

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 14 October 2019 commencing at 7.30pm.

Present: Cllrs N Aldis, P Blaine, J Hewitt, A Hill, W Jackson, R Lock, C Osborne (Chair), M Pettitt, M Scott and P Sharman.

In attendance: Mr C Robson (Town Clerk) and one member of the public.

		<i>Actions</i>
1	Apologies for absence (57-2019/20) There were no apologies for absence.	Admin
2	Declarations of interest (58-2019/20) Cllrs Osborne and Lock declared an interest in item 11 on the agenda as members of St Swithun's PCC. They would not be voting on any propositions relating to the matter.	
3	Public Participation Session (59-2019/20) A Member of the public was present to speak on behalf of a grant application and would speak or answer Councillors' questions at item 6 on the agenda.	
4	Minutes of previous meeting (60-2019/20) RESOLVED to receive the minutes of the Policy, Finance and Resources Committee held on 2 September 2019 and to approve them as a correct record of proceedings.	
5	Financial Reports (61-2019/20) i) Members considered a balance sheet and detailed financial report showing income and expenditure against the revenue budget for August 2019. The Chairman went through each page of the budget report and Members considered expenditure. A member asked about sc106 debtors, which was related to some money from sc106 for play parks and a cricket scoreboard. It was RESOLVED to note the financial reports for August 2019. ii) Members received a budget overview report for August 2019. A Member asked about the water bills and the Clerk explained that problems had been experienced since Anglian Water became 'Wave'. Readings have been provided and in some cases credits applied, in other cases extremely large bills which are out of kilter with previous years have been received. The office will continue to monitor. A Member commented that this was also a problem businesses were facing with their bills.	

Sandy Town Council

- iii) Members scrutinised a schedule of payments made since the previous meeting.

A Member asked about a payment to CBC relating to a dropped kerb. It was confirmed that this was our contribution to the installation of a dropped kerb in Newton Way which was put forward under the rural match funding scheme.

A Member asked about a payment to Bedford Borough Council. The Clerk confirmed that this was for an occupation health assessment that the Council were required to do for a former employee who is in the Council's pension scheme. No further reviews are anticipated.

A Member asked about a payment for 'adult pads'. It was confirmed that these were for the defibrillator.

It was **RESOLVED** to approve the Schedule.

- iv) It was **RESOLVED** that the Chair check and approve the bank reconciliations and statements.

6 Grant Applications (62-2019/20)

Members received and considered a grant application from Biggles FM. The Chairman reminded Members that the Council's remaining grants budget for the current financial year was £2,200. In the last financial year, Biggles FM were awarded a grant of £300. In the year prior to that, a grant of £250 was awarded.

A Member asked about the transition to DAB radio. Mr Waring, speaking on behalf of the application, stated that DAB was the future of radio and at some point FM would be discontinued. The station is now looking to move over to DAB to safeguard itself for the future and increase its listener numbers. The station will continue to run on FM, as it has for the last nine years.

At present, it costs £5,000 per month for a DAB license. However, small scale licenses are to be launched next year. This would allow Biggles FM to provide a small-scale DAB platform.

A Member asked if the station had any way of gauging how many people had DAB listening technology. Mr Waring stated that figures showed over 50% of people listened on DAB as opposed to FM. The station is looking to broadcast from both.

A Member asked if the station engaged with local youth groups, such as

Sandy Town Council

scouts and guides. Mr Waring said that it does not actively do so but that anybody is able to come and use the station or send in publicity. Recently he had promoted the town's French Market.

A Member said he felt that it was a very valuable service that needed to be taken advantage of by more people.

It was proposed, seconded and **RESOLVED** to approve a grant of £300 to Biggles FM.

Admin

7 **Action List (63-2019/20)**

Members received and noted the action list. The Clerk commented that a meeting of the cemetery working group would be held the following week to look at responses received from the archaeologists on costings and the next stages of the cemetery development. The depot is nearing completion with the final works now being undertaken by the contractor.

Town Clerk

8 **Alternative CCTV Provision (64-2019/20)**

Members received and considered a report from the Clerk. It was agreed that the revenue savings offered by switching to new CCTV cameras were beneficial to the tax payer and that this should be done within the current financial year, subject to further quotes coming forward and agreement on a contractor. It was also agreed that the depot should be a priority. Due to the time constraints in ensuring a camera is installed at the depot, it was **RESOLVED** that the CCTV working group would meet to review the CCTV quotes and bring a recommendation to Full Council on 28th October 2019.

Town Clerk/
CCTV
Wrk
Group

9 **Central Bedfordshire Council Street Lighting Review (65-2019/20)**

Members received and considered a report from the Clerk. It was noted that the information provided did not include any accurate costs from CBC yet. Members noted the report and that the matter be carried forward.

10 **2020/21 Revenue Budget Report (66-2019/20)**

Members received and considered a report from the Town Clerk on the 2020/21 revenue budget. Members went through each budget line individually and commented as follows;

402 4018 – reduce GDPR budget to £500 to cover data protection officer and any applicable training. It was noted that this would make an overall saving of £2,230 in the Council administration budget costs.

A Member asked whether insurance of the new depot was allowed for. The Clerk confirmed that insurers had said this would increase the

Sandy Town Council

Council's premium by approximately £200-300 and this was allowed for in the recommended budget.

A Member noted that banking charges were applied to the Council's account by Barclays. It was questioned whether the Council was restricted in who it banks with. The Clerk responded that it was not, but that the services each bank offered may affect how the Council meets its financial regulations. Sourcing alternative banks is on the Council's action list.

It was proposed but not seconded that the Council reduce budget 403 4017 by £1,000. Currently a £500 reduction was suggested. A Member stated that he would object to such a reduction, as fly tipping was an issue and the Council must have a budget in place to deal with it.

A Member queried the planting of new trees. The Clerk stated that a budget of £6,000 was in place for tree works, which would cover maintenance of existing trees and planting of new trees. It was noted that there would be unspent expenditure in this year's budget, and this could be used to plant new trees this autumn.

408 4100 – CCTV can be amended to reflect the Council's wish to explore new alternative CCTV provision.

502 4060 – Management costs for the Riddy and Pinnacle to be reviewed. The Clerk to look at bringing this forward.

It was noted that there were propositions to hold a VE day event and that a proposal would be coming to Full Council. This can then be worked into the Council's revenue budget at future meetings during the budget setting process.

11 St Swithun's Clock Repairs (67-2019/20)

Members received and considered a report on further repair works required for the St Swithun's Clock. It was proposed that the Council do cover the expenditure on repairing the clock as it is an important part of the town. A cost equates to approximately 18p per household. The proposition was seconded.

RESOLVED that the Council pay £850 for the installation of a new motor for the Church Clock from the Council's Cemetery and Churchyard maintenance and security budget (406 4036).

Cllrs Lock and Osborne did not vote on the proposition.

Admin

Sandy Town Council

12 Fallowfield Play Equipment (68-2019/20)

Members received and considered further quotes on the replacement of play equipment at Fallowfield Recreation Ground. Members felt that play equipment was particularly expensive and questioned the need to have storage on site. Could Council storage not be used to reduce costs? The Clerk commented that the removal, installation and making good would take more than one day and this was why on-site secure storage had been included in the providers' quotes. The Clerk could speak with the Council's outdoor team to see where costs could be reduced.

It was **RESOLVED** that Company C be used to supply and install a new see-saw and flymobile at the Fallowfield Recreation Ground.

Town
Clerk/
Ground
Team

13 Privacy Notice (69-2019/20)

- i) Members reviewed the Council's Privacy Notice. **RESOLVED** to re-adopt the Privacy Notice.
- ii) Members reviewed the Council's Data Protection Policy. **RESOLVED** to re-adopt the Data Protection Policy.

14 Freedom of Information and Model Publication Scheme (70-2019/20)

- i) Members received and reviewed the Council's Freedom of Information Policy. **RESOLVED to RECOMMEND** that the Council adopt the Freedom of Information Policy.
- ii) Members received and reviewed the Council's Model Publication scheme. **RESOLVED** to re-adopt the Model Publication Scheme.

15 Independent Review into Local Government Audit Call for Evidence

Members received and considered correspondence from NALC on a review to assess arrangements in place to support the transparency and quality of Local Authority financial reporting and external audit.

RESOLVED that the Clerk be given delegated authority to respond on behalf of the Council.

16 Sandye Place (71-2019/20)

Members received updates on Sandye Place. The Clerk reminded Members that Mr T Keaveney from CBC would be coming to meet with Members on 18th November 2019 to discuss Sandye Place and CBC's service provision in the town. The Clerk also informed Members that he would be sending out details of a proposed meeting of Councillors to discuss what they felt Sandy Town Council's role in leisure provision should be in anticipation of discussions with CBC.

Sandy Town Council

17 Exclusion of the press and public (72-2019/20)

RESOLVED to exclude the press and public from the meeting pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Members received information on a confidential matter around banking mandates and signatories.

18 Date of next meeting (73-2019/20)

It was noted that the next Policy, Finance and Resources Committee meeting will be on 25 November 2019.

Time: 14:32

Current Bank A/c

List of Payments made between 01/08/2019 and 31/08/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2019	Premium Credit	DD	1,588.81		Insurance
05/08/2019	UK Fuels Limited DDR	DD01	151.78		327-Motor fuel
05/08/2019	Bank charge	CHRG	36.14		Bank charge
07/08/2019	BATPC	31762	40.00		313-Chairmanship 2 training
07/08/2019	Bedford Borough Council	31763	653.40		315-POHS health assess. B.G.
07/08/2019	Ben Burgess & Co Ltd	31764	385.92		316-Works - faulty battery
07/08/2019	Mrs Jemma Butler	31765	20.00		343-Proms in the park-ticket
07/08/2019	Corona Corporate Solutions Ltd	31766	347.58		324-Copier qtrly charge
07/08/2019	Central Bedfordshire Council	31767	4,106.12		319-Credit Match fund-dropped
07/08/2019	The Community Heartbeat Trust	31768	144.00		323-adult pads
07/08/2019	Sandy Cricket Club	31769	23.15		345-Fuel claim
07/08/2019	DCK Accounting Solutions Ltd	31770	535.03		325-Contract visit
07/08/2019	Hertfordshire County Council	31771	99.48		330-Misc stationery items
07/08/2019	Martin Howlett Trading Company	31772	28.00		331-Case of white paper towel
07/08/2019	Arthur Ibbett Ltd	31773	554.06		312-Outside works mainte misc.
07/08/2019	Tim Miles	31774	720.00		332-Burial grave digging
07/08/2019	Mr T Munns	31775	320.00		333-storage unit rental
07/08/2019	FD Odell & Sons Ltd	31776	479.70		336-Mixed waste collection
07/08/2019	QN Hotels	31777	250.00		338-Deposit
07/08/2019	Rosetta Publishing	31778	571.20		342-Mini page July bulletin
07/08/2019	Safford's Coaches Ltd	31779	482.76		357-safford ticket sales
07/08/2019	Mr M Scott	31780	237.90		347-Mileage claim
07/08/2019	1st Sandy Scout Group	31781	3,183.16		358-Fireworks for scout group
07/08/2019	St Ives Town Council	31782	60.00		344-Mayors quiz night tickets
07/08/2019	Sutcliffe Play Ltd	31783	623.52		349-Seat & high chains
07/08/2019	Mr S Nedic	31784	2,950.00		348-Repair portholes -car park
07/08/2019	Team Flitwick	31785	258.30		350-Motor fuel
07/08/2019	Time Assured Limited	31786	1,098.00		351-Clock maintenance
07/08/2019	Mrs Jemma Butler	CNXL31765	-20.00		CNXL CHQ 31765
07/08/2019	Mrs Jemma Butler	111343	20.00		Proms in the Park
07/08/2019	Barclays Active Saver	TFR	89,867.36		
07/08/2019	Barclays Active Saver	TFR	145,049.50		
12/08/2019	UK Fuels Limited DDR	DD02	64.70		328-Motor fuel
12/08/2019	Information Commissioner	DD03	35.00		P/Ledger Electronic Payment
14/08/2019	Ampower UK Ltd	DD04	13.85		406-Elec for July
15/08/2019	Staff salaries for August	BACS	13,741.54		Staff salaries for August
19/08/2019	UK Fuels Limited DDR	DD05	61.81		326-Motor Fuel
20/08/2019	Anglian Water Business Ltd. (N	111344-1	61.21		442-Water 06.05.19-05.08.19
20/08/2019	Anglian Water Business Ltd. (N	111344-2	415.93		440-Water 06.05.19-05.08.19
20/08/2019	Anglian Water Business Ltd. (N	111344-3	97.53		P/Ledger Electronic Payment
21/08/2019	BATPC	111346	60.00		436-Councillor training sess
21/08/2019	Anglian Water Business Ltd. (N	111345-1	85.69		P/Ledger Electronic Payment
21/08/2019	Anglian Water Business Ltd. (N	111345-2	838.41		439-Water 15.04.19-14.07.19
21/08/2019	Pension Due	BACS	4,854.51		Pension Due
21/08/2019	HMRC PAYE/NI Due	BACS	4,120.24		HMRC PAYE/NI Due
22/08/2019	Ampower UK Ltd	DD06	56.59		404-Elec for July
22/08/2019	Ampower UK Ltd	DD07	991.04		405-Elec for July

Current Bank A/c

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22/08/2019	Ampower UK Ltd	DD08	991.04		P/Ledger Electronic Payment
22/08/2019	Ampower UK Ltd	DD	56.59		P/Ledger Electronic Payment
27/08/2019	Public Works Loan Board	DD09	304.12		337-PWLB Loan repayment
27/08/2019	UK Fuels Limited DDR	DD10	93.84		416-Motor fuel
27/08/2019	Chess Ltd DDR	DD11	216.54		320-36mnths active support
29/08/2019	Chess Ltd DDR	DD12	331.97		413-Monthly telephone charge
30/08/2019	Chess Ltd DDR	DD13	67.68		321-Office 365 monthly
30/08/2019	Ampower UK Ltd	DD14	43.18		P/Ledger Electronic Payment
Total Payments			282,467.88		