



Stamford Town Council

Town Hall, St. Mary's Hill, Stamford, PE9 2DR
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Website: www.stamfordtowncouncil.gov.uk
Town Clerk: Mrs Sarah Dorson
Mayor & Chairman: Cllr Amanda Wheeler

TO: All Members of the Town Council

Dear Councillor, You are summoned to the Annual Town Council meeting of Stamford Town Council on **Monday, 29 September 2025** at Town Hall, starting at **7pm**.

Members of the public are welcome to attend meetings of the council and committees, unless excluded due to the confidential nature of the business. Disabled access is available.

The meeting will consider the items set out below.

Mrs Sarah Dorson - Proper Officer –Town Clerk
Wednesday, 24 September 2025

6.55pm - Prayers or another form of religious observance will take place and will last approximately five minutes. Those who do not wish to participate may leave the room during this time.

7pm **Public Question Time**

The Chairman will invite members of the public to present their questions, statements, or petitions. The public participation period will be limited to **fifteen minutes** in total, with each speaker allowed a maximum of **three minutes** to address the meeting.

Reports from the Police and elected members of Lincolnshire County Council and South Kesteven District Council

A maximum of **Ten additional minutes** will be allocated for the meeting to receive brief reports from the Police and elected members of Lincolnshire County Council and South Kesteven District Council.

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meeting (including on social media). Any member of the public wishing to record or film proceedings should let the Chairman of the meeting know prior to, or at the start of, the meeting.

Members are reminded of their responsibilities under the [Code of Conduct](#), [Terms of Reference](#) and [Standing Orders](#). The Council has a duty to consider the following matters in exercising its functions: Equal Opportunities (including race, gender, sexual orientation, marital status, religion, belief, or disability), Crime & Disorder, Health & Safety, and Human Rights.

The 7 principles of public life
Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership
([Committee on Standards in Public Life, 1995](#))

Stamford Town Council Agenda

1. Apologies – To receive and consider for acceptance

The Council (including its committees) must approve (or reject) the reasons provided for apologies from absent councillors. If a council member fails to attend a meeting of the council (or its committees) for six consecutive months, without submitting apologies that are accepted by the council (or committee), they will be disqualified from office.

2. To receive any Declarations of Interests and Requests for Dispensation

Members and Officers are reminded of their obligation to declare any interests in accordance with the Code of Conduct adopted in May 2025. The Clerk will report any dispensation requests received.

If a matter arises during the meeting that relates to a councillor's interest, the councillor is responsible for declaring that interest in accordance with the adopted Code of Conduct.

3. Exclusion of the Press and Public

To determine which items, if any, of the Agenda should be taken with the public excluded.

4. Minutes of the Previous Meeting

To confirm and sign the minutes of the meeting of Stamford Town Council held on Monday, 18 August 2025 **Appendix A**

5. Request from LCC Cllr Cleaver

To review a proposal from a LCC Cllr Cleaver to extend the Red Lion Square road closure to include St Mary's Hill and the west section of St Mary's Street for the Christmas Lights Switch-On, adding market stalls, a funfair and traffic management funded by STC to support businesses affected by the LCC Town Bridge closure. This proposal originates externally rather than from STC. Members are asked to determine whether to proceed and any actions required.

6. Use of Delegated Powers

7. Resolution for approval from Committees

To review any proposals recommended for approval by full council.

F&G Policies

- Acceptance of Electronic Summons 2025 **Appendix B**
- Customer Service Standards 2025 **Appendix C**
- Data Breach reporting Form 2025 **Appendix D**
- Declaration of Acceptance of Office Councillor Privacy Notice 2025 **Appendix E**
- Document Retention and Disposal Policy 2025 **Appendix F**
- Appendix A - List of Documents for Retention or Disposal 2025 **Appendix G**
- Management of Records Policy 2025 **Appendix H**
- General Data Protection Awareness Checklist for Councillors 2025 **Appendix I**

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- Email Contact Privacy Notice 2025 **Appendix J**
- Proof of Life Policy 2025 **Appendix K**
- Anti-Fraud and Corruption Policy 2025 **Appendix L**
- Vexatious Complaints Policy 2025 **Appendix M**

8. Chairs Report

To receive an update report from the Chair.

9. Clerk's Report

To receive an update report from the Clerk on matters from the meeting the last meeting which are not agenda items.

10. To receive a report for information to Full Council

Ward Councillor Reports

Councillors are invited to provide a ward report at this point.

Outside Bodies Reports

Councillors appointed to Outside Bodies are invited to provide a report at this point.

11. To approve payments and receive financial reports Bank Balances

Summary

The Council should have a clear understanding of the Council's financial position throughout the year. Every local council must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions.

The following summaries are for the council to receive and note:

a) Bank Balances

To note bank balances as of Sunday, 31 August 2025 (latest statement(s))

Bank Payments Account 0019 £ 19,904.51

Bank Instant Access 3260 £ 238,192.80

S&W Account 9485 £ 28,098.42

Investment Account CCLA £250,897.61

Investment Account 32-day 42LS £ 104,500.85

Petty Cash £ 62.43

b) List of payments for information

To note the payments of accounts since the previous meeting **Appendix N**

c) Balance Sheet

To note balance Sheet as of Sunday, 31 August 2025 – **Appendix O**

If any councillor requires additional information, please inform the Town Clerk, and it will be arranged.

Legal Implications

Every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs.

(Local Government Act 1972 s.151)

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Recommendation

That the Council receives and notes the Bank Balances, List of Payment & Balance Sheet Report any raises any queries it may have.

12. Exclusion of the Press and Public

Legal Authority and Implication

A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies” (*Public Bodies [Admission to meetings] Act, 1960*)

Recommendation

That the public be excluded during the discussion of the remaining agenda items on the grounds that they involve the likely disclosure of confidential information and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The Council **RESOLVES** to accept the recommendations as outlined in the confidential reports.

- Officer Report Personnel Matters

13. Closure

To close proceedings and confirm the date of the next meeting scheduled – Monday, 27 October 2025