

Sandy Town Council

Minutes of a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which was held at 10 Cambridge Road, Sandy on Monday 18 October 2021 commencing at 7.30pm.

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

In attendance: Mr C Robson (Town Clerk)

Before the meeting commenced, the Chair led Members of the Council in a minute's silence for Sir David Amess, MP who tragically lost his life on 15 October 2021 while serving his community.

	<i>Actions</i>
<p>1 Apologies for absence (63-2021/22) Apologies had been received from Cllr Hill.</p>	
<p>2 Declarations of interest (64-2021/22) None.</p>	
<p>3 Minutes of previous meeting (65-2021/22) It was RESOLVED to receive the minutes of the Policy, Finance and Resources Committee held on 6 September 2021 and to approve them as a correct record of proceedings.</p>	
<p>4 Public Participation Session (66-2021/22) There were no questions from members of the public.</p>	
<p>5 Financial Reports (67-2021/22) i) Members considered a balance sheet and detailed financial report showing income and expenditure against the revenue budget for September 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 September 2021. The Chairman took Members through the report page by page. It was noted that income from "Savins Bookings" was an error, and should read "Saffords Bookings" It was agreed to note the report. iii) Members scrutinised a schedule of payments made since the previous meeting. It was RESOLVED to approve the list of September 2021 payments.</p>	

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

Cllr
Osborne

6 Grant Applications (68-2021/22)

i) Members received and considered a grant application from Biggles FM. It was proposed and seconded that a grant of £600 be made to Biggles FM. Members expressed their support for the station and the role it plays in the community.

It was **RESOLVED** to award a grant of £600 to Biggles FM.

ii) Members received and considered a grant application from Sandy Guild. It was **RESOLVED** to award a grant of £70 to Sandy Guild.

Admin

7 External Audit (69-2021/22)

Members noted the completion of the 2021 Audit process and received the completed AGAR signed off by the Council's external auditor. The audit completion needs to be received by the Full Council, as this cannot be delegated to a committee.

Full
Council

The Clerk commented that the SLCC were going to be raising some concerns with the SAAA, who appoint external auditor contracts over disparities with the way different councils' audits are dealt with.

8 St Swithun's Tree Lights (70-2021/22)

The Chairman, Councillor Colin Osborne stepped down as Chairman for this item, having declared an interest as a member of the PCC. Cllr Blaine chaired the item.

Members considered a request from St Swithun's Church in relation to tree lights in the Town Council maintained cherry trees. Members felt that the tree lights were a valuable community asset and helped enhance the town and the Christmas lights display. Members noted the advice from the Clerk on powers to grant financial contributions. The Clerk made it clear that in his view the lights were not part of the fabric of the church or its property. The trees were maintained by the Town Council as it is a closed church yard and the lights would be temporary and could be moved at any time. Members expressed some concern of the amounts quoted, what this might be based on, and whether the amount requested was sufficient. The Clerk explained that he would need to see quotes/invoices for any expenditure when agreeing the payment of any contribution. Members also noted that there were funds available from the CBC Cllr Ward Grant.

RESOLVED to contribute up to £1,500 towards the replacement of tree lights in the cherry trees in the church yard at St Swithun's Church from the Council's Rolling Capital Fund.

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RESOLVED to advise the Church to seek further funding from the Ward Councillor grant scheme.

Cllrs Osborne and Lock did not vote on the item, having declared themselves as members of the PCC.

9 Defibrillator Case and Electrodes (71-2021/22)

Members noted the cost of a new case and electrodes required for one of the Town Council owned defibrillators.

RESOLVED to approve the purchase of a new defibrillator cabinet at a cost of £695 from the Council's Rolling Capital Fund to ensure all defibrillators are well maintained and safe to use.

Members noted that all the defibrillator electrodes had been replaced.

10 Conference Call Technology (72-2021/22)

Members received and considered a report outlining potential costs for technology to facilitate hybrid meetings in the Council Chamber.

It was **RESOLVED** that the quote of £4,171 for the purchase and set-up of hybrid meeting/conference room technology be used as a guide for 2022/23 capital budgeting purposes. That further recommendations and quotes be sought.

Members thanked Anne Elliott-Flockhart for compiling the report.

11 Fallowfield Play Equipment (73-2021/22)

Members received and considered a report on repairs/replacements needed to two items of play equipment at the Fallowfield play area. A Member said that having reviewed the play equipment offered, he could not support the recommendation in the report. Company A's equipment appears better and offers more safety and comfort for users.

It was proposed and seconded that the committee approve the replacement of an inclusive roundabout and a children's seesaw at the Fallowfield recreation ground and that Company A be awarded the contract.

A Member commented that the price difference between the two companies is large and he would need to be suitably convinced that Company A was offering more. The Chairman pointed out that Company A were including a lot more in their site set up, security and welfare which added to the cost.

Town Clerk

Admin

Town Clerk

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A Member asked if the outdoor team could do more preparatory work to reduce the costs. The Clerk commented that he would speak with the outdoor team, but that the insurance, warranty and health and safety implications of installing play equipment meant that it would be better for a qualified company to do the work.

It was **RESOLVED** to approve the replacement of an inclusive roundabout and a children's seesaw at the Fallowfield recreation ground and that Company A be awarded the contract at a cost of £19,407.14. Funding to come from the Council's Rolling Capital Fund.

Town
Clerk

12 Sandy Green Wheel (74-2021/22)

Members considered a letter from BRCC regarding contributions towards the Sandy Green Wheel. It was noted that the £2,000 contribution requested was already within the 2022/23 draft budget. Members expressed their support for the Green Wheel and the benefits it brings the town and community.

13 Demolition of Unused Garage (75-2021/22)

Members received and considered a report on a disused garage on Town Council owned land. Members commented that the structure poses a health and safety risk and that given the complaints of anti-social behaviour, should be removed.

A Member suggested that the site could be fenced off and made secure until the funds were available to take further action. Another Member commented that they could not support that action as this would just highlight the matter, in addition the Council now knows about the risk the structure poses and should take action. The Chairman commented that funds were available within the capital budget.

It was **RESOLVED** to approve the removal of an old garage structure at The Limes at a cost of £2,900 and that this be funded from the Council's Rolling Capital Fund.

Town
Clerk

14 2022/23 Capital Expenditure (76-2021/22)

Members considered a report on capital expenditure as part of the 2022/23 budget setting and precept process. Members went through the capital items listed and agreed the following;

- That the Council include the replacement of all Town Council owned bins within the capital budget at a cost of £9,375 and that expenditure be spread over the next two financial years.
- That the Council include the repair of boundary fencing at Bedford Road park at an estimated cost of £8,750 with work to be split into two sections and completed over the next two financial years.

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- That an allowance of £45,000 for a new council truck be included, with a decision to be made on whether this should be an electric or petrol vehicle, at a future meeting. Allowance covers the cost of an electric truck.
- That the cost of a Speed Indicator Sign remain in the capital budget.
- That the replacement of two items of play equipment at Fallowfield Recreation ground be included at a cost of £19,400.
- That the Council allow £14,000 within the budget for the replacement of swings at Bedford Road. The swings will not need to be replaced in the next financial year, but the Council should always keep a budget available for play equipment replacements which may be highlighted by Play Inspection reports.
- That an allowance of £2,900 be made in the budget for new football posts at Sunderland Road recreation ground.
- That the Council include the demolition of an unused garage at The Limes at a cost of £2,900 and that this work be done as soon as possible for health and safety.
- That an allowance of £5,500 is kept in the budget for hybrid/conference meeting technology.
- That a budget of £4,000 for new town entrance signage remains in the capital budget.
- That a budget of £4,500 be included as STC's match fund contribution for purchase of new trees.
- That the budget of £53,000 for completion of archaeological studies and write ups remain in the budget as part of the Council's planning obligations for the new cemetery and depot.
- That a budget of £20,000, in addition to the EMR of £23,000, be included to complete the outstanding Cemetery Extension work.
- That a budget of £20,000 be allowed for the provision of new allotments at the Beeston Green Community site.
- That an allowance of £18,000 remains in the capital budget for grounds maintenance equipment.

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- That an allowance of £13,000 remain in the capital budget for environmental improvement works as a result of a carbon footprint report and recommendations which were undertaken for 10 Cambridge Road. Reports, costs and recommendations due to come forward.
- That the revenue contribution to capital be increased by inflation to £53,800 in 2022/23.

The Clerk will bring forward a combined revenue and capital report to the next meeting of the committee. This will be based on the previous work undertaken on the revenue budget at the last committee meeting and the work on the capital budget undertaken at this meeting.

15 Community Engagement Policy (77-2021/22)

Members reviewed and considered the Council's Community Engagement Policy.

RESOLVED to re-adopt the Council's Community Engagement Policy and that the Council's Community, Services and Environment Committee agree a Councillor surgery schedule.

Admin

16 Freedom of Information and Model Publication (78-2021/22)

Members reviewed the Council's Freedom of Information Policy and Model Publication. It was **RESOLVED** to re-adopt the Freedom of Information Policy and Model Publication Document.

Admin

17 Chairman's Items (79-2021/22)

There were no Chairman's items.

18 Date of Next Meeting (80-2021/22)

It was noted that the next Policy, Finance and Resources Committee meeting will be on Monday 22nd November 2021.

19 Committee in Private Session (81-2021/22)

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

Members received and considered a report from the Clerk and legal advice relating to the Council's potential inherited responsibilities for two access tracks. **RESOLVED to RECOMMEND** that the Council accepts the legal advice received from NALC and agree to the ongoing responsibility for maintenance of two tracks across Beeston Green.

RESOLVED to RECOMMEND that additional quotes for repair work be obtained.

Town
Clerk

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