

# 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 3 September 2018 commencing at 7.30pm.**

**Present:** Cllrs P Blaine, T Cole, M Hill, W Jackson, C Osborne (Chairman), M Pettitt, M Scott, P Sharman and J Sparrow.

**In attendance:** Cllrs N Aldis and G Leach, and Mr C Robson (Town Clerk).

Before the meeting started Members stood for a moment's silence in respect to Councillor David Sharman who recently passed away.

	<i>Actions</i>
<p><b>1 Apologies for absence (34-2018/19)</b> Apologies for absence had been received from CBC Cllr T Stock.</p>	Admin
<p><b>2 Declarations of interest (35-2018/19)</b> Cllr Pettitt declared a non-pecuniary interest in item 6 as a member of the Twinning Association. Cllr Aldis declared an interest in item 6 as Chairman of the Sandy Good Neighbours and in item 9 as a member of the Friends of Sandy Christmas Lights. Cllr Leach declared an interest in item 9 as Chairman of the Friends of Sandy Christmas Lights. Cllr Sharman declared an interest in item 8 as it referred to his late father and item 9 as Vice Chairman of the Friends of Sandy Christmas Lights. Cllr Hill declared an interest in item 6 as the applicant for the Twinning Association grant. Cllr Cole declared a personal interest in item 9 as a member of the Friends of Sandy Christmas Lights.</p>	
<p><b>3 Public Participation Session (36-2018/19)</b> No members of the public were present. One item of correspondence relating to an agenda item had been received from Mr S Allen. The Chairman informed Members he would deal with this during the relevant agenda item.</p>	
<p><b>4 Minutes of previous meeting (37-2018/19)</b> <b>RESOLVED</b> to receive the minutes of the Policy, Finance and Resources Committee held on 23 July 2018 and to approve them as a correct record of proceedings.</p>	

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## 5 Financial Reports (38-2018/19)

- i) A balance sheet and detailed financial report showing income and expenditure against the revenue budget for the year to 31 July 2018 had been circulated in advance of the meeting.

Members received and considered Appendix I and Appendix II together. The Clerk informed Members that a grant of £190 which had been received under the 'Staff' budget heading was from DWP for the purchase of some specialist equipment to support a member of staff. This would be reallocated to 402 1245.

Members noted the income that had been generated from the WW1 talk series. The Deputy Mayor reminded Members that the next talk was scheduled for Wednesday 5<sup>th</sup> September and it would be good to have as many Members as possible in attendance.

The Chairman drew Members' attention to an overspend on electricity at Sunderland Road. This was a misallocation which has been corrected for month 5. The expenditure is for streetlight electricity.

Following a review of each page of the budget document, it was **RESOLVED** to receive and note the report.

- ii) Members received and considered the budget overview report from the Clerk in conjunction with Appendix I. It was **RESOLVED** to receive and note the report.
- iii) Members scrutinised a schedule of payments made since the previous meeting. A Member questioned a payment to Turfcare and the Clerk informed the committee the payment was for five invoices relating to work for the Sandy Town Bowls Club.

A Member noted that a payment had been made to the internal auditor but that this was not represented in the accounts. The Clerk informed the committee that this would show in August 2018's budget figures.

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

- iv) Bank reconciliations and statements.

**RESOLVED** that Cllr Osborne scrutinise the bank reconciliations and statements and sign these as approved at the end of the

Cllr Osborne

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meeting.

## 6 Grant Applications (39-2018/19)

Cllr M Hill left the room.

- i) Members received and considered a grant application from Sandy Twinning Association for £250. A Member spoke on the application and stated that the level of hospitality offered to Sandy delegates by Skarszewy was far higher than what was offered in return and this could be embarrassing for those taking part in visits.

It was proposed that the application be approved.

A Member spoke on the proposal and stated that he would find it very difficult to justify a higher grant than had been asked for. The proposal was seconded.

The Chairman stated that the Council had always played a part in welcoming and engaging with delegates from Skarszewy and he hoped that the Council would continue to play its part, however beyond that there was little more the Council could do. The Chairman queried whether the grant should come from the Council's community events budget line as it was to support Remembrance Day arrangements.

A Member agreed that the Remembrance event was to benefit from the grant, rather than any individuals or groups within the community and therefore it was more appropriate that the grant be awarded from the Council's community events budget.

It was **RESOLVED** to award a grant of £250 to Sandy Twinning Association.

Admin

It was agreed that the 2019/20 budget notes should reflect which budget line the award came from.

Cllr M Hill re-entered the room.

- ii) Members received and considered a grant application from Sandy Good Neighbours for £390 for the purchase of a laptop computer.

Cllr Aldis, who is Chairman of the Sandy Good Neighbours group, but does not sit on the Council's Policy, Finance and Resources committee, spoke on the application to add points

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of clarification.

Cllr Aldis clarified the number of volunteers the group had and the typical work and assistance they provided to the community. It was stated that the service was available to anyone in Sandy who might need it.

A Member asked whether a tablet might be a more affordable solution. Cllr Aldis stated that due to the differing IT skills of those involved in the running of the group, a laptop was considered more suitable and easier to use. At present all information and administration for the group is done by hand. A laptop would allow for far greater efficiency.

A Member queried whether the service was just for residents of Sandy. Cllr Aldis stated that on occasions individuals in Blunham and Everton had been helped, and the group would help people outside of the parish if assistance was needed. A charge of 45p per mile was applicable for individuals outside of Sandy needing assistance.

A Member proposed that the application be approved for the full amount requested and that the Council's grants budget should support organisations like this, which carry out good and valuable work for residents of Sandy. The proposal was seconded.

A Member supported the proposal and commented that the service provided people with a great deal of help - saving anguish and financial costs.

It was **RESOLVED** to award a grant of £390 to Sandy Good Neighbours for the purpose of purchasing a laptop.

Admin

## **7 Action List (40-2018/19)**

The Clerk informed Members that the archaeologists would be excavating the remaining section of cemetery/depot site before backfilling the previous section. The Clerk is awaiting a time scale for this final section from AOC archaeology.

A Member commented that he had received remarks about the value and cost of the excavation and stated that he hoped all Members were taking the opportunity to inform the public the excavation was a planning requirement which could not be avoided. There is also a great deal of benefit that can come from exploring our heritage.

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The Clerk informed Members that he was awaiting costs from BT for the connection of CCTV fibre cables on Fallowfield recreation ground.

## 8 Councillor David Sharman (41-2018/19)

- i) It was noted that the Mayor, Chairman of Policy, Finance and Resources Committee and the Town Clerk had agreed that the family of the late Cllr D Sharman was granted free use of the Chamber following Cllr D Sharman's funeral.
- ii) **RESOLVED** to donate £100 to St John's Hospice, Moggerhanger in memory of Cllr D Sharman.

Admin

## 9 Friends of Sandy Christmas Lights (42 -2018/19)

Members received and considered a report from Friends of Sandy Christmas Lights (FOSCL) outlining the proposed division of costs and responsibilities for the Christmas Lights Switch on Event.

Cllr G Leach spoke as Chairman of the FOSCL and thanked Cllr Cole and the Clerk for talking her through Council finances. The FOSCL are looking to take on the majority of costs and responsibilities for the light switch on event from the Town Council. However, they would like the Council to retain staging and PA system costs for the next two years as the group does not yet have the funds to support such a large outlay. The group hopes to raise sufficient funds to eventually take on all financial costs for the event.

Members reviewed the proposed constitution and agreed that the following changes should be made;

1. Pg37 – Change £15,000 to £5,000 to match advice provided on the level of income needed to make registration with the Charity Commission mandatory.
2. Pg38 – Trustee Membership to include appointment of one Town Council representative.
3. Pg39 – Clarify procedure around the signing of cheques by 2 out of 3 of the Charity's trustees.
4. Pg39 – Amend the section on the winding up of the Charity to include that - should wind-up occur, any money held must be given to a charity with similar purposes or to the Town Council.

It was confirmed that the FOSCL planned to sign the constitution and appoint trustees on the 19<sup>th</sup> September 2018 following approval of the document by Town Council. Those trustees would be in place

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until an AGM was held in January 2019.

It was confirmed there would be 3 to 10 trustees who would be drawn from members of the FOSCL.

A Member noted that the constitution could be changed via a general meeting should any changes be needed in the future.

A Member asked that the Clerk put through the changes and send the amended constitution to the Local Council Public Advisory Service for review and confirmation that the document meets requirements.

**RESOLVED to RECOMMEND** that the Council approve the Friends of Sandy Christmas Lights Constitution subject to the agreed changes and review by the Local Council Public Advisory Service.

Town Clerk

**RESOLVED to RECOMMEND** that the Council agree that the FOSCL sets up its own bank account as an independent body.

Members considered the split in financial costs and responsibilities between the Council and FOSCL. It was noted that the FOSCL will need to get their own insurance and cannot rely on Council insurance.

Members agreed to the split of costs and financial responsibility as set out in the report. However, it was noted that for the 2018 event, both the expenditure and income from mulled wine should be moved over to the Council.

It was noted that the Council had already incurred expenditure for the 2018 event and that it would incur more as the FOSCL currently had no funds. It was proposed and seconded that the Council continue to fund the event from budget 509 4402 and that funds be reimbursed from Christmas Light event earmarked reserves (EMR) for expenditure for which the FOSCL are responsible. Any remaining EMR would be donated to the FOSCL for the 2019 event.

**RESOLVED to RECOMMEND** that the Council approves the division in costs between the Council and FOSCL subject to mulled wine expenditure and income falling to the Council for the 2018 event.

**RESOLVED to RECOMMEND** that the Council continues to fund the 2018 event from its event budget line and that those costs for which the FOSCL are now responsible will be taken from earmarked reserves set aside to support the event.

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**RESOLVED to RECOMMEND** that any remaining earmarked reserves held after the 2018 event be donated to the FOSCL.

**RESOLVED to RECOMMEND** that an event review report come back to Council following the AGM in January 2019.

## 10 Capital Expenditure Works (43-2018/19)

Members received and considered a report on the projects which would incur capital expenditure which need to be considered as part of the upcoming 2019/20 budget considerations.

### i) Installation of electric charge points

The Chairman read out an email from Mr S Allen which outlined concerns about the added value the installation of electric car charging points may achieve.

The Clerk informed Members that the company who would be running the charge points would install the equipment for free. However, this would only be the case if the points were accessible 24/7. As Sandy has a barrier system in place, the company would not install the equipment free of charge.

Grants are available to help local councils fund installation of charge points. However, the purpose of this grant is to support residents' needs and the charge points would need to be accessible to residents 24/7.

It was **RESOLVED** not to pursue charging points in the 2019/20 financial year but that the situation could be reviewed in the future.

### ii) Resurfacing of the entrance track to the Village Hall and Jenkins Pavilion car park

Members reviewed options and costs obtained for surfacing works to the village hall car park. The Clerk is awaiting further costs on patching up work which may represent a cheaper option.

**RESOLVED** to include improvement work to the entrance track only, where damage is at its worst, in the 2019/20 draft budget.

Town Clerk

### iii) Conversion of Streetlighting to LED lanterns

Members reviewed information provided on LED conversion and noted that the overall cost had come down significantly. Members

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stated that they continued to support the LED conversion and agreed that a presentation by the company would be appropriate. This would allow the Council to pursue Salix funding in greater detail.

**RESOLVED** that the contractor present an LED conversion scheme to the next meeting of the Policy, Finance and Resources Committee on 15<sup>th</sup> October 2018.

Town Clerk

## 11 Internal Controls Procedure (44-2018/19)

Members received and reviewed a draft Internal Controls Procedure clarifying actions the Town Council takes to ensure suitable internal controls are in place.

**RESOLVED to RECOMMEND** that the Council adopt the Internal Controls Procedure.

Admin

## 12 Model Publication Scheme (45-2018/19)

Members reviewed and considered the Town Council's publication scheme.

**RESOLVED** to re-adopt the Model Publication Scheme.

## 13 Central Bedfordshire Council Leisure Centre Survey (46-2018/19)

Members received and considered correspondence from CBC's Assistant Director for Leisure, Libraries and Countryside, as well as the current consultation document.

The Chairman informed Members that it was felt important the committee consider issuing a response to CBC giving feedback from consultations and surveys previously held. Both the People and Places survey and the Community Plan consultation highlighted the need to maintain and improve sport and leisure facilities in Sandy. Feedback suggested that existing venues were not utilised to their full capability and people were often pursuing sports and leisure outside of the town at venues such as Saxon Pool.

Members felt that the announced closure of Sandye Place Academy and the changing face of Sandy's education structure placed additional risks on community facilities in the town.

**RESOLVED** that the Clerk respond to CBC's consultation highlighting the need to protect and improve sports facilities within Sandy.

## 14 Chairman's Items (47-2018/19)

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There were no Chairman's items.

**15 Date of next meeting (48-2018/19)**

Noted that the next committee meeting will be 15 October 2018.