

KEMPSTON TOWN COUNCIL

Council Offices
104 Bedford Road
Kempston
Bedford
MK42 8BG
Tel: 01234 851005
Email: clerk@kempston-tc.gov.uk

Thursday 5 December 2024

To: Members of the Council

You are hereby summoned to attend a meeting of Kempston Town Council on Tuesday 10 December 2024 at 7.30pm in the Council Chamber, 104 Bedford Road, Kempston, Bedford for the purpose of transacting the following business:

H White

H White

Clerk to the Council

DRAFT AGENDA

The reading of the Fire precautions by those present should be carried out prior to the commencement of the business.

- 1. To receive any apologies for absence.**
- 2. Members of the public are invited to address the Council** (time limit: 5 minutes per subject matter)
- 3. To confirm the Minutes of the meeting held on 12 November 2024** - attached as Appendix A (pages 4-7)
- 4. Disclosures of interest in items on the agenda.**

Members are reminded that they must disclose both the existence and the nature of any personal and/or prejudicial interest that they have in any matter to be considered at this meeting in accordance with the Council's Code of Conduct.

- 5. Police Report** – attached as Appendix B (to follow)
- 6. Finance**
 - (a) Financial Statement showing spending/income against budget to 30 November 2024 – (separate attachment).

- (b) To consider and approve payments (cheques, BACS payments and direct debits) – pages 8-9 (plus copy as separate attachment).
 - (c) Bank Reconciliation to 30 November 2024 – page 10 (plus copy as separate attachment).
7. **Update from Finance Committee meeting** – minutes attached as Appendix C (pages 11-12).
 8. **Clerks Report**
 9. **Complaints Policy** – separate attachment.
 10. **Christmas Office Opening Hours**
 11. **Diary of Mayor and Deputy Mayor's Engagements** - attached as Appendix D (to follow)
 12. **Urgent items notified by Mayor or Council leader**
 13. **Date of next meeting:** The next meeting of Kempston Town Council will be held on Tuesday 14 January 2025, in The Council Chamber, 104 Bedford Road, Kempston, Bedford at 7.30pm.

KEMPSTON TOWN COUNCIL

FIRE ALARMS NOTICE

ON HEARING THE FIRE ALARM

1. Leave the building by the nearest available exit which is down the stairs and out of the side door to the premises.
2. Close all the doors and windows.
3. Report to the assembly point, which is the furthest corner of Centenary Hall car park as indicated by fire assembly point sign.-
4. Please DO NOT take risks.
5. Please DO NOT stop to collect personal belongings.
6. Please DO NOT return to the building for any reason unless authorised to do so.
7. Please DO NOT use lifts.

INSTRUCTIONS FOR WHEELCHAIR USERS IN CASE OF FIRE

1. An Escort (buddy) will be named at the meeting/event to accompany the wheelchair user.
2. The escort will accompany the wheelchair user to a safe area, namely the top of the stairs using wet towels, if necessary, to cover their faces. (Towels are stored in the toilet for the disabled.)
3. The wheelchair user and escort will wait in the safe area until the Emergency Services attend.
4. The hirer / member of staff should inform the Emergency Services on arrival of the whereabouts of the wheelchair user and escort.

Minutes of the Meeting of Kempston Town Council held Tuesday 12 November 2024
at 7.30 p.m.

PRESENT: Cllr S Bowman
Cllr S Conway
Cllr T Conway
Cllr M Masud
Cllr T McEwan
Cllr C Meader
Cllr M Nawaz (Chair)
Cllr S Oliver
Cllr H Shahid
Cllr C White
Helen White – Town Clerk
PC Peter Lawson

No. **ITEM**

107.24 **Apologies for Absence**

Cllrs Akbor and Purves

108.24 **Members of the Public are Invited to Address the Council**

None

109.24 **Minutes**

The Minutes of the meeting of Kempston Town Council held on 8 October 2024 as circulated as Appendix A, were confirmed and signed as a correct and accurate record.

110.24 **Members Interests**

Members were reminded that they must disclose both the existence and the nature of any personal and/or prejudicial interest that they have in any matter to be considered at this meeting in accordance with the Council's Code of Conduct – none stated.

111.24 **Police Report**

The Police report had previously been circulated to members.

PC Lawson started off stating that there was not a great deal to update members on. As the crime figures suggested, the police are mostly interested in shoplifting with 32 incidents reported last month, the majority of which occurred at the retail park. The community team now have two new PCSO's so will be able to focus more on patrolling the retail park.

PC Lawson confirmed that he had found some A3 hardback signs in the office in relation to Shoplifting and will leave 3 of them with us to be used as we feel best. He confirmed that there are still ongoing issues at the Co-Op.

A councillor asked whether shopkeepers are reporting shoplifting. PC Lawson advised that the bigger stores don't tend to but the small, independent shops are more likely to. PC Lawson was asked if the police are actually patrolling, as suggested on the posters/signs? There are police resourcing issues at the moment as the Response team are short-staffed so the community team are stepping in to deal with 999 calls, but the PCSO's are getting out when they can. However, if any particular hotspots come to light the Police can target.

Finally it was mentioned that Lidl in Kempston are using a new security exit barrier and this may be worth mentioning to other retailers.

112.24 Finance

- a) The financial statement showing spending/income against budget to 31 October 2024 was circulated as a separate attachment and was considered and approved.
- b) The BACS and transfers report was approved for payment.

It was noted that there are some Unity approvers that are still not approving the BACS requests. Individual councillors to check their logins are registered and active. Clerk to continue sending the BACS spreadsheet by email, but to follow up with a WhatsApp message to the Unity group, to help to speed things up.

- c) Bank reconciliation to 31 October 2024 was considered and approved.

Resolved: That all financial documents are approved.

113.24 Update from Finance Committee meeting

The minutes of the meeting of the Finance Committee held on 1 November 2024 had been circulated. Cllr McEwan informed the members that we need to have finalised the budget and our precept request by the January meeting. It was noted that if we need to submit our precept request by 31st January 2025, then we need the tax base figures from Bedford Borough Council by the end of December this year.

114.24 Clerks Report

The clerk asked for feedback on the first draft of the new logo design. A discussion took place and a decision was made to take one of the four designs forward and ask the designer if it could be simplified – less leaves and branches – ready for the next meeting. Clerk to feed back.

Clerk updated members that we have been successful in our UKSPF grant application and have secured funding to enable us to complete the following projects:

- Replace flooring in kitchen, toilets and hallway – Centenary Hall
- Replace Kempston Noticeboards
- Replace changing room furniture – Cryselco Pavilion
- Install defibrillator – Cryselco Pavilion

The next step is sign the Grant Funding Agreement in front of a witness. One condition of the grant is to have the projects completed by 5th January 2025. It was suggested that

this is a tight timescale especially as we will need to outsource the majority of the work to external contractors. It was suggested that the Clerk contact the UKSPF Team at Bedford Borough and request an extension.

Clerk updated members that the Christmas lamp column motifs and tree were due to be installed overnight on 11 November 2024. Unfortunately this has been postponed to 20th November. The advertising banner is now being displayed on the railings at the Saxon Centre and the social media post has now gone live on the Council Facebook page as well as a couple of Kempston community pages. We have also had 100 posters printed, which will be distributed to local businesses this week.

Finally, a suggestion has made to combine the Mayors Committee and Events Committee together – this was unanimously agreed.

Resolved: It was resolved that :

- clerk to respond to designer following receipt of the first draft of the logo design.
- clerk to contact Bedford Borough Council to request extension to UKSPF project end date.
- the Mayors committee and Events committee to merge.

115.24 Flood Planning

A discussion took place around whether there is anything Kempston Town Council could/should be doing to enhance community resilience against flooding events. It was acknowledged that we do not have funds allocated to flooding and other agencies have the responsibility for flood planning but is there any possibility of Kempston Town Council tagging on the Flood Resilience Team to see if we can offer any help ie storage of sand bags or using Centenary Hall as a warm space in the event of a flood.

Resolved: It was resolved that the Clerk will contact the Flood Resilience Team.

116.24 Digital Communication & Social Media Policy

The revised policy was considered and approved for adoption. Thanks was expressed to Cllr Bowman for his work in updating this policy.

Resolved: It was resolved that the updated Digital Communication & Social Media Policy is adopted.

117.24 Diary of Mayor and Deputy Mayor's Engagements

The diary of the Mayor's engagements as Appendix D was considered, however it was noted that not many Kempston based events appear to be attended.

118.24 Urgent items notified by Mayor of Council Leader

None.

119.24 Date of next meeting

The next meeting will be held on Tuesday 10th December 2024 at 7.30pm in The Council Chamber, 104 Bedford Road, Kempston, Bedford. MK42 8BG

There being no other business, the meeting closed at 20.34.

£7,593.70					
30.11.2024	£14.85	£0.00	£14.85	Bank Charges	Unity Trust Bank
29.11.2024	£30.30	£1.52	£31.82	Gas - Centenary Hall	SSE (GAS) (SSE (Gas))
18.11.2024	£108.74	£0.00	£108.74	Water office	Wave
18.11.2024	£626.67	£0.00	£626.67	Misc	Lloyds Bank
15.11.2024	£676.00	£0.00	£676.00	Monthly NDR - Office	Bedford Borough Council
15.11.2024	£403.00	£0.00	£403.00	Monthly NDR - Hall	Bedford Borough Council
04.11.2024	£61.82	£3.09	£64.91	Electricity - Centenary Hall	SSE Southern Electric (SSE Southern Electric)
04.11.2024	£107.00	£0.00	£107.00	Monthly water - Centenary Hall	Wave
01.11.2024	£46.05	£2.30	£48.35	Gas - Office	SSE (GAS) (SSE (Gas))
01.11.2024	£48.75	£0.00	£48.75	Waste	Bedford Borough Council
01.11.2024	£4,553.02	£910.59	£5,463.61	Grounds Maintenance Contract	Bedford Borough Council
£25,790.17					
22.11.2024	£750.00	£0.00	£750.00	Mayor Event	Indian Summer Restaurant
22.11.2024	£320.00	£0.00	£320.00	Christmas Light Switch On Event	The Elftastic Experience
22.11.2024	£611.52	£122.30	£733.82	Telephones	British Telecom
22.11.2024	£35.82	£7.17	£42.99	Uniform	Screwfix
22.11.2024	£27.48	£5.50	£32.98	Furniture	Screwfix
22.11.2024	£15.56	£0.00	£15.56	Fuel	Steve Wright (Steve Wright)
22.11.2024	£676.00	£135.20	£811.20	Furniture	London Heats
22.11.2024	£8,456.45	£0.00	£8,456.45	Monthly Salaries	Pam Anthony (Pam Anthony)
20.11.2024	£1,365.00	£273.00	£1,638.00	Audit Costs	Mazars
20.11.2024	£53.97	£13.09	£67.06	Stationery	Viking (Viking)
20.11.2024	£1,907.42	£0.00	£1,907.42	HMRC	HMRC
20.11.2024	£2,562.28	£0.00	£2,562.28	Pension fund	Bedfordshire Pension Fund
20.11.2024	£100.00	£0.00	£100.00	Hall Hire Deposit	Sharon Baloyi
20.11.2024	£50.00	£0.00	£50.00	Hall Hire Deposit	Womens Institute (WI)
08.11.2024	£115.00	£23.00	£138.00	Repairs	Bromham Electrical Ltd
08.11.2024	£2.91	£0.58	£3.49	General Maintenance	Screwfix
08.11.2024	£71.80	£14.36	£86.16	Hygiene & Disposables	ICP Hygiene
08.11.2024	£17.82	£3.56	£21.38	Repairs	Elliott Electrical Supplies Ltd

08.11.2024	£3,462.50	£692.50	£4,155.00	Works	Blachere Illumination UK Ltd
08.11.2024	£100.28	£20.05	£120.33	Service Contracts	Just Computers
08.11.2024	£625.00	£125.00	£750.00	Repairs	Curti Lifts
08.11.2024	£1,975.00	£395.00	£2,370.00	Repairs	Curti Lifts
08.11.2024	£40.00	£8.00	£48.00	General Maintenance	My Window Cleaner
08.11.2024	£150.00	£30.00	£180.00	Service Contracts	Amida Fire Limited
08.11.2024	£227.00	£0.00	£227.00	Kempston Calling	Beds Bulletin
08.11.2024	£100.00	£0.00	£100.00	Hall Hire Deposit	Mark Paul
08.11.2024	£100.00	£0.00	£100.00	Hall Hire Deposit	Gavin Hoyte
08.11.2024	£3.05	£0.00	£3.05	Transfer between accounts	Kempston Town Council

5 December 2024 (2024-2025)

Kempston Town Council

RECONCILIATION - Kempston TC - Current A/C (Unity) 20440747 30-11-2024

From Accounts	(£1,685.46)
Payments not cashed Add	£33,383.87
Receipts not entered Subtract	£5,322.37
Statement should be	£26,376.04

Minutes of the meeting of the Kempston Town Council Finance Committee held in the Council offices on Friday 29 November 2024 at 11.00am

PRESENT: Cllr A Akbor
Cllr S Bowman (Chair)

Mrs H White, Clerk

69.24 To Receive any Apologies for Absence

Cllrs McEwan, Meader and Shahid gave apologies which were noted.
It was noted that the meeting was quorate.

70.24 Disclosures of interest in items on the agenda

None

71.24 Minutes

The Minutes of the meeting of Kempston Town Council Finance Committee held on 1 November 2024 as circulated as Appendix A, were confirmed and signed as a correct and accurate record.

72.24 Finance

- To review Corporate Credit Card statement for October 2024 – noted
- Mayors Charity Dinner – Income & expenditure report was noted and congratulations to be proffered to Cllr Nawaz for another successful event.

It was requested that the last 6 months financial information is available at the next meeting, to show gross income and expenditure, net figures, total amount raised to date and an idea of the number of people that have attended the events.

73.24 Christmas lights

The committee were informed that the Christmas lights installation is very last minute and it was noted that the committee consider the performance of the contractor to be unacceptable. Clerk to request a meeting with the Project Manager in the new year. Next year's installation date needs to be scheduled to take place earlier in November.

Secondly the committee were informed that Bedford Borough Council Highways team have inspected the rope lighting on the lamp columns on the High Street and 7 of the 14 lights are not working and need replacing at a cost of £952.00. The committee have agreed to this but it was noted that the Mayors and Events committee will need to review this for next year's budget.

Resolved: it was resolved that the Christmas lighting could be replaced on Kempston High Street.

74.24 Budget Planning 2025/26

It was noted that the Clerk has not been able to move forward with the Budget planning process for 2025/26 as she needs assistance from councillors on the Finance committee.

The budget needs to be delivered to full Council at the January 2025 meeting so a discussion took place as to what needs to be done to ensure this happens. Cllr Bowman asked if the Clerk could make a start on the budget, following last years process and he will commit to spending time with the Clerk reviewing it, week commencing 16 December.

Resolved: it was resolved that the draft budget will be available to view at the January 2025 finance committee meeting.

75.24 Complaints Policy

Cllr Bowman has reviewed the current policy and this was considered by the finance committee.

Resolved: that the updated policy is approved by full council.

76.24 Date of next meeting

The next meeting of the Finance Committee is to be held on Friday 3rd January 2024 at 11.00am in the Council Offices or via Microsoft Teams.

There being no further business, the meeting closed at 11.40am.