

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 17 February 2020 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: Cllrs S Doyle, A Gibson and Mr C Robson (Town Clerk).

	<i>Actions</i>
<p>1 Apologies for absence (108-2019/20) There were none.</p>	
<p>2 Declarations of interest (109-2019/20) There were no declarations of interest.</p>	
<p>3 Public Participation Session (110-2019/20) No members of the public were present, and no questions had been received.</p>	
<p>4 Minutes of previous meeting (111-2019/20) RESOLVED to receive the minutes of the Policy, Finance and Resources Committee held on 6 January 2020 and to approve them as a correct record of proceedings.</p>	
<p>5 Financial Reports (112-2019/20)</p> <p>i) Members considered a balance sheet and detailed financial report showing income and expenditure against the revenue budget for January 2020. The Chairman went through each page of the budget report and Members considered expenditure.</p> <p>A Member queried an overspend in the telephone budget which was due to maintenance costs incurred at the start of the year. The contract is up for renewal in October 2020 and initial quotes received suggest a saving can be made by switching providers.</p> <p>A Member queried the income generated from commission on Saffords bookings. This is due to the time delay between payments taken by STC and invoices received from Saffords.</p> <p>It was RESOLVED to note the financial reports for January 2020.</p>	
<p>ii) Members received a budget overview report for January 2020. Members reviewed the document page by page and RESOLVED to note the report.</p>	
<p>iii) Members scrutinised a schedule of payments made since the</p>	

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previous meeting.

A Member asked about a management fee payment to CBC. The Clerk confirmed that this was for management of the Jenkins pavilion and covered two months' fees.

A Member queried what the electricity cost incurred in Beeston was for and the Clerk confirmed that this was for streetlighting.

It was **RESOLVED** to approve the Schedule.

- iv) It was **RESOLVED** that the Chair check and approve the bank reconciliations and statements.

Chairman

6 Grant Applications (113-2019/20)

- i) Members received and considered a grant application from Bedfordshire Fire & Rescue Service Fire Cadets. The Chairman explained that there was a budget of £870 remaining in the Community Grants Budget. The application in front of Members was for £1,000 towards an overall project cost of £4,500. If a grant above the £870 was to be awarded this would need to go to Full Council for consideration and approval.

Members spoke in favour of the application, stating the organisation is one the Council has supported for a long time due to the benefits it provides young people and the town.

It was Proposed and Seconded that the Committee recommend to Council that a grant of £1,000 is made to the organisation in line with the application amount.

A Member commented that supporting the group can only help it thrive more and is one way in which the Council can make sure it is helping provide opportunities for young people in the town.

A Member asked why subs weren't charged to those attending. The Chairman said that he was not able to answer that as a representative to speak on behalf of the application was not present. Other Members commented that all the activities are put on for free by the Fire Service.

RESOLVED to RECOMMEND that a grant of £1,000 be awarded to the Sandy Fire Station towards the costs of providing a refurbished area for a cadet room.

Town
Clerk

- ii) Members received and considered a grant application from Sandy Carnival Association.

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Members spoke in favour of awarding the grant and agreed that the Carnival is an extremely positive and valuable event in Sandy which the Council should look to support, especially given the challenges faced following the closure of Sandye Place. With the fireworks and the Sandy Show both also at risk of not running in 2020 the Carnival is even more important to the town.

The Clerk commented that the Council's representative on the Carnival Committee had asked that he look at other quotes for toilet provision as well. The Clerk confirmed he had heard back from three suppliers but had not received any quotes for less than the amount the Carnival Committee had secured.

It was mentioned that a CBC Ward Councillor may have information on additional providers. It was Proposed and Seconded to award a grant of £550 to the Carnival Committee and seek further details on an alternative supplier from CBC Cllr Ford.

Town
Clerk /
Cllr
Gibson

RESOLVED to approve a grant of £550 to Sandy Carnival Association.

Admin

7 Payment Approvals (114-2019/20)

Members received and approved a list of creditors who are regularly paid by Direct Debit or BACS payment. The Clerk commented that it was becoming more common that creditors were requesting alternative methods to cheque for payment.

RESOLVED to approve the payment by Direct Debit, BACS and Internet Transfer to those payees listed in the schedule.

8 Territorial Auxiliary and Volunteer Reserve Association Lease (115-2019/20)

Members received and considered a report on the renewing of a lease for land off Berwick Way on which stands the Army Cadet HQ building. Members spoke on the value of the organisation and the benefit it provides for the town. Members were in agreement that the Council should look to continue to support this organisation and agree a new lease on the same terms as the previous one.

A Member asked for clarification on the lease and the rent paid. The Chairman explained that the rent was a ground rent which was reviewed every three years. The building on the land was under the ownership of the Army Cadets who had an agreement with the Air Cadets for dual use.

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RESOLVED that the Council agrees in principle to the renewal of a lease with the Territorial Auxiliary and Volunteer Reserve Association for land at Berwick Way and that the Clerk be the delegated authority to negotiate that lease for approval by Council.

Town Clerk

9 Action List (116-2019/20)

Members received and noted a copy of the action list.

10 Committee Action Plan (117-2019/20)

Members received an updated copy of the committee action plan. Members went through each of the action points and noted the following:

Agreement of new Christmas lights contract	Completed
Review and consider new banking arrangements	More work required and update to be brought to committee on 23 rd March 2020.
Line marking of car park	Completed
Fallowfield lighting scheme	New costs to be considered at meeting of committee on 23 rd March 2020 along with lighting costs for other recreation grounds.
New CCTV scheme	Completed
St Swithun's Church Clock Repairs	Completed
Repairs to Village Hall entrance track	Completed
Agreement of 2020/21 Budget and Precept	Completed
Agreement of 2020/21 Scale of Charges	Completed
Progress from Foundation award to Gold Level award of the Local Council Award Scheme	More work was required on providing evidence for one element of the silver award scheme. It was agreed that the Council look at going straight for gold and agreeing a 3-year budget plan at the committee meeting on March 23 rd to allow it to meet the Gold Award Criteria.
Review of Burial Regulations	Working Group to review in February 2020. Any recommended changes to come to the 23 rd March Committee meeting.
Renewal of SSLA Lease	This was delayed due to awaiting a new site layout plan as part of the pitch refurbishment project. This had now been received and passed to the solicitors for actioning.
Use and reporting of Police and Crime Statistics	Working group to meet again to look at moving forward with a proposal.

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Agree adoption of a death of Royal Protocol Policy	Completed
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11 Bowls Club Quote (118-2019/20)

Members received and considered a report on repair work required to the Bowls Club sprinkler system. It was questioned whether Section 106 funds might be applicable to cover the costs of the works. The Clerk was unsure as to whether the works would be applicable, as it was maintenance as opposed to a new provision. It was agreed to investigate Section 106 funding further.

RESOLVED to carry out repair works of the sprinkler system at a cost of £538.80 and incur an overspend in budget 501 4036. That an application to Section 106 is made prior to any work commencing.

12 Section 106 (119-2019/20)

Members received an update report on the level of Section 106 funds available from development within Sandy. The Clerk informed Members that:

- There is £53,253.15 held under Recreation Open Space and Children's Playground.
- The large committed sum of £152,894 for Countryside and Green Infrastructure is committed to Sandy Green Wheel (£68,242), the Potton/Sandy Cycleway (£67,823) and Biggleswade Common (£16,829)

Members commented that outdoor gym equipment featured in a presentation from Sandy Secondary School and the provision of such equipment could enhance our recreation ground offering. It may be possible to use some Section 106 funding for the equipment. It was agreed to consider costs for equipment at the next committee meeting.

A Member stated that it is pleasing to see that the Council had managed to claim £197,901 for projects in Sandy. However, there is still a large amount of unspent funding which lies within CBC's expenditure remit and he hoped they were ensuring funds were being allocated to Sandy before deadlines passed.

The Clerk informed Members that CBC officers informed him when a deadline was approaching for a fund to which the Town Council is able to apply.

Members **RESOLVED** to note the report.

Town
Clerk

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13 Risk Assessment (120-2019/20)

Members carried out an annual review of the Council's Risk Assessment. The Clerk informed members that a change had been made to reflect that PNC would be taking over as the Council's Data Protection Officer.

Members noted that an amendment was needed to correct a typing mistake on page 54 under Annual Return. 'Eternal Auditor' to read 'External Auditor'.

Town Clerk

RESOLVED to re-adopt the Council's Risk Assessment.

14 CCTV Policy and Procedure (121-2019/20)

i) Members received and considered a draft CCTV policy.

RESOLVED to RECOMMEND that the Council adopt the draft CCTV Policy.

Town Clerk

ii) Members received a draft procedure on responding to CCTV evidence requests. The Clerk explained that the procedure would require a CCTV working group to be permanently set up to consider release of data in conjunction with the Clerk.

It was noted that an error in section 8.1 needed to be amended from 'partnership' to 'Council'.

The Clerk informed Members that a charge could not be applied for individual data access requests. If a request was considered to involve a lot of administration time, a reasonable cost could be applied on a case by case basis. In addition, if a request was made for copies of data, a charge could be applied in line with the scale of charges.

RESOLVED to RECOMMEND that the Council adopt the draft CCTV Procedure subject to the amendment in section 8.1. That the Scheme of Delegations be changed to allow a CCTV working group to meet the role set out in the procedure.

Town Clerk

iii) Members consider the CCTV FAQ document and commented on a number of amendments that were required;

Paragraph two – change 'Information Governance & Risk Team' to 'Town Clerk and CCTV Working Group'.

Delete 'Cemetery Public Toilet' and change to 'Council Depot and Yard'

Page 75 – Change 'Leicestershire' to 'Bedfordshire'.

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RESOLVED to RECOMMEND that the Council adopt the draft CCTV FAQ subject to the amendments detailed.

Town
Clerk

15 Chairman's Items (122-2019/20)

There were no Chairman's items.

16 Date of next meeting (123-2019/20)

It was noted that the next Policy, Finance and Resources Committee meeting will be on 23 March 2020.

Date: 04/02/20

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Current Bank A/c

List of Payments made between 01/01/2020 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/01/2020	1st Response Fire Protection	CNXL31652	-477.51	Cancelled as not banked
02/01/2020	Premium Credit Ltd	DD	1,588.81	Monthly insurance policy
07/01/2020	1st Response Fire Protection	31880	290.64	Fire extinguisher renewal
07/01/2020	ADT Fire & Security Plc	31881	2,087.52	CCTV Cameras - Depot
07/01/2020	Bedfordshire Rural Communities	31882	2,000.00	Sandy Green Wheel Cont.
07/01/2020	The CDS Group	31883	720.00	Amendments to cemetery app.
07/01/2020	Central Bedfordshire Council	31884	3,212.24	Management Payments
07/01/2020	DCK Accounting Solutions	31886	541.50	Accountant costs
07/01/2020	DMMP Ltd	31887	143.80	SCC - Mower Parts
07/01/2020	Froods Autoservices	31888	272.37	Repairs to works vehicle
07/01/2020	Hertfordshire County Council	31889	145.28	Stationery and Cleaning Prod.
07/01/2020	Higham Ferrers Mayor's Charity	31890	20.00	Civic Event - Mayor
07/01/2020	Lamps & Tubes Illuminations	31891	4,918.50	Xmas Lights removal/storage
07/01/2020	Sandra Mercer	31892	848.60	Work to Chamber Chairs
07/01/2020	Tim Miles	31893	960.00	Grave Digging Costs
07/01/2020	Millenium Security Services	31894	30.00	Call out cost for alarm activation
07/01/2020	Mid Beds Citizens Advice	31885	750.00	Grant Mid Beds CAB
07/01/2020	F D O'Dell & Sons Ltd	31895	108.00	Skip Hire/Disposal
07/01/2020	PNC HR Ltd	31896	480.00	HR Support and Advice
07/01/2020	Rialtas Business Solutions Ltd	31897	70.80	Accounts Package License
07/01/2020	Rosetta Publishing	31898	290.40	Bulletin Issue
07/01/2020	Saffords Coaches Ltd	31899	27.00	Payment taken for Saffords Trip
07/01/2020	Speedy Asset Services Ltd	31900	134.38	Barrier Hire Xmas Lights
07/01/2020	T&J Seymour Electrical Install	31901	5,490.00	Street Light Repairs
07/01/2020	Travis Perkins Trading Co Ltd	31902	109.56	Grit & Salt Bulk
07/01/2020	Turfcare Leisure Services Ltd	31903	417.53	Mower Servicing
07/01/2020	Wicksteed Leisure Ltd	31904	291.65	Wet pour repair kits
07/01/2020	Martin Wythe	31905	498.00	SCC - Seasonal Pitch Work
07/01/2020	Amphill Town Council	31906	50.00	Civic event - Mayor
08/01/2020	Savin Nurseries	BAC01	442.25	Summer Bedding Plants
09/01/2020	Bank Charge Payable	CHRG	54.59	Bank Charges
10/01/2020	HMRC PAYE/NI Due	BACS	4,251.52	Salary PAYE/NIC Due
10/01/2020	Pension Due	BACS	4,616.73	Employer Pension Cont.
14/01/2020	Ampower UK Ltd	DD01	22.23	Electricity - Public Toilets
14/01/2020	Ampower UK Ltd	DD02	41.01	Electricity - Beeston
14/01/2020	Ampower UK Ltd	DD03	106.50	Electricity - Depot
14/01/2020	Ampower UK Ltd	DD04	364.84	Electricity - Street Lighting
14/01/2020	Ampower UK Ltd	DD12	12.26	Electricity - Banks Pavilion
14/01/2020	Ampower UK Ltd	DD13	323.32	Electricity - 10 Cambridge Road
15/01/2020	Staff salaries Jan 20	BACS	12,360.21	Salaries
17/01/2020	UK Fuels Ltd DDR	DD05	97.54	Petrol/Fuel
17/01/2020	IDH Direct Ltd	111357	504.00	Storage cage for depot
20/01/2020	Gazprom Energy DDR	DD06	208.46	Gas Supply
27/01/2020	UK Fuels Ltd DDR	DD07	126.73	Petrol/Fuel
27/01/2020	BNP Paribas Leasing Solutions	DD08	358.80	Photocopier Lease
27/01/2020	Chess Ltd DDR	DD09	216.54	Phone Contract Costs
29/01/2020	Purchase Power	BAC03	108.49	Franking Machine Lease
30/01/2020	Chess Ltd DDR	DD10	304.33	IT Contract Costs
31/01/2020	Chess Ltd DDR	DD11	67.68	Outlook 365 licenses
Total Payments			50,607.10	