

Sandy Town Council

Minutes of a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which was held virtually via Zoom on Monday 14 June 2021 commencing at 7.30pm.

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

In attendance: Cllr Knagg and Mr C Robson (Town Clerk)

Actions

1 Apologies for absence (16-2021/22)

Apologies had been received from Cllr R Lock.

2 Declarations of interest (17-2021/22)

None.

3 Minutes of previous meeting (18-2021/22)

It was **RESOLVED** to receive the minutes of the Policy, Finance and Resources Committee held on 10 May 2021 and to approve them as a correct record of proceedings.

4 Public Participation Session (19-2021/22)

There were no questions from members of the public.

5 Financial Reports (20-2021/22)

i) Members considered a balance sheet and detailed financial report showing income and expenditure against the revenue budget for April and May 2021. The Chairman took Members through the report page by page.

It was agreed to note the balance sheet and financial reports.

ii) Members received a budget overview report for May 2021. The Chairman took Members through the report page by page.

It was agreed to note the report.

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

A Member asked how many trees had been purchased for the money spent. The Clerk said he would check the exact number and report back.

Clerk's Note: *In total 64 trees were purchased along with supporting stakes, straps and delivery costs. The figure shown in the payments list is larger than the overall project amount as it includes VAT, which the Council is claiming back.*

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It was **RESOLVED** to approve the list of April 2021 payments.

It was **RESOLVED** to approve the list of May 2021 payments.

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

Cllr
Osborne

6 Annual Statement of Accounts 2020/21 (21-2021/22)

Members received the 2020/21 Statement of Annual Accounts and considered a recommendation to the Full Council that the statement of accounts be adopted. The Chairman took Members through the financial statements page by page.

A Member queried why the amount of Capital and Reserves held had increased over the year. It was confirmed that this was due to underspends in the 2020/21 financial year.

A Member queried the area referred to on the asset register as 'Market Storage Passageway'. The Clerk informed the committee that this was part of the passageway that led from the car park to the Cambridge Road zebra crossing.

Proposed, seconded and **RESOLVED to RECOMMEND** that the Full Council adopt the 2020/21 Unaudited Financial Statements for the year ended 31st March 2021.

Admin

7 Internal Audit Report (22-2021/22)

Members received and considered the Council's 6-monthly internal audit report and considered any recommendations to be made to the Full Council. The Clerk spoke on the matter of petty cash, and explained that petty cash is kept recorded in a spreadsheet which shows spend, budget allocation and accompanying receipts. When the petty cash reaches a certain level it is topped up again and reconciled on the system at that point. This means that the monthly account sheets may not show the most up to date petty cash figure. The Council's accountant has advised that the process the Council is using is appropriate and that petty cash is being handled correctly, with accurate records kept. The accountant recommends that the current procedure is continued.

The Chairman commented that the accountant should be asked to ensure all petty cash is reconciled as at 31st March each year for the purpose of the annual accounts.

RESOLVED that the Council continue with its procedure for managing petty cash and that the Council's accountant is requested to make sure

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the balance is reconciled as of 31st March each year for the purpose of annual accounts.

Members felt that £350 may be too high and it was agreed the Clerk speak with the Admin Team Leader and Accountant about lowering this to £250.

Congratulations were expressed to the members of staff for a very good audit report.

8 **Annual Report 2020/21 (23-2021/22)**

Members considered a draft Annual report for the year 2020/21. The Clerk apologised that this had been issued late. The Chairman took Members through each page of the report.

A Member commented that he thought it was a very good document and showed a lot of the positive things the Council had carried out over the last year. Another Member commented that he had not done the report justice but would provide any further feedback to the Clerk.

The Clerk confirmed that further proof-reading would be done before the report was published.

Although it is within the Committee's remit to approve the report, to allow more time for members to consider the document, it was Proposed, Seconded and **RESOLVED to RECOMMEND** that the Annual Report be approved and adopted by the Council.

9 **Action Plan (24-2021/22)**

Members received and considered an Action Plan for 2021/22. The Chairman took Members through the plan item by item. The following points were noted;

- The Clerk informed Members that the insurance renewal would be coming forward in the Council's timescales. The Council's current agreement runs until 2023, however the provider (RSA) no longer wishes to continue with the insurance package offered to Councils. A new group provider, Military Mutual, has been sourced by the Council's broker, WPS. The Council has the option to stick with RSA for a further year, with a 7% premiums increase, or to start a new policy early with Military Mutual which will result in approximately 5% savings on the current insurance premium costs. The Clerk and Administration Team Leader have gone through the Council's cover with WPS and are awaiting quotes and options to come through.
- A Member said he supported the proposed action to have the

Town Clerk

Town Clerk

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Grounds Team Leader progress the purchase of a new vehicle to replace the older of the two Council trucks. Cllr M Scott and Cllr P Sharman agreed to work with the Outdoor Team Leader to review the Council's requirements and make a recommendation on a new vehicle.

- A Member asked why there were no timelines against matters to do with parking issues at Beeston. The Clerk commented that he was not sure what the next actions should be. The Beeston Working Group confirmed that they were in communication on this matter and would be looking to progress.

10 Skatepark Project (25-2021/22)

Members received and considered a draft tender document for the appointment of a contractor to partner the Council in its ambition to provide a new skatepark facility. Members commented that it was a detailed document, but that some amendments were needed. The document was based on CBC's tender document and some text which applied to CBC, but not to STC, needed to be amended.

Subject to those amendments, it was **RESOLVED** to approve the tender document and that the Working Group carry out the tender process, reporting back to the PFR Committee with a recommended contractor.

It was confirmed that the Working Group would agree the relevant dates and timeline within the tender document. A meeting of the Working Group is to be held on 16th June 2021.

The Chairman reminded Members that a recommendation from the CSE committee would be going to the Full Council on 28th June 2021 to allocate £7,000 in EMR to the project.

11 Boiler Replacement (26-2021/22)

Members received a report on replacing the central heating boiler at 10 Cambridge Road. It was proposed and seconded that the committee approve the recommendation within the report.

A Member commented that the prices seemed quite low and he hoped that a robust and quality boiler would be provided. Another Member commented that the costs were fair, but right based on market averages.

It was **RESOLVED** to replace the boiler at 10 Cambridge Road with a new Ideal Logic Max 30kw (10 years warranty) boiler at a cost of £2,000 plus VAT.

Skatepark
Working
Group

Admin
Team
Leader

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12 **Complaints Policy (27-2021/22)**

Members reviewed the Council's adopted Complaints Policy. It was noted that the Complaints Committee had not been appointed at the Annual Meeting, but it was agreed that five members, who are not on the HR committee, would form the Complaints Committee, should it need to meet. It was suggested that this be affirmed at the next meeting of the Full Council.

It was **RESOLVED** to readopt the policy and confirm membership of the Complaints Committee at the next Full Meeting of Council.

Admin

13 **Media Policy (28-2021/22)**

Members reviewed the Council's adopted Media Policy.

It was **RESOLVED** to readopt the policy.

Admin

14 **Minutes Policy (29-2021/22)**

Members reviewed the Council's adopted Minutes Policy.

It was **RESOLVED** to readopt the policy.

Admin

15 **Customer Care Policy (30-2021/22)**

Members reviewed the Council's adopted Customer Care Policy.

It was **RESOLVED** to readopt the policy.

Admin

16 **Chairman's Items (31-2021/22)**

There were no Chairman's items.

17 **Date of Next Meeting (32-2021/22)**

It was noted that the next Policy, Finance and Resources Committee meeting will be on Monday 26th July 2021.