

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 19th February 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.

In attendance: Mrs. N Sewell (Clerk), Cllr N Aldis and two members of the public.

	Actions
1 Apologies for Absence (95-2023/24) None	Admin
2 Declarations of Interest (96-2023/24) i) Disclosable Pecuniary Interest - None ii) Non-disclosable Pecuniary Interest - None iii) Dispensations – None	
3 Minutes of Previous Meeting (97-2023/24) RESOLVED to receive the minutes of the meeting of Policy, Finance and Resources Committee held on Monday 15 th January 2024 and to approve them as a correct record of proceedings.	
4 Public Participation Session (98-2023/24) Two members of the public were present. No questions were received. <i>The Chairman brought forward item 14 – Village Hall Update - to be discussed at this juncture.</i>	
5 Financial Reports (99-2023/24) i) Members considered the balance sheet and detailed financial report showing income and expenditure against the revenue budget ending 31 st January 2024. The Chairman took Members through the report page by page. RESOLVED to note the reports. The Chair mentioned that the Committee would need to look at how the Council wished to use the donation of £5,000 from Anglian Water at some stage soon. Also costs for the repair/maintenance of the car park barrier needed to be re-coded under cost centre 408.	

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

Town Clerk/Financial Admin

RESOLVED to note the report.

iii) Members scrutinised a schedule of payments for January 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.

6 Calendar of Meetings (100-2023/24)

Members received a draft calendar of Committee meetings for the Civic Year 2024/2025.

RESOLVED to approve the calendar of meetings with the following amendments to be made:

- The Development Scrutiny meeting on 3rd March 2025 be moved back to 24th February 2025.
- A Development Scrutiny meeting be held on 31st March 2025.

Town Clerk

7 Grant Applications (101-2023/24)

Members received a grant application from the Manager of Sandy Library for £300 towards craft materials for children's craft events.

RESOLVED to pay a grant of £250 towards children's craft events. Members expressed they were pleased to be able to support such important events for the young people of Sandy.

Admin Team Leader

8 Contract Renewal Data Protection Officer (102-2023/24)

Members received and considered the renewal for the contract with PNC to act as Sandy Town Council's Data Protection Compliance Officer for a fee of £500.

RESOLVED to agree to renew the contract with PNC for them to continue to act as the Council's Data Protection Compliance Officer.

Admin Team Leader

9 Financial Risk Assessment (103-2023/24)

Members received the annual Financial Risk Assessment for Sandy Town Council from the Town Clerk as per audit requirements.

RESOLVED that the following amend be undertaken, and a new draft taken to Full Council on 4th March 2023 for adoption:

Town Clerk

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- Down grade the risk score for Declarations of Interest from Medium to Low.

10 Small Donations Policy for voluntary groups (104-2023/24)

Members received a redrafted version of the Town Council's Small Donations Policy for voluntary groups considering amends requested at the previous committee meeting on 15th January 2024 (Min ref: 92-2023/24)

RESOLVED to adopt the Policy.

Town Clerk

11 Disruptive Behaviours and Conversations Policy (105-2023/24)

Members received and considered the adoption of a draft Disruptive Behaviours and Conversations Policy. The need for the policy had arisen from the results of a Staff Wellbeing Survey, informal feedback and comments made during staff exit interviews.

RESOLVED to adopt the Policy.

Town Clerk

12 Payments made under Delegated Authority (106-2023/24)

Members received the following payments made under delegated authority:

- Tablet for Richard Gilbert/Outdoor team to use onsite for reporting and defibrillator checks £144.49
- Ring Chime £30.00
- Replacement gate for the entrance to Pinnacle £194.00
- Two Cherry Trees to replace failed trees; one at the Cemetery and one at Faynes Corner £400.00
- Defibrillator at Bedford Road replacement pads £56.00
- Defibrillator at the Jenkins Pavilion replacement pads £56.00

Total £880.49

RESOLVED to note payments.

Town Clerk

13 Training Agreement (107-2023/24)

Members received and considered a draft Training Agreement that sets out the terms of possible repayment to the Council for any training paid for by the Town Council by staff on leaving employment.

RESOLVED to adopt the agreement with the following minor amendment to be made to the policy:

- For 7e to read as *To pay 20% of the Course Fees if the Employee leaves the Council in the tenth to twelfth month of the Minimum period.*

Town Clerk

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14 Village Hall Update (108-2023/24)

Members received a report from the Mayor regarding the Village Hall.

RESOLVED for the Council to make a call to residents of the town and Members of the Council asking them to sign up to be a part of a new Village Hall Committee to take over from the existing one.

Community
Engagement
Officer

15 Action Plan (109-2023/24)

Members received updates to the PF&R Action Plan for 2023/24. Updates highlighted by blue text.

RESOLVED to note the Action Plan and make a small amendment as set out below:

- The date for PF&R to review recommendations regarding the renewal of the lease between STC and Sandy Bowls Club be moved to April 2024.

Town
Clerk/Cllrs
Pettitt and
Effiong

16 Cemetery Working Group Notes (110-2023/24)

Members received the notes from the Cemetery Working Group meeting held on Monday 12th February 2023 and considered an invoice of £6,318.00 from CDS to undertake soil and water sampling as required by Planning Condition 3.

RESOLVED to note the meeting notes and recommend to full council to agree to pay CDS's invoice to undertake soil and water sampling works.

Town
Clerk/Admin
Team Leader

17 Chairman's Items (111-2023/24)

The Clerk raised an issue where it had been discovered that water bills for water usage at the Jenkins Pavilion, which were supposed to be paid for by the Leisure Management Contractor as part of the Management Agreement, had been covered by STC. The Clerk had made an initial approach to the Management Company, Everyone Active (EA), through Central Bedfordshire Council, and it had been agreed they would reimburse STC for the billed amount. Members agreed that STC should pursue back payment to April 2023 when EA took over management of the premises.

In addition, Members felt that STC should also contact the previous Management Company, Stevenage Leisure, for back dated bills also paid by STC in alignment with Civil Debt practices.

18 Date of Next Meeting (112-2023/24)

8th April 2024

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The meeting closed at 20.27