

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 17th June 2024 commencing at 7.30pm.

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

Absent: Cllr Lacey

In attendance: Mrs N Sewell (Clerk) and Cllr N Aldis

The Chair opened the meeting with a minutes silence to remember former Town Councillor Michael Bartlett.

	<i>Actions</i>
1 Apologies for absence (PFR 1-2024/25) Cllr Lacey	Admin
2 Election of Policy, Finance & Resources Committee Deputy Chairperson for the Council Year 2024/25 (PFR 2-2024/25) Cllr R Lock was nominated, seconded and duly elected as the Deputy Chairperson of the Policy, Finance & Resources Committee for the forthcoming year. There were no other nominations.	
3 Declarations of interest (PFR 3-2024/25) i) Disclosable Pecuniary Interest – <i>none</i> ii) Non-disclosable Pecuniary Interest: Cllr Osborne commented that he would not speak or vote on Item 7 as his wife is the Chair of Governors at St Swithuns Church of England VC Primary School. iii) Dispensations – <i>none</i>	
4 Minutes of previous meeting (PFR 4-2024/25) RESOLVED to receive the minutes of the meeting of Policy, Finance and Resources Committee held on Monday 8 th April 2024 and to approve them as a correct record of proceedings.	Town Clerk
5 Public Participation Session (PFR 5-2024/25) No members of the public were present.	
6 Financial Reports (PFR 6-2024/25) i) Members considered the balance sheet and detailed financial report showing income and expenditure against the revenue budget ending 30 th April 2024 and 31 st May 2024. The Chairperson took Members through the report page by page. There were a number of questions on General Rates with possible savings compared with budget and the Clerk would raise this with the Council's Accountant.	

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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 April and May 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.

7 Grant Applications (PFR 7-2024/25)

Members received a grant application from St Swithuns Church of England Primary School for £250 to pay towards the Forest School Gardening Project.

RESOLVED to agree a grant payment of £250.

8 Action Plan (PFR 8-2024/25)

Members reviewed the PF&R Action Plan for 2024/25.

RESOLVED to agree the plan with the following amendments:

- to change the review period for the HR Contract every two years instead of annually.
- To remove Allotments at Beeston as this is reported through CS&E

The Clerk was asked to look at the options regarding the lease renewal for the Bowls Club and bring a report to PF&R that would help the Committee give a steer to Cllrs Effiong and Pettitt for a decision on what a future lease would need to contain.

9 Year End Financial Statements (PFR 9-2024/25)

Members received the 2023/24 Statement of Annual Accounts and considered a recommendation to the Full Council that the statement of accounts be adopted. The Chairperson took Members through the financial statements page by page.

Proposed, seconded and **RESOLVED to RECOMMEND** that the Full Council adopt the 2023/24 Unaudited Financial Statements for the

Chair

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Team
Leader

Town
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Clerk

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year ended 31st March 2024. These were duly signed by the Cllr Hewitt on behalf of the Town Council.

10 Internal Auditor's Report (PFR 10-2024/25)

Members received the Internal Auditor's Report and its recommendations. No issues of concern had been raised.

RESOLVED to note the Report.

Town Clerk

11 Preliminary AGAR (PFR 11-2024/25)

Members received the preliminary Annual Governance and Accountability Return in advance of the required sign off at Full Council on 24th June 2024. The Chair went through the return page by page.

RESOLVED to agree to recommend that boxes 1-9 in Section 1 should all be ticked 'yes'. To agree the figures as set out in Section 2 as an accurate record.

Town Clerk

12 Memorial Bench Regulations (PFR 12-2024/25)

Members received a request from Cllr Aldis to review the Memorial Bench Policy. In response to a question, the Clerk confirmed that a register of all the Council's assets was currently in progress and this would include ownership and location for all memorial benches.

Town Clerk

RESOLVED to make the following amendments to the Policy:

- Include Fallowfield to the list of locations
- Under 3.3 include a reference to scale of charges for up-to-date costs.
- Under 3.1 add permission to leave fresh flowers for up to 30 days after the installation date, after which time they will be removed.
- Under 'Please Note' include The Town Council reserves the right to re-locate benches should the need arise. All efforts will be undertaken to contact the memorial owner beforehand.
- The next review to take place in March 2028.

13 Payments made under Delegated Authority (PFR 13-2024/25)

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

- Office refurbishment telephony and IT support £631.25

RESOLVED to note the payments.

14 Cemetery Working Group Update (PFR 14-2024/2025)

Members received the minutes of the Cemetery Working Group from

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18th April 2024 and 5th June 2024 and a report from the Clerk regarding further works required along with a quote for CDS to undertake that work.

- **RESOLVED** to note the minutes of the Cemetery Working Group from 18th April 2024 and 5th June 2024. To note the Clerk's report and to recommend Full Council review a proposal from CDS on the next stage of the Cemetery Development Project and associated costs of £7,785 plus a contingency fund for the next phase of work.

The Clerk will discuss options around meeting each planning conditions vs the suggested S73 application Variation to Condition 15 (Planning approval) with CDS to see if there is any way to reduce costs at all.

15 UK Shared Prosperity Fund (PFR 15-2024/2025)

Members received a report about the UK Shared Prosperity Fund and considered the suitability of STC projects for application. It was noted that the closing date for the current round of bids was 19th July 2024 and a required match-funding of 20%.

RESOLVED to look at the following work for prospective funding:

- Bedford Road Play Park Equipment: including the works to the aero skate as highlighted by Reids Playground Maintenance
- Roof replacement at the Banks Pavilion, Sunderland Road
- Installation of solar panels at the Depot
- Pothole repairs in the High Street car park.

16 NALC Financial Regulations (PFR 16-2024/2025)

Members reviewed NALC's new Financial Regulations and agree the required adaptations that will be needed for adoption.

RESOLVED to recommend adoption of the new NALC Financial Regulations and aspire to creating a 3-year budget in the future.

17 Flexible Working Policy (PFR 17-2024/2025)

Members received changes to the Flexible Working Policy in 2024 as submitted by PNC.

RESOLVED to note the changes and update the current policy.

Full
Council

Town
Clerk and
Admin
Team

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Clerk

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Clerk

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18 Health & Safety Policy (PFR 18-2024/2025)

Members received and reviewed a new Health & Safety Policy as submitted by PNC and consider setting up a Health & Safety Committee of senior managers as proposed by the new policy.

RESOLVED to adopt the new policy and agree the Health & Safety Committee is made up of the Clerk, Admin Team Leader, Outdoor Team Leader and Deputy Clerk (Amenities Co-Ordinator). The Committee will report back to the HR Committee.

19 Carers Leave Policy (PFR 19-2024/2025)

Members reviewed the latest Carer's Leave Policy submitted by PNC.

RESOLVED to adopt the new policy and agree that Carer's leave remain as unpaid leave as per the current policy.

20 Smoke Free Policy (PFR 20-2024/2025)

Members reviewed the Council's smoke-free policy as submitted by PNC.

RESOLVED to adopt the new Policy with the exclusion of the two optional paragraphs.

21 Solicitor's Fees (PFR 21-2024/2025)

Members received the updated solicitors' fees for work undertaken on the terminated Transfer of Land West of Potton Road and Purchase of Open Space from Taylor Wimpey.

RESOLVED to note the report and approve the payments.

22 Cricket Club Store Roof repairs (PFR 22-2024/2025)

Members received two quotes to carry out repairs to a leaking roof at the Cricket Club Store. A third quote was sought but no further quotes were forthcoming.

RESOLVED to request the contractors review the whole of the Banks Pavilion Roof, not just across the Cricket Club Store, and bring quotes back to Full Council. The Clerk would seek funding opportunities from the UK Shared Prosperity Fund to carry out the works.

23 Insurance Renewal Report (PFR 23-2024/2025)

Members received the Council's Insurance Renewal, for the 2nd year review of a three year policy, from James Hallam.

RESOLVED to note the renewal review.

Clerk,
Admin
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Leader,
Outdoor
Team
Leader and
Deputy
Clerk

Admin
Team
Leader

Clerk

Sandy Town Council

Policy papers were circulated to Members separately.

24 Weed and Feed Costs (PFR 24-2024/2025)

Members received two quotes for work to treat the fields at Sunderland Road Recreation Ground and Bedford Road Recreation Ground with a weed control and low nitrogen feed to encourage root growth.

RESOLVED that the Clerk seek quotes, in collaboration with Cllr Scott, for more comprehensive grounds maintenance work to be carried out by specialist contractors in line with recommendations made by the Grounds Maintenance Association and Pitch Power.

25 Play Equipment costs (PFR 25-2024/2025)

Members received quotes for additional maintenance works identified by Reids Playground Maintenance when undertaking playground equipment maintenance in Bedford Road Recreation Ground and Fallowfield Park.

RESOLVED to defer any decision regarding further works until the Play Inspection Company's Annual report is received as the inspection has recently taken place.

26 Chairman's Items (PFR 26-2024/2025)

There were none.

27 Date of Next Meeting

29th July 2024