

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 12th December 2022 commencing at 7.30pm.

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

Absent: Cllrs N Aldis, P Blaine, R Lacey, A Lock and R Lock

In attendance: Mrs N Sewell (Clerk)

	<i>Actions</i>
<p>1 Apologies for absence (80-2022/23) Apologies had been received from Cllrs N Aldis, P Blaine, A Lock and R Lock.</p>	Admin
<p>2 Declarations of interest (81 -2022/23) i) Disclosable Pecuniary Interest – none ii) Non-disclosable Pecuniary Interest – Cllr Pettitt for item 7 Scale of Charges for being a Life Member of both Sandy Cricket Club and Sandy FC. iii) Dispensations – none</p>	
<p>3 Minutes of previous meeting (82 – 2022/23) RESOLVED to receive the minutes of the meeting of Policy, Finance and Resources Committee held on Monday 31st October 2022 and the extra ordinary meeting of Policy, Finance and Resources Committee held on Monday 7th November 2022 and to approve them as a correct record of proceedings.</p>	Town Clerk
<p>4 Public Participation Session (83-2022/23) No members of the public were present.</p>	
<p>5 Financial Reports (84-2022/23) i) Members considered the balance sheet and detailed financial report showing income and expenditure against the revenue budget ending 30th November 2022. The Chairman took Members through the report page by page. Similar reports for October 2022 were noted.</p>	
<p>The following queries were raised:</p> <ul style="list-style-type: none">• On page 4 124 £25,000 Capital Grant Debtors, Members requested it be noted what this amount was for more explicitly.• On page 10 it was noted that invoices had not yet been processed for rents at Sunderland Road, Clerk to follow up including amount from Pantaloons.• On Page 11 a recommendation go to Full Council for £2,500 donation from Cadent be placed against 509 4401/4402 to pay for the Christmas Lights overspend and for any extra to be carried forward into the Christmas Lights budget for 2023/24. In addition, a £50 donation from	Clerk
	Clerk

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a member of the public also to be taken forward towards the budget for next year.

RESOLVED to note the report.

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

RESOLVED to note the report.

iii) Members scrutinised a schedule of payments for October and November.

RESOLVED to approve the list of payments for October and November 2022.

iv) Bank reconciliations and statements.

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

Chair

6 Grant Applications (85 -2022/23)

Members received the following grant applications:

- Request from Sandy Good Neighbours Friendship Club for £100 to pay towards a Christmas Buffet lunch
- Request from Keech Hospice Care for £200 to pay towards a child with a life limiting condition to take part in an art/music therapy session

RESOLVED to agree to pay a total of £100 to Sandy Good Neighbours and £200 to Keech Hospice Care in grants as per their application requests.

Town Clerk

7 Scale of Charges (86 -2022/23)

Members received a report from the Clerk with a suggested scale of charges for 2023/24.

It was **RESOLVED** for the following new charges to be applied:

Sports Charges	Football		
<i>Bedford Road Recreation Ground – Sandy Football Club</i>		2023/24 £	VAT
Pitch and Pavilion	Lease		
Line Marking of football pitch per marking		31.00	+ VAT
<i>Sunderland Road Recreation Ground</i>			
Seasonal hire of junior pitch		85.00	

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Casual use of senior pitch	44.00	+ VAT
Casual use of junior pitch	16.50	+ VAT
Seasonal use of mini pitches	68.00	
Casual use of mini pitches	12.50	+ VAT
<i>Seasonal use of football pitch and 2 changing rooms:</i>		
Sandy Colts and other junior teams	218.50	
Sandy Colts senior teams	249.00	
Adult teams	537.50	
Cricket Lease		
Sandy Cricket Club (2 changing rooms and education room)	341.00	SLL
Sandy Cricket Club (pitch) -	265.00	
Casual use of cricket pitch (income to club) Set by SCC		
Other clubs (seasonal use of 2 changing rooms)	281.50	
Casual use of 2 changing rooms	26.00	
Sandy Town Bowls Club		
Rink Fees (bowling green per person per rink per hour)	5.00	+ VAT

Premises, Leases etc continued

Day Time	2023/24 £	VAT
Hire of Council Chamber per session (4 hours)	44.00	+ VAT
Hire of council chamber per session day rate	76.00	+ VAT
Hire of Chamber per hour	13.00	+ VAT
Evening		
Hire of Chamber per Hour	15.00	+ VAT
Hire of Chamber for (4 hours)	50.00	+ VAT

Other Charges

	2023/24 £	VAT
Agenda, Minutes and supporting papers per year	12.00	
Photocopying Charges		
Black and White A4	0.10	Inc VAT
Black and White A3	0.20	Inc VAT
Black and White A4 card	0.20	Inc VAT
Colour A4	0.50	Inc VAT
Colour A3	0.80	Inc VAT
Laminating A4	0.80	Inc VAT
Laminating A3	1.30	Inc VAT

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Administration costs if applicable (time spent on fulfilling request exceeds 1 hour)	14.00	
Town Centre Car Park		
Pass (non-refundable)	174.00	+ VAT
Replacement pass	63.00	

Burials and Memorials

Exclusive rights to Burial	2023/24 £	
	Resident	Non Resident
Burial in all sections 7 ft x 3 ft	239.00	717.00
Fee for transfer of rights of burial document	76.50	230.00

Exclusive rights to Burial of cremated remains	2023/24 £
Cremated remains in earthen grave 2 ft x 2 ft	Resident 125.50
	Non Resident 376.50

Interment Fees*	2023/24 £
Interment of a body of a non-viable foetus or a child whose age at the time of death did not exceed 12 months	Resident 30.00
	Non Resident 50.00
Interment of a body of a child whose age at the time of death exceeded 12 months but did not exceed 12 years	Resident 63.00
	Non Resident 189.00
Interment of a body of a person whose age at the time of death exceeded 12 years	Resident 552.00
	Non Resident 1656.00
Cremated remains	Resident 163.00
	Non Resident 489.00
Scattering of cremated remains	Resident 32.50

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	Non Resident 98.00
Extra charge per ft for excavations deeper than 7 ft	Resident 90.00 Non Resident 280.00
Hire of Cemetery Chapel	130.00
Memorial Fees	2023/24 £
Any headstone, vase or tablet permitted under the regulations	Resident 186.00 Non Resident 558.00
Subsequent inscriptions	Resident 63.00 Non Resident 190.00
Restoration and Replacement of kerbing	Resident 63.00 Non Resident 190.00
Maintenance Fees	
Maintenance of graves (per single grave not planted per annum)	71.00
Maintenance of graves (per single grave planted x 2 per annum)	154.00
New requests for maintenance of planted grave	192.00
Maintenance in perpetuity	3020.00
Standard administration charge for cemetery requests not covered by the above – Such as moving of headstones etc.	45.00
Exhumation Fees	
Administration costs and personnel attendance at exhumation.	
Transfer of Ownership	60.00

Clerk to compare costs with other cemeteries

Town Clerk

8 2023/24 Draft Budget and Precept (87 – 2022/23)

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i) Members received a verbal report from the Chair following an informal meeting held with several Committee members and the accountants on 15th November. In that meeting Derek from DCK had expressed a concern that STC members had requested taking out election costs from the budget as given STC's previous history and general lack of contested seats it was felt £4,000 to be included in the budget for this was not necessary. The accountant said that the overriding principle of budget setting was to look at the worst case scenario and he had set the budget with this in mind. He added that he would advise against taking the money out of the budget for this.

He advised that if Members wanted to shave the budget to keep increases on the precept down the best way would be to take funds from the rolling capital fund allocation. He said that General Reserves should only ever be used for recurring costs and not one-off payments.

STC's current practice is to put £51,300 into Rolling Capital Funds each year, but the accountant said he wouldn't be overly concerned if for 2023/24 STC decided to reduce that amount in the coming year as long as it was aware that should any large projects come along those funds would need to be built up again.

RESOLVED to note the report.

ii) Members received the latest draft 2023/24 Budget and precept documents:

RESOLVED to make the following amends:

- Delete £4,000 election cost on cost centre 602/4210
- Reduce Arboriculture by £2,000 from £6,000 to £4,000 cost centre 403/4045
- Income increases of 12.6% or £4,000.

These changes should see the precept requirement reduce from £39,513 to £29,513.

Further savings could be made by taking the projected underspend and transferring it to Capital Funds rather than General Reserves. A reduction to the £51,300 contribution to capital funds of £27,600 (the projected underspend) would reduce the precept increase still further to just £1,900.00.

9 2023/24 Capital Expenditure (88–2022/23)

Members received a report from the Clerk.

Town
Clerk

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RESOLVED to note the report and record the following amends:

- Delete the first line of the report on page 53 reading 1st April 2021 Rolling Capital Fund (RCF) Level: £297,980 included in the report in error
- Estimated RCF for 2023/24 with the £51,300 capital fund allocation should be amended to £340,065
- Estimated RCF for 2023/24 with addition of underspend should be amended to £368,065.

Town Clerk

The following changes were made to the additional capital expenditure the council needed to allow for:

- Upgrading of bins – reduced to £2,000.00
- Bedford Road Climbing Equipment/Youth Shelter replacement – increased to £10,000
- Coronation Event – any costs to come out of revenue as not a capital project.

The remaining capital projects were approved. In addition Members considered again the request from the Sandy Town Bowls Club for a new Mower which, with optional extras, totaled circa £6,765. Although sympathetic, Members wished to hear from the Bowls Club concerning any additional funding they had achieved towards this. It was **RESOLVED** to invite an officer from the Club to the next P, F & R Committee.

Town Clerk

10 Recommendations from Community Services and Environment Committee (89-2022/23)

Members received a report outlining Budgetary recommendations from the CS&E Committee for the following items:

- i) Benches
- ii) Open Spaces Audit

RESOLVED for a maximum of £2,500 be put into Capital Funds towards new benches in the Town. To defer financial commitment to a later date for Open Spaces Audit findings until costings can go before the Committee.

Town Clerk

11 Civility & Respect Pledge (90-2022/23)

Members received a report on NALC's Civility & Respect Project.

RESOLVED to note the report and make a recommendation to Full Council that Members should sign the pledge and put in place any new measure required to fulfil its commitment to the pledge.

Town Clerk

12 Payment made under delegated authority (91-2022/23)

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Members received a report of the following payments made under delegated authority:

- Replacement laminator - £244.56
- Replacement microwave for 10, Cambridge Road - £87.68
- Replacement kettle for 10, Cambridge Road (Outdoor Team Mess Room) - £14.99
- Christmas Tree and Lights for reception at 10, Cambridge Road - £44.98
- Two rechargeable lantern/lights for First Aid gazebo for Christmas Lights Event £55.99

RESOLVED to note the report and the following amendments from the agenda: The last item Coccyx Cushion had been returned and refunded. A request had been made to replace a broken pitch line marker at a cost of £948.00, it was agreed for the purchase to be made.

13 Chairmans Items (92-2022/23)

There were no items

14 Date of next meeting

Monday 16th January

Meeting closed at 21:21