

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 2 September 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: Cllr S Doyle, Mr C Robson (Town Clerk)

	<i>Actions</i>
<p>1 Apologies for absence (39-2019/20) There were no apologies for absence.</p>	Admin
<p>2 Declarations of interest (40-2019/20) Cllr Aldis declared an interest in item 9 of the agenda as one of the Town Council's representatives on the Sandy Green Wheel group.</p>	
<p>3 Public Participation Session (41-2019/20) There were no members of the public present.</p>	
<p>4 Minutes of previous meeting (42-2019/20) RESOLVED to receive the minutes of the Policy, Finance and Resources Committee held on 22 July 2019 and to approve them as a correct record of proceedings.</p>	
<p>5 Financial Reports (43-2019/20)</p> <ul style="list-style-type: none">i) Members considered a balance sheet and detailed financial report showing income and expenditure against the revenue budget for July 2019. The Chairman went through each page of the budget report and Members considered expenditure. It was RESOLVED to note the financial reports for July 2019.ii) Members received a budget overview report for July 2019. The Chairman informed Members that 4011 under 402 was an error and that there were not issues under that budget heading (General Rates).iii) Members scrutinised a schedule of payments made since the previous meeting. A Member asked how long the Council would be paying for temporary storage. The Clerk said another payment was due for September and it was hoped that the new depot would be ready to move out of the storage after this. It was RESOLVED to approve the Schedule.iv) It was RESOLVED that the Chair check and approve the bank reconciliations and statements.	

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6 **Action List (44-2019/20)**

Members received and noted a copy of the action list. The Clerk commented that the Cemetery Working Group had met with the archaeological contractor and CBC's archaeologist to discuss costs for the post excavation works, for which an increase on the original quote has been submitted. Following a productive meeting, the contractor agreed to provide costs for alternative reporting options which would allow the Council to meet its planning condition requirements but could provide an overall better cost for the required works.

The Clerk informed Members that UK Power had finished its work at the depot and the connection was live. The Council's electricity provider would now install the meter and the building contractor would get electricians back on site to complete the electrical work for the depot building. The relevant certificates for completion will then need to be sought by the contractor.

The Clerk informed Members that a quote on alternative CCTV had been received and that further quotes were awaited. The initial quote suggested there was the possibility for revenue savings. Quotes will be brought to the next meeting of the committee for consideration as part of the precept process.

7 **Mower Repair Work (45-2019/20)**

Members considered a report on selling an old mower used to maintain the cricket square to offset against the costs of carrying out repairs to a newer mower. It was **RESOLVED** that the costs for repairing the Super Bowls 51 mower comes from the SCC Equipment Maintenance Budget (501 4047) and that the Council sell the Super Certes Mower at a cost of £400 to help offset repair costs.

Town
Clerk

8 **Central Bedfordshire Council Street Lighting Review(46-2019/20)**

Members received and considered correspondence on Central Bedfordshire Council's streetlight review. The Clerk informed Members that CBC's Highways Streetlighting Team were carrying out a survey of Sandy Town Council's lighting stock to provide a quote on the capital costs that would need to be spent by the Council to bring lights up to a standard to be adopted by CBC. If adopted, CBC would take on maintenance and electricity costs for the lighting, leading to a revenue saving for the Town Council.

A Member commented that he had concerns over how much the capital cost might be and that he did not think it would be practical. He also raised concerns over CBC's management of their lights and stated that lights were often left burning during the day. A concern was also raised over losing the character over some of the Council's older lights.

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Members noted that at this stage the recommendation was that the Council express an interest in having the lights adopted in principle, subject to the actual costs involved coming back to the committee.

It was **RESOLVED** that the Council indicates an interest in principle in putting streetlights up for adoption by Central Bedfordshire Council and that the costs of doing so are brought back to the committee in October as part of the precept process.

9 Sandy Green Wheel Funding (47-2019/20)

Members received and considered correspondence from the Bedfordshire Rural Communities Charity on Sandy Green Wheel funding.

A Member commented that the Green Wheel had been receiving positive feedback on social media and that having already invested in this project the Council should continue to do so, showing its commitment to enhancing and providing access to our surrounding green spaces.

It was Proposed and Seconded that the Council make a contribution of £2,000 toward the ongoing development and management of the Sandy Green Wheel for the next two financial years (2020/21 and 2021/22).

A Member commented that there needed to be greater detail on the costs involved for the works to be implemented in the coming year so the Council could look at what Section 106 funds might be able to be applied for to support the Wheel's development.

Resolved to Recommend that the Council make a contribution of £2,000 toward the ongoing development and management of the Sandy Green Wheel for the next two financial years (2020/21 and 2021/22)

10 Section 106 Funding (48-2019/20)

Members received and noted a report on the most recent section 106 funds held by Central Bedfordshire Council for Sandy. The Clerk informed Members that the information was taken from a report on CBC's website which was publicly available. The report detailed uncommitted, committed and partially spent sc106 funds. Once a contribution is entirely spent it is removed from the report. A separate report had been received from CBC which detail Section 106 expenditure over the last two years. Significant sums had been spent towards play park equipment in Sandy, contributions towards the Sandy Surgery and improvements at Saxon Pool. Funds had also been spent on the Sandy Green Wheel and footpath improvements, including the Sandcast Woods path.

Town
Clerk

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A Member expressed concerns about using the money before spend-by dates were hit. The Clerk informed the committee that he kept close contact with CBC officers who advised him when a spend-by date was coming up. Members noted the report.

11 Fallowfield Play Equipment (49-2019/20)

Members received and considered a report on three items of Fallowfield play equipment. The Clerk informed Members that the equipment specialist had commented that the seesaw which requires work is the same as some in Stevenage which had to be removed and replaced and repair was uneconomical.

RESOLVED that the seesaw and 'hang tough' are replaced with new equipment and that an application is made to section106 to cover the costs of this equipment. That two more quotes are obtained for new equipment and brought back to the committee.

Town
Clerk

12 BT Phone Box (50-2019/20)

Members considered correspondence from BT on the Council adopting the phone box outside the Co-op for housing a defibrillator. Members felt that the adoption of the box would give an opportunity for the Council to tidy it up and make it more appealing. It would also provide a good central location for the defibrillator. Concerns were raised over any potential unknown costs of doing so.

It was **RESOLVED** that the Clerk respond to BT saying that the Council wish to adopt the box in principle but are seeking further quotes on the costs of work involved to make it suitable for a defibrillator.

Town
Clerk/
Admin

It was **RESOLVED** that adoption of the phone box should include work to make it a more attractive item within our high street.

13 SID Signs (51-2019/20)

Members received a report on SID signage and considered the Council's views on the use of such signage in Sandy. The Clerk informed Members that the Chairman of the SG19 Group had said that they would support the use of SID signs. Cllr T Stock had informed the Clerk that CBC were looking at bringing forward a scheme for parishes interested in using SID signs, but at this stage he did not know what the scheme would be and whether it would involve rental, sharing or purchase of signs.

A Member commented that a neighbouring village had a new sign which was of good use and could be moved anywhere within the village. The sign collected valuable data which allowed the Council to assess the areas which experienced the most speeding problems.

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Members noted that a CBC Ward Councillor had asked what the Council's feelings were on the use of such signs. Members supported the use of signs in Sandy but would want those which could record data. There should also be consultation with the police to establish where problems are and the best place that signs could be utilised.

The Clerk would inform Ward Councillors that the Council were in support of SID signs and explore what options might arise from the development of a CBC's signage scheme.

14 Police Crime Statistics Working Group (52-2019/20)

Members discussed setting up a working group to report back on how the Council wish to receive and use statistics on crime in Sandy. Members felt that it would be a good idea to set up a working group to consider the statistics and decide how the Council could use these and how they should be reported to Council.

RESOLVED that a working group comprising of Cllrs R Lock, P Blaine and T Knagg, subject to his agreement, be set up to consider the reporting of and use of crime statistics.

15 Lease Solicitor Costs (53-2019/20)

The Clerk informed Members that he had contacted several solicitors for quotes on work required for the renewal of the lease between the SSLA and the Council and for a new lease between the Council and CBC for allotment/orchard land at Beeston. The Clerk provided Members with estimated costs for works and reminded Members that Woodfines Solicitors had previously dealt with the lease of the SSLA so knew its history and had all the relevant documentation. Following a review of the estimated costs it was **RESOLVED** that the Council appoint Woodfines Solicitors to deal with the renewal of the lease with the SSLA. It was further **RESOLVED** that the Council appoint Tollers Solicitors to deal with the creation of a lease with Central Bedfordshire Council for community land at Beeston, Sandy.

16 Financial Regulations (54-2019/20)

Members received and considered amendments to the Council's Financial Regulations in line with the recently released National Association of Local Council's amended model regulations.

The following amendments were suggested;

Page 3 – agreement that footnote be amended to match NALCs

Page 4 – agreement that 1.13 be amended to remove declaring the eligibility for the power of well-being (STC is eligible for the General

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Power of Competence)

Page 6 – To leave the level of expenditure for a duly delegated committee at £1,500

Page 7 – To leave the amount for the Clerk, in conjunction with the Chairman for items below £1,500.

Page 7 – To leave 4.8 at a level of £500

Page 7 – To remove the need for credit references in section 5.1

Page 8 – To approve the addition that a detailed list of all payments be attached to the minutes of the meeting at which the payments were approved.

Page 8 – Section 5.5 c) leave at the current level of £35,000

Page 8 – Remove the addition of section 5.7 which was not felt necessary.

Page 9 – Agree removal of part of section 6.4 in line with NALCs regulations.

Page 10 – Agree that the level set in section 6.18 be £500

Page 10 – Agree the inclusion of Clerk/RFO in section 6.20

Page 13 – Agree rewording of 11.1 A ii) in line with NALC's regulations

Page 14 – Agree changes to 11.1 B and 11.1 C as set out in the appendix.

Page 14 – Leave section 11.1 H at a level of £250

Page 14 – Agree removal of working for 11.1 J in line with NALC regulations.

Page 15 – Increase the level in 14.2 from £250 to £500.

RESOLVED to RECOMMEND that the Financial Regulations be amended and adopted by the Council.

17 Community Engagement Policy (55-2019/20)

Members reviewed and re-adopted the Council's Community Engagement Policy.

18 Sandye Place (55-2019/20)

It was noted that the Community Plan group had met earlier to look at its vision for the site and that a meeting had been requested with CBC's Leader and Chief Executive.

19 Chairman's Items (55-2019/20)

The Chairman informed Members that the 2018/19 external audit had been completed and that there had been only one minor issue raised over the use of the auditor's own form as opposed to one generated by our system. The audit report will go to Full Council on 16th September 2019.

20 Date of next meeting (56-2019/20)

It was noted that the next Policy, Finance and Resources Committee meeting will be on 14 October 2019.

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Date: 07/08/2019

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Current Bank A/c

List of Payments made between 01/07/2019 and 31/07/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2019	Aviva Insurance	DD	1,870.99		Aviva Insurance
01/07/2019	UK Fuels Ltd	DD	135.25		UK Fuels Ltd
05/07/2019	Aspects Special Projects Ltd	31734	24,462.34		225-Depot work -App No.3
05/07/2019	Autism Bedfordshire	31735	300.00		226-Autism Bedfod. Grant 19-20
05/07/2019	Sandy Town Bowls Club	31736	48.41		250-Fuel claim 05.07.19
05/07/2019	Central Bedfordshire Council	31737	1,606.12		229-Leisure Jun-Jul 19
05/07/2019	DCK Accounting Solutions Ltd	31738	522.90		234-Contract visit June
05/07/2019	Bedfordshire & River level D	31739	39.20		227-Agricultural drainage rat
05/07/2019	Churches Fire Security Ltd	31740	98.70		233-Fire alarm service
05/07/2019	Haines Watts Ltd	31741	480.00		237-Internal audit 2018-19
05/07/2019	Hertfordshire County Council	31742	46.95		238-Misc stationery items
05/07/2019	Arthur Ibbett Ltd	31743	190.66		224-Cyclone wheel+carr ex work
05/07/2019	The Leprosy Mission	31744	10.00		255- 2 x tickets ukele concert
05/07/2019	Lyreco UK Limited	31745	73.62		240-Misc cleaning+stationery
05/07/2019	Mayor of Huntingdons Fundraisi	31746	20.00		241-2 x tickets afternoon tea
05/07/2019	Mr T Munns	31747	320.00		242-Storage unit
05/07/2019	The Need Project Central Bedfo	31748	500.00		243-Need project grant 19/20
05/07/2019	Neil Johnson Ltd	31749	1,725.00		259-Prof fee-sale of land
05/07/2019	FD Odell & Sons Ltd	31750	515.70		260-Building waste mixed
05/07/2019	Playsafety Limited	31751	411.00		245-Annual inspection
05/07/2019	Rosetta Publishing	31752	285.60		246-Beds bulletin June 19
05/07/2019	Sandy Football Club	31753	55.72		247-Elec usage 27.02-03.07.19
05/07/2019	Sandy Horticultural Society	31754	600.00		248-Hort. society Grant19/20
05/07/2019	Sutcliffe Play Ltd	31755	63,712.80		261-Play area equipments
05/07/2019	Synergy Products Ltd	31756	151.80		251-460Hd service+drive belt
05/07/2019	Team Flitwick	31757	258.30		254-Vehicle fuel
05/07/2019	T&J Seymour Electrical Install	31758	960.00		253-Qtrly street light maint.
05/07/2019	Travis Perkins Trading Co Ltd	31759	98.49		257-Blue circle mastercrete
05/07/2019	WPS Insurance Brokers	31760	2,259.61		258-Insurance renewal 19-20
05/07/2019	DCK	CNXL31738	-522.90		Canxl 31738
05/07/2019	DCK Accounting Solutions Ltd	31761	552.90		234-Contract visit June
05/07/2019	Bank charge payable	CHRG	43.82		Bank charge payable
08/07/2019	Clerks Imprest A/c	TFR	441.60		
11/07/2019	AMPOWER UK Ltd	DD	267.76		AMPOWER UK Ltd
15/07/2019	Staff salaries July 2019	BACS	13,761.57		Staff salaries July 2019
15/07/2019	UK Fuels Ltd	DD	223.17		UK Fuels Ltd
15/07/2019	Barclays Active Saver	TFR	41,883.25		
16/07/2019	Insurance-Premium Credit	DD	1,588.81		Insurance-Premium Credit
17/07/2019	AMPOWER UK LTD	DD	17.30		AMPOWER UK LTD
22/07/2019	HMRC PAYE/NI Due	BACS	4,128.24		HMRC PAYE/NI Due
22/07/2019	Pension Due	BACS	4,854.51		Pension Due
23/07/2019	Clerks Imprest A/c	TFR	280.00		
24/07/2019	AOC Holdings Ltd	111342	17,460.00		AOC Holdings Ltd Archaeological excavation
24/07/2019	Chess Ltd	DD	216.54		Chess Ltd
25/07/2019	Purchase Power	BAC01	0.46		354-Royal mail underpayment
26/07/2019	BNP Paribas Leasing Solutions	DD	358.80		228-rental 26.07.19-25.10.19
29/07/2019	Ampower UK Ltd	DD01	13.36		307-Elec June 2019

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Current Bank A/c

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29/07/2019	Chess Ltd DDR	DD02	67.68		230-Office 365 monthly charge
30/07/2019	Chess Ltd DDR	DD03	306.82		322-Monthly telephone charge
31/07/2019	National Association of Local	BAC02	253.79		334-Member rate 29.03-31.07
31/07/2019	Anglian Water Business Ltd. (N	BAC	28.29		P/Ledger Electronic Payment
Total Payments			187,984.93		