

# 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 8<sup>th</sup> April 2024 commencing at 7.30pm.**

**Present:** Cllrs S Baker, J Hewitt, C Osborne (Chair), M Pettitt, M Scott and P Sharman.

**In attendance:** Mrs. N Sewell (Clerk), Cllr N Aldis (left the meeting at 20.54) and two members of the public.

**Absent:** Cllrs A Effiong, A Lock and R Lock.

Actions

**1 Apologies for Absence (113-2023/24)**

Apologies were received from Cllrs A Effiong, A Lock and R Lock.

Admin

**2 Declarations of Interest (114-2023/24)**

i) Disclosable Pecuniary Interest - None

ii) Non-disclosable Pecuniary Interest – Cllr Scott declared a non-financial interest in item 7 as a Member of The Sandy Garden and Craft Show. Cllr Osborne declared an interest in item 18 as President of the ATC, he would not vote on the item.

iii) Dispensations – None

**3 Minutes of Previous Meeting (115-2023/24)**

**RESOLVED** to receive the minutes of the meeting of Policy, Finance and Resources Committee held on Monday 19<sup>th</sup> February 2024 and to approve them as a correct record of proceedings.

**4 Public Participation Session (116-2023/24)**

Two members of the public were present to represent The Sandy Garden and Craft Show.

No questions were received.

**5 Financial Reports (117-2023/24)**

i) Members considered the balance sheet and detailed financial report showing income and expenditure against the revenue budget ending 29<sup>th</sup> February 2024. The Chairman took Members through the report page by page.

**RESOLVED** to note the reports.

The Chair again mentioned that the Committee would need to look at how the Council wished to use the donation of £5,000 from Anglian Water at some stage soon. Cllr Aldis expressed an interest in installing a drinking fountain in the town centre, an idea that had been raised

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previously. The Clerk would look further into the viability and costs for such a project and report back to the Council.

ii) Members received and considered a budget report from the Town Clerk.

Town Clerk/Financial Admin

**RESOLVED** to note the report.

iii) Members scrutinised a schedule of payments for February 2024.

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

iv) Bank reconciliations and statements.

**RESOLVED** that the Chair of Policy, Finance and Resources check and approve the bank reconciliations and statements.

## 6 **CCTV Monitoring and Compliance Costs (118-2023/24)**

Received a report from the Town Clerk regarding costs for monitoring the new CCTV system being installed in May, along with the required compliance documentation.

**RESOLVED** to approve the quote of £2,000 for the cameras to be monitored by CBC's Neighbourhood Enforcement and CCTV Team, with a note that the annual cost will increase by the RPI. A one-off quote of £2,080 from Global MSC Security was also agreed to deliver the required compliance checks and documentation. Both these amounts would come from the Revenue Budget and it was noted that there would be an overspend in 2024/25.

Town Clerk

## 7 **Grant Applications (119-2023/24)**

Members received a grant application from The Sandy Garden and Craft Show.

**RESOLVED** to award a grant of £500 to cover the costs of Hall Hire for the Sandy Gardening & Craft Show on 31<sup>st</sup> August and 1st September 2024.

Admin Team Leader

## 8 **Payments made under Delegated Authority (120-2023/24)**

To receive and note the following payments made under delegated authority:

- Desk for Reception Area £262.80
- IT/Telephony Support for Reception Area £631.25
- Surveyor's Report for Gas Pipeline at New Cemetery site £1,125

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- Civil works for Town Centre Welcome Signs/replacement of six posts - £1,020.
- Tree Root Survey at the Cemetery as required by CDS - £600.

**RESOLVED** to note the payments and the explanations of why the two items were required for the Cemetery Extension Project.

## 9 Unpaid Utility Bills at Jenkins Pavilion (121-2023/24)

Members received a report from the Town Clerk, updating Members of the status of unpaid utility bills for the Jenkins Pavilion. It was confirmed that the Managing Director of Stevenage Leisure Limited (SLL) had acknowledged receipt of Sandy Town Council's request for reimbursement and that they would respond once they had looked into the matter from their side. In addition, CBC had confirmed that the latest water bills would be paid for by Everyone Active and that the payment for the invoices raised to date had now been processed.

**RESOLVED** to note the report and not rule out taking further action to recover money from SLL.

## 10 Internal Auditor Appointment (122-2023/24)

Received an update regarding securing Internal Audit Services for 2024/25.

**RESOLVED** to continue the contract with current supplier Haines Watts at an annual cost of £1,500.

Town  
Clerk/Admin  
Team Leader

## 11 Advance Notice of Meeting date Change (123-2023/24)

Members were asked to consider the changes to the Meeting Calendar in order to comply with the Annual Governance and Accountability Return (AGAR) deadlines:

**RESOLVED** to agree the following changes to the meeting Calendar:

Town Clerk

- A PF&R committee meeting to be held on 17<sup>th</sup> June 2024 (original meeting was set for 24<sup>th</sup> June).
- To call a meeting of Full Council for 24<sup>th</sup> June 2024 to sign off the AGAR, in order to meet submission date of 30<sup>th</sup> June 2024.

## 12 Play Equipment Repair Works (124-2023/24)

Members received a report from the CS&E Committee regarding urgent repairs to play equipment at Fallowfield and Bedford Road.

**RESOLVED** to recommend to Full Council to agree for works to be undertaken as a priority. The Town Clerk was asked to investigate if £15,400 provision for in the budget for new swings at Bedford Road

Town Clerk

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could be re-purposed to use towards these costs. Members asked that inspections take place in the Autumn so that costs could be discussed and provisioned for in the budget setting process.

## 13 Gazebo Purchase (125-2023/24)

Members received a quote of £2,286.00 for two new gazebos from House of Flags.

**RESOLVED** to agree the purchase of the two gazebos at the costs quoted for by House of Flags, but that any further gazebo purchases should be investigated separately to see if a reduction in costs was achievable.

It was also **RESOLVED** to recommend to Full Council at its next meeting that all committees, working groups, Councillors and staff are reminded that there is an approved budget process which should be followed.

All bids for additional funding should be presented to P,F&R in the Autumn for discussion and inclusion – or not – in the budget for the following year.

## 14 Milk Delivery Report (126-2023/24)

Members received a report from the Town Clerk that highlighted the cost and waste created by having milk delivered to the office from a local dairy, a change from the historic practice of sourcing milk from the local shops. The change to switch to milk delivery had come from CS&E and an aspiration to reduce plastic use as part of its Environmental Plan.

**RESOLVED** to recommend to Full Council that the supply of milk revert back to the previous method as this was more cost effective and resulted in less product waste.

*Cllr Aldis left the meeting (20.54)*

## 15 Keyholder Contract (127-2023/24)

Members received and considered a quote of £550.00 + VAT for the provision of keyholder and alarm call out services from the Town Council's current provider across 2024/25.

**RESOLVED** to continue with the current provider for these services. It was noted that the cost for services remained at the same rate as the previous year.

## 16 Action Plan (128-2023/24)

Town Clerk

Admin Team  
Leader

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Members received updates to the PF&R Action Plan for 2023/24.

**RESOLVED** to note the report with the following changes being made:

- Change the Review Keyholder Provision to Complete
- Change the details on the Cemetery Extension project to 'TBC' for Landscape work
- To remove the Allotments at Beeston for the new Civic Year plan as this was already being dealt with in CS&E.

Town Clerk

## **17 COMMITTEE IN PRIVATE SESSION (129-2023/24)**

It was **proposed and agreed** that in terms of schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, proposed and agreed that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

## **18 Air Cadets HQ Lease Review (130-2023/24)**

Members reviewed the Lease for the Air Cadets HQ at Berwick Way and considered tenancy fees.

**RESOLVED** to agree with the recommendation that the tenancy for 2023/24/25 be set at £220.00 and that any overpayment of fees made to date be credited against the following year's fees.

## **19 Bowls Club Lease (131-2023/24)**

Members received a verbal report from Cllr Pettitt regarding the renewal of the Bowls Club lease due in 2026 and that he and Cllr Effiong were still looking into the matter.

**RESOLVED** that Cllrs Pettitt and Effiong would report back to PF&R with recommendations at a future meeting.

## **20 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**

**RESOLVED** that the confidential business having been concluded, the Press and Public be re-admitted to the meeting. **(132-2023/24)**

## **21 Chairman's Items (133-2023/24)**

A recommendation was made by the Chair under minute reference (125-2023/24) above to be brought to Full Council.

## **22 Date of Next Meeting (134-2023/24)**

17<sup>th</sup> June 2024

The meeting closed at 21.25