

ASSETS & SERVICES COMMITTEE



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 Finance & Governance Committee

Dear Councillor, You are summoned to a meeting of **the Assets & Services Committee of Stamford Town Council** on Tuesday, 14 October 2025 at Town Hall, starting at 6.30pm.

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
Thursday, 09 October 2025

6.30pm 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 Twenty minutes in total, with each speaker allowed a maximum of Five minutes to address the meeting.

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](#))

Appointed Committee Members:

Cllrs Copley (Vice), Fancourt, Kingman, Rahman, Sawyer, Waples & Wotherspoon (Chair)

Assets & Services Committee 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 Assets & Services Committee held on Tuesday, 12 August 2025 **Appendix A**

5. Assets & Services Budget Report

To receive the Assets & Services budget report to Tuesday, 30 September 2025 and consider any actions deemed necessary. **Appendices B**

6. Updates from Working Groups & Sub Committees

Shack Renovation Community Project Working Group - Cllr. Jonathan Waples

To receive an update and approve the recommendations from the Shack Renovation Community Project Working Group report. **Appendix C**

Building Assets Advisory Sub-Committee - Cllr. Peter Copley

To receive an update and approve recommendations from the Building Assets Advisory Sub-Committee reports. **Appendices D, E & F**

The Building Assets Advisory Sub-Committee recommends:

- i. That the Assets & Services committee support the application by the Heritage & Collections Committee for s106 monies to refurbish the Town Hall cellars for use as part of the museum offer at the Town Hall.
- ii. That quotes are obtained for the repair works identified in the recent site survey of the Bastion.
- iii. That a scheme design and specification is prepared for the refurbishment of the Red Lion Square Toilets.

Assets & Services Committee Agenda

Wedding Hires Working Group - Cllr. Jonathan Waples

To receive an update and recommendations from Wedding Hires Working Group.

7. Councillor-Led Reports on Assets & Services

This item includes updates on progress within the Assets & Services portfolio. Responsibility for reporting lies with the relevant councillor overseeing each area, supported by the officer where necessary. The reports provide updates on decisions already taken and outline further actions requiring resolution.

- a. Cemetery Update Report – Cllr. Sawyer
- b. Allotments Update Report – Cllr. Wotherspoon.
- c. Town Hall Update Report - Cllr. Habib Rahman
- d. Recreation Ground Update Report - Cllr. Jonathan Waples
 - i. To receive an update on the Outdoor Gym and consider any actions deemed necessary.
 - ii. Parking issues on Recreation Ground
- e. Meadows Update Report - Cllr. Ed Fancourt
- f. Uffington Road & Empingham Road Playing Fields Update Report - Cllr. Jonathan Waples
 - i. To receive an update on the Bridge Club parking – Officer report
 - ii. To receive an update on Stamford Town Bowls Club new lease issue – Officer report
 - iii. To receive an update on Stamford Rugby Club and parking issues – Officer report – **Appendix G**
- g. Open Spaces & Grass Verges Update Report - Cllr Jane Kingman
- h. Bastion – Cllr. Jane Kingman
 - i. To review the suggestions provided for the future use of the Bastion location – **Appendix H**
- i. Butter Market (RLS) – Cllr. Peter Copley
 - i. Refer to **6 iii** above.
- j. Phone Box – Cllr. Jane Kingman
- k. War Memorial – Cllr. Jane Kingman
- l. Use of Council Facilities Update Report – Officer
 - i. To note the Programmed Event Hires and any concerns highlighted and consider any actions deemed necessary.
 - ii. To note the Town Hall Hires and any concerns highlighted and consider any actions deemed necessary.
 - iii. To note the Shack Hires and any concerns highlighted and consider any actions deemed necessary.

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m. Ground Maintenance & Trees – Officer

8. STC CCTV System Transfer to SKDC

To receive an update on the CCTV Transfer to SKDC

9. Saturday Waste Collection

Cllr Max Sawyer to provide an update on the Saturday Waste Collection

10. Use of Delegated Powers

- i. Constant water leak to the disabled toilet in Red Lion Square - £180.00
- ii. H&S and Insurance cover requirement for the extension of the existing automated Fire Detection System at the Town Hall - £1,400.00

11. Closure

To close proceedings and confirm the date of the next meeting scheduled – Tuesday, 09 December 2025