

# Sandy Town Council

**Minutes of a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which was held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 11 March 2019 commencing at 7.30pm.**

**Present:** Cllrs P Blaine (Chairman), A Gibson, A M Hill, W Jackson, M Pettitt, M Scott and P Sharman.

**In attendance:** Cllr N Aldis, Mr C Robson (Town Clerk)

|  | <i>Actions</i> |
|--|----------------|
| <p><b>1 Apologies for absence (107-2018/19)</b><br/>Apologies for absence had been received from Cllrs Cole, Osborne and Sparrow.</p>  | Admin          |
| <p><b>2 Declarations of interest (108-2018/19)</b><br/>There were no declarations of interest.</p>   |                |
| <p><b>3 Public Participation Session (109-2018/19)</b><br/>No members of the public were present.</p>  |                |
| <p><b>4 Minutes of previous meeting (110-2018/19)</b><br/><b>RESOLVED</b> to receive the minutes of the Policy, Finance and Resources Committee held on 28 January 2019 and to approve them as a correct record of proceedings.</p>  |                |
| <p><b>5 Financial Reports (111-2018/19)</b></p> <p>i) Members received and considered a balance sheet and detailed financial report showing income and expenditure against the revenue budget for February 2019.</p> <p>It was <b>RESOLVED</b> to receive and note the report.</p> <p>ii) Members received and considered the budget overview report from the Clerk.</p> <p>It was noted that there was an error in the report and 401 2145 should read 401 1245. This referred to a grant from DWP.</p> <p>It was <b>RESOLVED</b> to receive and note the report.</p> <p>iii) Members scrutinised a schedule of payments made since the previous meeting. The Clerk apologised for the poorer quality of the schedule of payments, this was because it had been</p> |                |

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amended to make the transaction detail clearer.

A Member asked for clarification on a payment for tree works. The Clerk explained that this was for work to pollard willow trees at Beeston Green.

A Member asked for details on what an Osma Roundline System was. Members stated that Osma manufactured plastic piping. The purchase of £37.68 was for guttering that was required on a storage facility (tractor shed) owned by the Town Council at Sunderland Road.

A Member asked about the service of the church clock and why the Council was paying for this. A Member said that the Council had paid for the service of the clock for many years, at one point this was referred to as the 'Town Clock' in the accounts. The Clerk said that there was a statutory duty for the Council to maintain the closed churchyard, but that the duty did not extend to the clock. However, many Councils do cover the service of such clocks. The clock requires repair works in the region of £800. The Church are currently looking at obtaining grant funding to cover the costs of this work.

A Member noted that the cost paid in management of the Pinnacle and Riddy is high and requested that this be looked at in the future.

**RESOLVED** to approve the schedule of payments.

- iv) **RESOLVED** that Cllr Blaine scrutinise the bank reconciliations and statements and sign these as approved at the end of the meeting.

## **6 Action List (112-2018/19)**

Members received and noted a copy of the Action List.

## **7 Town Centre Defibrillator Lighting (113-2018/19)**

Members received and discussed a report from the Town Clerk on the defibrillator located on the library wall. The Clerk informed Members that he had brought the item to committee as he did not have the delegated authority to spend funds on another organisation's asset/property without committee approval.

Members stated that they were not against paying for the installation of an external light on the wall of the library to assist public use of the Town Council defibrillator. However, Members

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queried whether the defibrillator could in fact be relocated to the disused phone box outside the Co-op store. This would make use of the box, which had become unsightly and has no handset in it. The Heartbeat Trust had previously advocated turning disused phone boxes into defibrillator boxes.

A Member said that he supported the Council investigating whether this was possible, but that as lives depended on the use of the defibrillator, action must be taken quickly. Therefore, a decision should not be put off for more than one meeting cycle.

It was Proposed, Seconded and **RESOLVED** that the Clerk contact BT and enquire as to their planned future use of the phone box and should the box be decommissioned, that it be used to house the defibrillator. The matter will be brought back to the next meeting of the Policy, Finance and Resources Committee for decision.

## **8 Depot Development (114-2018/19)**

Members received an update on the development of the Council's depot building and noted the contractor's completion timescale of 16 weeks. A Member asked that some information is publicly displayed along Stratford Road to make the public aware of what work is being carried out. This could be accompanied by information on the Council's website. Any signage relating to the archaeological excavation which is still up along Stratford Road should be taken down. A meeting of the Cemetery Working Group would be convened to look at the timetabling and next steps in more detail.

## **9 Council Risk Assessment (115-2018/19)**

Members reviewed the Council's adopted risk assessment and noted that an amendment was required on page 29 to make it clear that Bedford Borough Council no longer managed the Council's payroll.

**RESOLVED to RECOMMEND** that the Council re-adopt the Risk Assessment for the forthcoming 2019/20 financial year subject to the amendment.

## **10 Removable Media Policy (116-2018/19)**

Members received and considered a policy on the use of removable media for the storage and transfer of information by Council employees and Councillors.

A Member asked that the policy be amended to state the Council has adequate anti-virus protection to ensure data accepted by the Council was not dangerous. It was also asked that passwords be used to protect any memory sticks or CD's.

Admin

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A Member stated that he had concerns as to whether deleting the data was enough, as this often just deleted indexing.

A Member asked whether the policy was statutory. The Clerk said it was not but did form part of the Council's work to ensure it met GDPR guidelines.

It was **RESOLVED to RECOMMEND** that the Council adopt the Removable Media Policy subject to the following amendments;

- Change the word 'Authority' to 'Council' in section 1.2
- Correction of a spelling mistake in section 1.3
- Inclusion of Councils anti-virus protection to protect against incoming data.
- Inclusion of password protected memory sticks and CD's

## **11 Media Policy (117-2018/19)**

Members reviewed the Council's Media Policy. It was noted that there was a mistake in section 3.3 and 'if' should read 'of'. It was **RESOLVED** to re-adopt the Council's media policy.

Admin

## **12 Training Policy (118-2018/19)**

Members reviewed the Council's Training Statement of Intent and Policy. It was noted that the subject heading was incorrect and should read 'Council' rather than 'Councillor'. It was **RESOLVED** to re-adopt the Council's Training Statement of Intent and Training Policy.

## **13 Public Participation in Formal Meetings of Council and Committee Policy (119-2018/19)**

Members received and considered a policy on public participation at meetings. The Chairman asked whether Members were happy with the flexible approach that had been taken or did there need to be amendments to the way in which public participation at meetings is managed.

Members expressed some concern that the policy did not offer enough flexibility or make it clear that the Chairman could use his or her discretion when dealing with public participation. A Member stated that the Council had made efforts to engage with the public and that engagement at meetings is an important part of the process.

A Member said that the use of the word 'exceptional' in section 3.10 was too strong and that this should be down to the Chairman's discretion. It was agreed that section 3.11 should be removed.

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It was agreed that a revised version of the policy be brought back for further consideration.

**14 Chairman's Items (120-2018/19)**

There were no Chairman's Items.

**15 Date of next meeting (121-2018/19)**

It was noted that the next committee meeting will be 29 April 2019.