

STAMFORD TOWN COUNCIL

**MINUTES OF THE ASSETS & SERVICES MEETING
HELD ON Tuesday, 14 January 2025 AT 6.30PM
IN THE TOWN HALL, STAMFORD**

PRESENT Cllr Jonathan Waples (Chair)
Cllr Peter Copley Cllr Ed Fancourt Cllr Jane Kingman
Cllr Habib Rahman Cllr Anna Wotherspoon

ABSENT: Cllr Kelham Cooke (Ex Officio) Cllr Marion Pitt

IN ATTENDANCE Mrs Sarah Dorson (Town Clerk)
Mr John Burke (Facilities & Allotment Officer)

Public Participation

No members of the public were present.

424. Apologies for Absence

The meeting was advised that apologies with valid reasons for absence had been received from Cllr Marion Pitt

Proposal 1 - Apologies with valid reasons for absence had been received and it was **RESOLVED** to accept apologies from Cllr Marion Pitt

Proposer	Cllr Jane Kingman	
Seconder	Cllr Jonathan Waples	
For	6	Cllrs Copley, Fancourt, Kingman, Rahman, Waples, Wotherspoon
Against	0	
Abstained	0	
Motion	CARRIED	

425. Declarations of Interest

No declarations were made during the meeting.

426. Election of Vice Chair

Proposal 2 - It was **RESOLVED** to approve that Cllr Peter Copley elected as Vice Chair

Proposer	Cllr Jonathan Waples	
Seconder	Cllr Jane Kingman	
For	6	Cllrs Copley, Fancourt, Kingman, Rahman, Waples, Wotherspoon
Against	0	
Abstained	0	
Motion	CARRIED	

427. Assets & Services Budget Report

The Committee considered the Assets & Services report ending Tuesday, 31 December 2024. It was noted that all income and expenditure aligned with expectations. No further action was deemed necessary.

428. Councillor Areas of Responsibility

Proposal 3 - it was **RESOLVED**: that Cllr Jane Kingman will take Councillor responsibility of the War Memorial and the Phone Box (George Hotel) & Cllr Anna Wotherspoon will take Councillor responsibility of the Cemetery and the Allotments.

Proposer	Cllr Jane Kingman	
Seconder	Cllr Jonathan Waples	
For	6	Cllrs Copley, Fancourt, Kingman, Rahman, Waples, Wotherspoon
Against	0	
Abstained	0	
Motion	CARRIED	

429. Councillor Led Reports on Assets & Services

a. Cemetery Update Report

Officer report was received and **NOTED**.

Williamson Cliff Memorial. A revised start date from Stamford College is still to be confirmed

- i. To approve the Recommendation to Replacement of Memorial Bench in the Cemetery - Officer report was received and **NOTED**.

Proposal 4 - It was **RESOLVED**: to approve the replacement of the memorial bench

Proposer	Cllr Peter Copley	
Seconder	Cllr Ed Fancourt	
For	6	Cllrs Copley, Fancourt, Kingman, Rahman, Waples, Wotherspoon
Against	0	
Abstained	0	
Motion	CARRIED	

b. Allotments Update Report

Officer report was received and **NOTED**.

c. Town Hall Update Report

- i. To approve the recommendation to remove the option of drinks for Wedding hires

Officer report was received and **NOTED** Discussions were held regarding the challenges and issues arising from the current arrangements for the provision of alcohol at wedding events held in the Town Hall.

Proposal 5 - It was **RESOLVED**: A report is to be prepared to investigate the current service provided at the Town Hall, including recommendations regarding the offerings, the corkage charge, and its application.

Proposer	Cllr Jonathan Waples	
Seconder	Cllr Jane Kingman	
For	6	Cllrs Copley, Fancourt, Kingman, Rahman, Waples, Wotherspoon
Against	0	
Abstained	0	
Motion	CARRIED	

- ii. To approve the updated pricing for maintenance work previously ratified due to planning conditions

Officer report was received and **NOTED**.

Proposal 6 – It was **RESOLVED**: to approve the revised quotes (following listed building consent and specification change) for external works at the Town Hall as stated below:

- a) Electricity Cupboard Adjacent To The Jailors Door - £1,474.10 +VAT
b) Rear External Fire Exit Door - £2,395.94 +VAT
c) Rear Yard Ground Floor External Fire Exit - £1,343.84 +VAT
d) Front Elevation Railings - £2,105.20 +VAT
Total - £7,319.08

Proposer	Cllr Jonathan Waples	
Seconder	Cllr Ed Fancourt	
For	6	Cllrs Copley, Fancourt, Kingman, Rahman, Waples, Wotherspoon
Against	0	
Abstained	0	
Motion	CARRIED	

d. Recreation Ground Update Report

- i. To approve the recommendation to install 3 Phase connection on the Recreation Ground

Officer report was received and **NOTED**.

Proposal 7 - it was **RESOLVED**: not to proceed with these works due to concerns over the security and safety of access to the electric supply.

Proposer	Cllr Jonathan Waples	
Seconder	Cllr Habib Rahman	
For	4	Cllrs Fancourt, Rahman, Waples, Wotherspoon
Against	0	
Abstained	2	Cllrs Copley, Kingman
Motion	CARRIED	

b. Meadows Update Report

- i. To approve the Recommendation to install Rubbing Boards on the Meadows

Cllr Fancourt's report on the rubbing boards was received and **NOTED**.

Proposal 8 - it was **RESOLVED**: to approve the installation of the Rubbing Boards on the Meadows.

Proposer	Cllr Habib Rahman	
Seconder	Cllr Jane Kingman	
For	6	Cllrs Copley, Fancourt, Kingman, Rahman, Waples, Wotherspoon
Against	0	
Abstained	0	
Motion	CARRIED	

- i. To Review Memorial Benches location policy

Officer report was received and **NOTED**.

The committee agreed to defer the policy on Memorial Bench locations, specifically on the Meadows, pending a report on suitable locations and requirements to be presented at the next meeting.

e. Uffington Road & Empingham Road Playing Fields Update Report

Cllr Waples reported that discussions on Heads of Terms are ongoing regarding a ground share at the Uffington Road Playing Fields and confirmed that the lease for the Empingham Road Playing Fields has been signed. The report was received and **NOTED**.

- i. To Discuss Waste Collection Service

Following discussions the committee agreed to defer the Waste Collection Service to the next meeting

f. Open Spaces & Grass Verges Update Report

Nothing to report.

g. Bastion Update Report

- i. To approve the Recommendation for the Bastion clearance

Officer report was received and **NOTED**.

Proposal 9 - It was **RESOLVED**: to approve Quote 1 - £3,750.00 +VAT from S Harrison & co for the clearance of the site at the Bastion.

Proposer	Cllr Jane Kingman	
Seconder	Cllr Habib Rahman	
For	6	Cllrs Copley, Fancourt, Kingman, Rahman, Waples, Wotherspoon
Against	0	
Abstained	0	
Motion	CARRIED	

h. Butter Marlet (RLS) Update Report

The committee was informed that quotes for the toilet roof repairs are still pending from the contractor.

i. Phone Box (George Hotel)

- i. To approve the recommendation for the Phone Box (George Hotel) Preparation and Paint Quote

Officer report was received and **NOTED**.

Proposal 10 - It was **RESOLVED**: to approve Quote 2 - £700.00 +VAT from CML Decorators for the internal and external decoration of the phone box. Contact will be made with the George Hotel to discuss renewing their advertising, in coordination with the repainting of the phone box.

Proposer	Cllr Jonathan Waples	
Seconder	Cllr Jane Kingman	
For	6	Cllrs Copley, Fancourt, Kingman, Rahman, Waples, Wotherspoon
Against	0	
Abstained	0	
Motion	CARRIED	

j. War Memorial

Nothing to report.

k. Use of Council Facilities Update Report

- i. To Review and approve the Programmed Event Charges for 2025 season

Proposal 11 - it was **RESOLVED**: Charges for events will be increased by 10%, rounded up to the nearest pound. This increase will not apply to charities and community groups, whose charges will remain at £1.

Proposer	Cllr Habib Rahman	
Seconder	Cllr Jonathan Waples	
For	6	Cllrs Copley, Fancourt, Kingman, Rahman, Waples, Wotherspoon
Against	0	
Abstained	0	
Motion	CARRIED	

- ii. To Approve Programmed Event Application(s) recieved

Proposal 12 - It was **RESOLVED**: The Event Application for the Stalls Street Food and Makers Market was approved, with the condition that dates must be selected in consideration of previously agreed schedules and ground conditions.

Proposer	Cllr Jane Kingman	
Seconder	Cllr Habib Rahman	
For	6	Cllrs Copley, Fancourt, Kingman, Rahman, Waples, Wotherspoon
Against	0	
Abstained	0	
Motion	CARRIED	

- iii. To note the Programmed Event Schedule for 2025

The committee **NOTED** the schedule of Programmed Events

- iv. To note the Town Hall Hires and any concerns highlighted and consider any actions deemed necessary.

The committee **NOTED** the Town Hall Hires & Concerns.

- v. To note the Shack Hires and any concerns highlighted and consider any actions deemed necessary.

. The committee **NOTED** the Shack Hires & Concerns.

430. To Consider Projects for the Five-year plan

The committee discussed the Five-Year Plan and agreed to defer it for further review and discussion at the next meeting.

431. To consider confidential matters

To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters: - Ground Maintenance Tender, Rental charges, CCTV

Proposal 13 - It was **RESOLVED** to enter into a confidential session.

Proposer	Cllr Jonathan Waples	
Seconder	Cllr Habib Rahman	
For	6	Cllrs Copley, Fancourt, Kingman, Rahman, Waples, Wotherspoon
Against	0	
Abstained	0	
Motion	CARRIED	

20.45pm – The meeting continued in Closed Session

Minutes arising from confidential item:

Proposal 14 - It was **RESOLVED** The Ground Maintenance Tender document was approved, with the relevant specifications for the sports fields to be reviewed by the clubs. Delegated authority was granted to the Town Clerk to amend the specification, subject to consultation with the Chair.

Proposer	Cllr Jonathan Waples	
Seconder	Cllr Peter Copley	
For	6	Cllrs Copley, Fancourt, Kingman, Rahman, Waples, Wotherspoon
Against	0	
Abstained	0	
Motion	CARRIED	

Proposal 15 - It was **RESOLVED** The increase to the rental charges for the tenancy was approved, aligning with the recommended charge.

Proposer	Cllr Jonathan Waples	
Seconder	Cllr Habib Rahman	
For	6	Cllrs Copley, Fancourt, Kingman, Rahman, Waples, Wotherspoon
Against	0	
Abstained	0	

Motion	CARRIED
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Proposal 16 - It was **RESOLVED** It was approved to grant a three-month rent-free period for the Shack to the community group.

Proposer	Cllr Habib Rahman	
Seconder	Cllr Jonathan Waples	
For	6	Cllrs Copley, Fancourt, Kingman, Rahman, Waples, Wotherspoon
Against	0	
Abstained	0	
Motion	CARRIED	

Proposal 17 - It was **RESOLVED** to continue the meeting past 9pm

Proposer	Cllr Jonathan Waples	
Seconder	Cllr Habib Rahman	
For	6	Cllrs Copley, Fancourt, Kingman, Rahman, Waples, Wotherspoon
Against	0	
Abstained	0	
Motion	CARRIED	

Proposal 18 - It was **RESOLVED** It was resolved to cease displaying of the Regalia during weddings, to approve the recommendations outlined in the report with the creation and implementation of the relevant policy and procedural documents, and to approve the CCTV upgrade at a cost of £7,627.43 + VAT from the current supplier.

Proposer	Cllr Peter Copley	
Seconder	Cllr Jane Kingman	
For	6	Cllrs Copley, Fancourt, Kingman, Rahman, Waples, Wotherspoon
Against	0	
Abstained	0	
Motion	CARRIED	

9.24pm – Meeting resumed in Open Session.

432. Closure

The date of the next meeting scheduled – Monday, 17 February 2025 at 6.30pm.

The meeting closed at 9.24pm

These minutes are subject to confirmation at the next meeting.

Signed on behalf of the Town Council as a true record of the meeting.

Signature

Date

Initialed by Chair