possible funding streams from a waste management sector and MDEM

**10. Review Timeline- (Agenda Point 10)**

- Inventory of existing policies and documentation that support Accreditation Submission (April 2023)
- Identification (with MDEM) of priority areas of the Accreditation Toolkit (April 2023)
- Re-drafting of the Transfer of Collections Agreement between LCC and STC (June 2023)

**11. Date of next meeting (Agenda Point 12) – Monday 3<sup>rd</sup> April 2023 at 6pm**

The Chairman  
closed the meeting at 7.05pm

STAMFORD TOWN COUNCIL  
MINUTES OF THE AMENITIES MEETING  
HELD ON TUESDAY, 14 MARCH 2023 AT 7.00PM  
IN THE TOWN HALL, STAMFORD

PRESENT Councillor D Dorson (Chairman)  
Councillor Mrs E Hooper (Vice Chair)  
Councillor Mrs A Carter-Begbie

ALSO PRESENT Deputy Town Clerk

1. TO RECEIVE ANY PUBLIC REPRESENTATION IN RESPECT OF BUSINESS ON THE AGENDA – None

2. APOLOGIES AND REASONS FOR ABSENCE

Proposal 1- On the proposal of Councillor Mrs E Hooper seconded by the Councillor Mrs A Carter-Begbie it was unanimously RESOLVED the Council approves the apologies and reasons for absence for Councillor A Croft (Deputy Mayor), Councillor H Bisnauthsing, Councillor J Dawson & Councillor B Griffin

3. DECLARATIONS OF INTEREST - None

4. MINUTES OF THE PREVIOUS MEETING

The Minutes of the Committee Meeting held on Tuesday, 14 February 2023, were confirmed and signed as a true record of the meeting.

5. TO RECEIVE REPORTS FROM COMMITTEE MEMBERS ON MATTERS RELEVANT TO THE COMMITTEE'S TERMS OF REFERENCE

*Scooters at Cemetery* - Cllr E Hooper reported that she had seen a child under 10 years riding on the pathways on a scooter at the Cemetery it was confirmed scooters will be included in the regulations along side the already stated cycles.

*Debris at Cemetery* - Cllr E Hooper also reported that she had received a complaint on the day of the high winds exclaiming that the state of the cemetery was unacceptable with twigs and litter around the area.

*Programmed Events* - Cllr D Dorson reported that he had received correspondence regarding the raft race from the Kiwanis, it was confirmed that more information on requirements and regulations is being obtained.

6. RECREATION GROUND & MEADOWS

a. *Update on action points relating to the Recreation Ground & Meadows.*

Recreation Ground

- U3a Tree –to be planted in the Spring, U3a covers all costs.
- Memorial tree on Rec – in progress, family covers all costs.

Meadows

- 4th Memorial Bench – in progress - family to cover all costs.

b. *Any correspondence received.*

i. Committee to receive and consider any correspondence received.

*Tennis in the Park* – correspondence had been received regarding free tennis coaching on the hard tennis courts to encourage more children and adults to play tennis.

Proposal 2- On the proposal of Councillor Mrs A Carter-Begbie seconded by the Councillor Mrs E Hooper it was unanimously RESOLVED the Council approves in principle the free coaching on the hard tennis courts, with a meeting to be arranged to obtain more details on how the project would work.

*Deck Chair Hire on the Meadows* – correspondence had been received regarding permission to pitch up and hire out deck chairs, seven days a week on the point side of the Meadows. The committee were advised that this is a business and the council had rejected having other pop-up businesses running from the Meadows in the past. Following discussions, the committee felt that as this is a public area and restricting access for a business would have implications on the use of the space by the public and Programmed Events already approved.

Proposal 3- On the proposal of Councillor D Dorson seconded by the Councillor Mrs E Hooper it was unanimously RESOLVED the Council denies the application for deck chair hire, due to implications on the use of the space by the public and Programmed Events already approved and the council's policy of refusing pop-up businesses being run from the Meadows.

*c. Any other Recreation Ground & Meadows business items for consideration*

*i. Committee to approve Programmed Events requests.*

*Circus Ginnett 17th – 23rd April 2023* - The committee were informed that a request had been received for a second circus to attend the week after the previously approved Pinders Circus. The committee were also informed that the council's policy in the past has been to only have one Circus to allow for variety in the Programmed Events Calendar.

Proposal 4- On the proposal of Councillor Mrs A Carter-Begbie seconded by the Councillor Mrs E Hooper it was unanimously RESOLVED the Council denies the application for a second circus due to the council's policy to only have one Circus, to allow for variety in the Programmed Events Calendar.

*Hot Air Balloons Ltd - throughout the year* - The committee were informed that the request had been received from Hot Air Balloons to attend again this year for scheduled balloon flights from the Meadows.

Proposal 5- On the proposal of Councillor D Dorson seconded by the Councillor Mrs E Hooper it was unanimously RESOLVED the Council approves the request for Hot Air Balloons Ltd to fly from the Meadows at the cost of £60 per flight.

*King Ramps Skate workshops and events* - The committee were informed that the request had been received from King Ramps regarding putting on a Skatepark event on the Recreation Ground at a cost of £2900. Following discussions, it was agreed that although this event was popular when carried out for the ten years anniversary event the Amenities Committee does not have a budget for holding Events.

Proposal 6 - On the proposal of Councillor D Dorson seconded by the Councillor Mrs A Carter-Begbie it was unanimously RESOLVED the Council approves to present this to the Events Committee as the Amenities Committee does not have a budget for holding Events.

*Spooktacular – 29th October 2023*- The committee were informed that the request had been received from the Events Committee regarding the holding of the annual Spooktacular Event.

Proposal 7- On the proposal of Councillor D Dorson seconded by the Councillor Mrs E Hooper it was unanimously RESOLVED the Council approves the Spooktacular event on 29<sup>th</sup> October 2023.

## 7. ALLOTMENTS

*a. Update on action points relating to the Allotments.*

Tree works epicormic growth – purchase order has been issued.

- i. Update on allotment Statistics and Vacancies* - It was reported that there are currently 32 vacant plots. Priory Road – 4, Queens Walk – 7, Uffington Road – 17, Water Furlong – 4  
7 people on the waiting list with, (Water Furlong –5 (1 only after WF44b), Queens Walk – 3 (1 only after C6d as has next plot after big), Priory Road 1, Uffington Road - 2 (1 only after H75)

3 People have been removed from the waiting list since 1/10/22.  
 0 plots have been offered. 240 Let plots, 1 Unlettable plots.  
 Site Reps Meeting 14th June 2023 2pm at Town Hall  
 Site inspection – 5th April 2023 – Priory Road

- ii. *Update on Allotment inspection.* – Cllr E Hooper informed the committee that there are no significant issues on Uffington Road Sites however, the chain for the gate on Uffington Road New has been cut through and this is suspected to be related to the thefts of gas bottles from the side of the petrol station. Until the petrol station has improved their security the chain has not been replaced.
- b. Any correspondence received.**
  - i. *Committee to receive and consider any correspondence received.*  
 Cllr A Carter-Begbie reported that a tenant on Queens Walk had complained that they have had rhubarb stolen from their plot and have instigated that it is due to the vehicle access gate. The committee were informed that this has been in place for a number of years and no other complains from tenants next to the gate have had any issues.
- c. Any other Allotment business items for consideration**
  - i. *Committee to consider request for Greenhouse on plot WF48 a&b.* – The committee were informed that a request had been received to transfer the permission previously received from a greenhouse on WF1 to WF48a&b as the tenants wish to share the greenhouse

Proposal 8- On the proposal of Councillor Mrs E Hooper seconded by the Councillor Mrs A Carter-Begbie it was unanimously RESOLVED the Council approves the request for the greenhouse permission to be transferred from WF01 to WF48 a&b.

## 8. CEMETERY

- a. Update on action points relating to the Cemetery.**
  - Repair work to Cemetery Wall – in progress
- b. Any correspondence received.** - Nothing to report.
- c. Any other Cemetery business items for consideration**  
*To approve Cemetery Regulations* - The committee reviewed the previously circulated Cemetery Regulations, Memorial Regulations and Guidance notes for Transfer of Ownership. The committee were informed that an amendment is required regarding the excavation of graves for an interment and the change to coffin types as the options for coffins has increased.

Proposal 9- On the proposal of Councillor Mrs A Carter-Begbie seconded by the Councillor Mrs E Hooper it was unanimously RESOLVED the Council approves the Cemetery Regulations with the amendments to commence from 1<sup>st</sup> April 2023

Proposal 10- On the proposal of Councillor Mrs E Hooper seconded by the Councillor Mrs A Carter-Begbie it was unanimously RESOLVED the Council approves the Memorial Regulations to commence from 1<sup>st</sup> April 2023

Proposal 11- On the proposal of Councillor D Dorson seconded by the Councillor Mrs A Carter-Begbie it was unanimously RESOLVED the Council approves the Guidance notes for Transfer of Ownership to commence from 1<sup>st</sup> April 2023

9. TREE WORKS – Nothing to report.

10. DATE OF NEXT MEETING: (Agenda Point) – Tuesday, 11 April 2023 at 7pm

Chairman  
 (The meeting closed at 7.45pm.)

STAMFORD TOWN COUNCILMINUTES OF THE FINANCE COMMITTEE MEETING  
HELD ON TUESDAY, 14 MARCH 2023 AT 6.00PM

PRESENT Councillor Mrs Marion Pitt (Chairman)  
Councillor Harrish Bisnauthsing (Vice Chairman)  
Councillor Andrew Croft (Deputy Mayor)  
Councillor Mrs Sheila Sismore  
Councillor Mrs Gloria Johnson  
Councillor Dave Dorson  
Councillor Shaun Ford

ALSO PRESENT Town Clerk, Patricia Stuart-Mogg

1. Public Participation (Agenda Point 1): None

The formal part of the meeting commenced at 6.00pm.

2. APOLOGIES FOR ABSENCE (Agenda Point 2):

Councillor John Dawson and Councillor Mrs Elaine Hooper submitted their apologies.

Proposal 1 – It was proposed by Councillor A Croft, seconded by Councillor Mrs S Sismore and unanimously RESOLVED that the apologies were noted and accepted.

3. DECLARATIONS OF INTEREST (Agenda Point 3)

Councillor Dave Dorson declared a Personal and Prejudicial Interest in respect of any discussions regarding personnel as his wife is Deputy Town Clerk.

Councillor Gloria Johnson declared a Personal and Prejudicial Interest in respect of any discussions regarding personnel as her daughter in law is an Administration Officer.

4. MINUTES (Agenda Point 4)

The minutes of the meeting held on 21 February 2023 had been ratified at the Town Council meeting of 28 February 2023 had been signed as a true record of the meeting.

5. UPDATE ON ACTION POINTS (Agenda Point 5)

a. *Update on the Asset Transfer* – Councillor Mrs M Pitt, Chairman, confirmed the draft transfer agreement for the Red Lion Square public convenience building and the Bastion. It was noted that these documents reflected the Town Council's resolution. Once approved the documents will be required to be signed by the Deputy Chairman of the Council, the Chairman of Finance and witnessed by the Town Clerk, in line with the Council Financial Regulations.

Proposal 1 – It was proposed by Councillor S Ford, seconded by Councillor Mrs M Ford and unanimously RESOLVED that the Town Council approves the Transfer Agreement documents covering the Red Lion Square public conveniences and the Bastion.

The Town Clerk reported that the Council's solicitor is examining the transfer document relating to the Uffington and Empingham playing fields. The focus is to have these ready for transfer as soon as possible, however there were some concerns which were being investigated by the solicitor. It was imperative the Town Council follows due diligence to ensure it is fully aware of all liabilities. This was noted and supported by the Committee.

b. *Insurance tenders* – The Chairman confirmed that tenders were requested from three insurance companies for quotes for Council public liability. At present quotations are still awaited. The Town Clerk was requested to circulate the quotations prior to the next Town Council meeting, to enable an insurance provider to be ratified at the March meeting.  
Action: TC

c. *Earmarked Reserves* – Councillor Pitt confirmed that she would be meeting with the Town Clerk to examine the status of the Earmarked Reserves in readiness for the commencement of the new financial year. This was noted.

**6. FINANCE (Agenda Point 6)**

- i. *CCLA Investment Report:* The latest report had been circulated to the Committee confirming interest of £4,763.97 earned since the original investment of 31 December 2021. This was noted and it was recognised that considering the turmoil in the financial market this investment is proving positive.
- ii. *To consider Schedule for Payments:* Schedule No 12, it was noted that there were additional invoices to add to the schedule which would be presented to the Town Council for final approval. This was noted. Action Point - Town Clerk
- iii. *Friends of Stamford Station:* The Town Clerk reported that the Friends of Stamford Station had joined the Community Rail Network at a cost of £25.00 per annum. This enables the group to access small grants up to £1,000.00 over a financial year from Community Rail. The Committee supported the membership and it was noted that the Council had approved of supporting the application.

Proposal 2 – It was proposed by Councillor S Ford, seconded by Councillor A Croft and unanimously RESOLVED that the Town Council approves the reimbursement of the subscription of £25.00 fee.

- iv. *PPLPRS Music Licence* – The Town Clerk circulated the renewal quote for the licence to perform and play live music at events organised by the Town Council in the Town Hall, at the Recreation Ground and during the Christmas events. The Royalties cost is £150.51 + VAT.

Proposal 3 – It was Proposed by Councillor Mrs G Johnson, seconded by Councillor Mrs S Sismore and unanimously RESOLVED that the Town Council approves the payment of £150.51 + VAT for the PPLPRS Licence.

- v. *Climate Action Meeting* – The Town Clerk informed the Committee that during the Climate Action Working Group meeting it was noted that most of the costs associated with the event are being covered by Sustainable Stamford. It was noted that the Town Council was hosting the event in the Court Room and offering administration support, but there was a request that the Town Council earmark a small back-up fund of £250.00 should additional support become necessary. This was supported.

Proposal 4 – It was proposed by Councillor H Bisnauthsing, seconded by Councillor A Croft and unanimously RESOLVED that the Town Council earmark £250.00 as a back-up fund for the Climate Action Meeting should it be required.

- vi. *Internal Audit Inspection* – Councillor Mrs Pitt confirmed that the internal audit had commenced, with initial feedback being positive. This was noted.
- vii. *LCC Grass Verge* – The Town Clerk informed the Committee that LCC had confirmed their contribution towards the grass verge cutting during 2023-24 is £6,654.08. This was noted.

**7. GRANT/DONATION REQUEST TO BE CONSIDERED (Agenda Point 7)**

- a. *Royal British Legion* – It was reported that invoices had been received in respect of the Royal British Centenary event. However, there was confusion in respect of the actual date of the event. Following discussion, it was noted that the confirmed date is 24 June 2023. The Town Clerk was instructed that the grant of £1,500 which had been earmarked for this event could be released. Action: Town Clerk

**8. ASSETS (Agenda Point 8)**

- a. *To consider services and bookings of Town Council services:*

Town Hall:

- i. *Court Room* – Lincolnshire County Council, Stamford Transport Strategy Meeting 25<sup>th</sup> - 27<sup>th</sup> April 2023 at various times, one day would be 9am to 3pm, with two days operating 5pm to 9pm. It was noted that the total cost was £914.00.

The Town Clerk reported a request had been received from the former curator of Stamford Museum for the next Mayor to host the book launch on William Stukeley, a

well-known pioneer archaeologist and vicar of All Saints. Following discussion it was agreed that this request should be supported but no dates were available at present for the launch.

Proposal 5 – It was proposed by Councillor S Ford, seconded by Councillor Mrs G Johnson and unanimously RESOLVED that the Town Council approve the booking for the Transport Strategy consultation in the Court Room and support the request to host the book launch on William Stukeley.

The Town Clerk reported that Barclays Bank had requested the use of a room in the Town Hall to facilitate customer interface only. There would be no cash transactions. It was noted that the Robing Room had been requested for three days a week (Wednesday, Thursday and Friday) between 9am-4pm at £250.00 per week. Following discussion it was considered that this offer would be adding value to the Town and should be offered to other banks. The offer would be reviewed at the end of the twelve months agreement.

Proposal 6 – It was proposed by Councillor Mrs G Johnson, seconded by Councillor D Dorson and RESOLVED by majority vote that the Town Council supports the agreement with Barclays to use the Robing Room for three days a week between 9am-4pm at a cost of £250.00 per week for one year. There were three Abstentions.

Civil Ceremonies:

- ii. Civil Ceremony booking request for 2023 – No additional new bookings.
- iii. Shack Bookings:
  - Birthday Party – Saturday 18 March 2023 11.30am-5pm.
  - Diversity Festival – Monday 27 August 2023 11am – 6pm (7hrs).

Proposal 7 – It was proposed by Councillor S Ford, seconded by Councillor H Bisnauthsing and unanimously RESOLVED the Council approves all the above bookings at the Shack.

Councillor Ford outlined the draft designs for the rebranding of the Shack. He confirmed that this was a very central community hub facility and there is a suggestion to alter the name. There was a list of potential names – The Pavilion; The Club House; The Green; The Shed; The Box; The Hooch; The Gazebo; The Hut; The Retreat; The Garden House or The Meeting Place.

It was suggested that an on-line poll should be held but it was viewed that many Councillors may not engage via that method.

- iv. Cemetery Lodge Internal Repairs – The Committee had been circulated with details of the quotes for internal repairs. Councillor Pitt confirmed that it had been agreed that these works were essential following roof damage. It was noted that the total cost was £5,824.16 + VAT. It would be prudent to budget a small contingency. The agent Goodwins property is project managing the repair work. It was noted that the Council had agreed not to raise the rental for the next financial year, but it was viewed that the agent could enquire whether a small increase could be considered in view of the considerable expenditure made to the building.

18.55 – Councillor D Dorson left the meeting.

- v. Update on Cemetery Workshop and Chapel - The Committee were informed that Messenger, the local contractor that undertook the work on the Lodge, had inspected the Workshop and Chapel and a quote is awaited.



**9. PERSONNEL MATTERS (Agenda Point 9)**

- i. *Coronation* – It was noted that the Amenities Operative would be required to work some additional hours during the Town Council’s Coronation event on the Recreation Ground scheduled on Monday 8<sup>th</sup> May 2023. This was noted.

The Chairman Councillor Pitt confirmed that she had thanked the Administration Officer for relinquishing his parking permit in favour of the Heritage and Cultural Officer.

**10. ITEMS FOR CONSIDERATION AT A FUTURE MEETING: (Agenda Point 10)**

- *Changing Places* – The Committee were informed that a proposal had been submitted by SKDC for a Modular Changing Places facility to be sited on the Recreation Ground. The Committee considered more time was required to examine the benefit of such a facility on the Recreation Ground.
- *Ukraine Twinning* – Councillor H Bisnauthsing advised that he is progressing this matter with the relevant families to establish the next steps.
- *Andrew Road Play Area* – Councillor Mrs S Sismore stated she is investigating the possibility of this play area being given to the ATC Cadets for their use.

**11. DATE OF NEXT MEETING: (Agenda Point 11) – Tuesday 18 April 2023**

The Chairman  
Closed the meeting at 19.15pm

**Date:** 22/03/2023  
**Time:** 12:14:29

**Stamford Town Council**

**Page:** 1

**Day Books: Supplier Invoices (Summary)**

**SCHEDULE NO. 12**

**Transaction From:** 22653  
**Transaction To:** 22874

<b>Tran No.</b>	<b>Item</b>	<b>Type</b>	<b>Date</b>	<b>A/C Ref</b>	<b>Inv Ref</b>	<b>Details</b>	<b>Net Amount</b>	<b>Tax Amount</b>	<b>Gross Amount</b>
22653	1	PI	20/02/2023	BRITAN01	V. 766c	CCTV Maintenance Agreement 2023	172.50	34.50	207.00
22800	1	PI	10/02/2023	ANGLIA01	V. 767	Allotment Water charge - PR	79.01	0.00	79.01
22801	1	PI	23/02/2023	PERSON01	V. 768	Contracted HR Services	150.00	30.00	180.00
22802	1	PI	22/02/2023	AMAZ01	V. 769	Radar Keys for RLS PC facilities	7.15	1.43	8.58
22804	1	PI	30/12/2022	VIKING01	V.770	1 bag magic ice	24.89	4.98	29.87
22805	1	PI	22/12/2022	VIKING01	V. 687	To clear payment on account.	0.99	0.00	0.99
22850	1	PI	15/02/2023	ESPO__01	V. 771	Stationery	116.26	23.23	139.49
22851	1	PI	13/02/2023	LLOYDS01	V. 772	Bank Service Charges Act xxx485	7.00	0.00	7.00
22852	1	PI	13/02/2023	LLOYDS01	V. 773	Bank Service Charges Act xxx019	7.00	0.00	7.00
22853	1	PI	16/02/2023	BT0001	V. 774	Admin mobile phones	109.30	21.86	131.16
22854	1	PI	15/02/2023	EE0001	V. 775	Admin mobile phones	43.25	8.65	51.90
22855	1	PI	28/02/2023	GLORIO01	V. 776	TH Rear garden maintenance	35.00	0.00	35.00
22856	1	PI	11/03/2023	BULB001	V. 777	TH Elec. bill	368.83	73.77	442.60
22857	1	PI	11/03/2023	BULB001	V. 778	IH gas bill	586.35	117.27	703.62
22858	1	PI	07/03/2023	MURTA01	V. 779	MM mileage expense delv Newsletters	6.30	0.00	6.30
22859	1	PI	02/03/2023	EON__01	V. 780	Rec. Grd Skatepark elec. bill	72.00	14.40	86.40
22860	1	PI	27/02/2023	LALC__01	V. 781	Subscription to LALC Annual training scheme 23/24	185.00	37.00	222.00
22861	1	PI	27/02/2023	LINCS_01	V. 782	Pest control on Rec. Grd	120.00	0.00	120.00
22862	1	PI	27/02/2023	LINCS_01	V. 783	Pest control Meadows	120.00	0.00	120.00
22863	1	PI	01/03/2023	SAGE001	V. 784	SAGE Accountancy subscription	163.50	32.70	196.20
22864	1	PI	09/03/2023	DIVERS01	V. 785	Coronation Event Intl Food	150.00	0.00	150.00
22865	1	PI	05/03/2023	ANGLIA01	V. 786	TH Water bill	40.44	0.00	40.44
22866	1	PI	23/02/2023	CLOUDY01	V. 787	contracted IT support and Microsoft Licence	8604.66	1720.93	10325.59
22867	1	PI	09/03/2023	CLASPR01	V. 788	Newsletter printing	379.00	0.00	379.00
22868	1	PI	17/03/2023	LAMBRE01	V. 789	MLF Opening Ceremony - Food	460.00	92.00	552.00
22869	1	PI	07/03/2023	KONE_01	V. 800	TH lift service maintenance	109.16	21.83	130.99
22870	1	PI	06/03/2023	EON__01	V. 801	Bandstand elec. bill	22.12	1.11	23.23
22871	1	PI	22/03/2023	SIAB0001	V. 802	Shack Key deposit refund	25.00	0.00	25.00
22872	1	PI	19/03/2023	SHARRIS1	V. 803	Cemetery Ground maintenance	7906.25	1581.25	9487.50
22873	1	PI	19/03/2023	HARRIS02	V. 804	Various interments	2155.00	0.00	2155.00
22874	1	PI	13/03/2023	ZEROSIX	V. 805	Coronation - Poster design	30.00	0.00	30.00
<b><u>Totals</u></b>							<b><u>22255.96</u></b>	<b><u>3816.91</u></b>	<b><u>26072.87</u></b>