

Sandy Town Council

Minutes of the annual meeting of Sandy Town Council held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 19 May 2014 commencing at 7.30pm

Present: Cllrs N Aldis, C Butterfield, T Cole, M Groom, W Jackson, M Runchman, M Scott, D Sharman, R Smith, S Sutton and S Walsh

Absent: Cllrs J Ali, C Osborne, M Pettitt and K Sharp

In attendance: Five members of the public and the Town Clerk

Action

1 Election of the Town Mayor (23-2014/15)

Retiring Town Mayor Cllr Sutton took the Chair and opened the meeting by thanking Anne Elliott-Flockhart and Carol Baker-Smith for all their help with fundraising events, the civic service and general administrative support over the past three years. Cllr Sutton also thanked the members of the council for supporting her events during her term of office.

RESOLVED to elect Cllr Jackson as Town Mayor for the municipal year of 2014/15.

Admin

2 Declaration of acceptance of office of Town Mayor (24-2014/15)

The declaration of acceptance of office of Town Mayor was made by Cllr Jackson before the council and the proper officer and took the chair. Cllr Jackson expressed how honoured he felt to become Mayor noting that he had lived in Sandy all his life and would serve the community to the best of his ability as Town Mayor. On behalf of the whole Council Cllr Jackson thanked the retiring Mayor for her hard work, especially during the preceding 12 months which last year had been particularly challenging, Cllr Jackson then presented Cllr Sutton with a Past Mayor's badge.

3 Election of Deputy Town Mayor (25-2014/15)

RESOLVED to elect Cllr Sharman as Deputy Town Mayor for the municipal year 2014/15.

Admin

4 Apologies for Absence (26-2014/15)

Apologies for absence had been received from Cllrs Ali, Osborne and Pettitt, Cllr Keith Sharp. Cllr Walsh had submitted apologies for her anticipated early departure.

Central Bedfordshire Councillors Maudlin and Sheppard had also sent apologies for absence as had PCSO Ann Jeeves.

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5 Co-option to fill casual vacancies (27-2014/15)

Applications from candidates for co-option had been circulated to members in advance of the meeting and candidates were asked questions about why they wanted to join the Council, the skills they would bring and their knowledge of the wards for which they were standing.

Admin

RESOLVED to co-opt Teresa Cole as councillor for Fallowfield Ward.

RESOLVED to co-opt Michael Groom as councillor for Pinnacle Ward.

Both new councillors made their declaration of acceptance of office as co-opted members of Sandy Town Council before the council and the proper officer. Both members declared that they would abide by the code of conduct. The Town Mayor welcomed the new members to the council.

6 Declarations of interest and requests for dispensations (28-2014/15)

- i) Declarable Pecuniary Interests - None
- ii) Personal Interests - None
- iii) Dispensations - None

7 Public Participation Session (29-2014/15)

There were no questions or representations.

8 Minutes of previous Town Council meeting (30-2014/15)

RESOLVED to receive the minutes of a meeting of Sandy Town Council held at 7.30 pm on Monday 28 April 2014 which had been circulated in advance and to approve them as a correct record of proceedings.

Admin

9 Minutes of committees and recommendations therein (31-2014/15)

RESOLVED to note the minutes of meetings of the Development Scrutiny Committee held on 14 April 2014 and 12 May 2014 respectively.

RESOLVED to note the minutes of a meeting of the Community Services and Environment Committee on 14 April 2014.

10 Standing Orders (32-2014/15)

RESOLVED to adopt forthwith the revised draft standing orders which had been recommended to Council by Policy Finance & Resources Committee on 17 February 2014 and which were available on the Town Council website.

Admin

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11 Scheme of delegations (33-2014/15)

RESOLVED to confirm the Council's arrangements for delegation of business to committees, sub-committees, staff and other local authorities and the terms of reference for all committees as laid out in the scheme of delegations document which had been circulated before the meeting.

Admin

12 Elections (34-2014/15)

RESOLVED to elect members and chairmen to existing standing committees as follows

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| PF&R Committee |
| Chairman: Cllr Osborne (subject to his agreement) |
| Members : Cllrs Aldis, Butterfield, Groom, Jackson, Pettitt, Scott, Sharp, Sharman and Smith |

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| CS&E Committee |
| Chairman: Cllr Aldis |
| Members: Cllrs Ali, Butterfield, Cole, Osborne, Runchman, Scott, Smith, Sutton and Walsh |

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| DS Committee |
| Chairman: Cllr Pettitt |
| Members: Cllrs Ali, Cole, Groom, Jackson, Runchman, Sharp, Sharman, Sutton and Walsh |

RESOLVED to elect members and chairmen to new standing committees

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| HR Committee |
| Chairman: Cllr Sutton |
| Members: Cllrs Aldis, Jackson, Osborne, Pettitt, Runchman and Walsh |

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| HR Sub - Committee |
| Members: Cllrs Jackson, Runchman and Sutton |

13 Review of the council's complaints procedure (35-2014/15)

RESOLVED to confirm the Council's Complaints policy but to adjust the scheme of delegations to permit the election of 5 members to a standing Complaints Committee, in the event of a complaint three of the five members would be nominated by the committee to hear the complaint.

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RESOLVED to elect Cllrs Butterfield, Cole, Groom, Runchman and Sharp to the Complaints Committee.

14 Financial Regulations (36-2014/15)

Town Clerk

RESOLVED to note a forthcoming review of financial regulations which would be brought to the PF&R Committee at the next opportunity and meanwhile to confirm the existing regulations

15 Work with external bodies (37-2014/15)

RESOLVED to elect the following members to serve as representatives on outside bodies.

| Representatives on External Bodies | |
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| 22 Squadron Air Training Corps Parents and Friends Committee | Cllr Sutton |
| Talk of the Town Transport Committee | Cllr Butterfield |
| A1 Campaign Group | Cllr Scott |
| Sandy Town Council Highways Liaison Member | Cllr Pettitt |
| Sandy Charities | Cllr Sharman |
| Village Hall Management Committee | Cllr Aldis |
| Sandy Twinning Association | Cllr Runchman |
| Beds Town Council Group | Mayor, Deputy Mayor and one other to be confirmed |
| Sandy Chamber of Trade | Cllr Ali |
| SEG | Cllr Aldis |
| Community Task Team | Cllr Aldis |
| Sandy Sports and Leisure Association | Cllr Sutton |
| Youth Representative | Cllr Cole |
| Sandy Walkers are Welcome | Cllrs Runchman and Walsh |
| Town Team | Cllr Butterfield |
| Friends of Sandy Christmas Lights | Cllr Aldis Cllr Butterfield Cllr Cole Cllr Jackson Cllr Runchman |

RESOLVED to ask the Clerk to write to all organisations to notify

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them of their new representatives and ask them for the date of their next meeting. Admin

RESOLVED to ask the Clerk to write to all representatives and remind them to report back to Town Council in writing no less frequently than once per year on the activities of the outside body at which they would represent the Town Council. Town Clerk/Members

16 Asset Register (38-2014/15)

RESOLVED to note the inventory of land and assets including buildings and office equipment which had been circulated before the meeting. Members noted that valuations of property had been completed in accordance with current proper practices.

17 Insurance (39-2014/15)

RESOLVED to note that the council's insurance policies were due for renewal on 1 July 2014 and quotations would be reported to Policy Finance and Resources at the next opportunity. Town Clerk

18 Subscriptions (40-2014/15)

RESOLVED to approve the council's and/or staff subscriptions to other bodies as reported by the Clerk in the report provided to council with the agenda. (Copy in minute book). Admin

19 Requests for information (41-2014/15)

RESOLVED to approve the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and to note that changes to the charging structure so that they more nearly reflected the true cost of providing information would be brought to council in due course. Town Clerk

20 Media Policy (42-2014/15)

RESOLVED to confirm approval of the council's current policy for dealing with the press/media.

21 Annual Calendar of meetings (43-2014/15)

RESOLVED to confirm adoption of the Town Council calendar for 2014/15 and to hold an additional meeting of council on Monday 9 June 2014 at 8 pm for the purpose of approving the annual return. A site visit to the former allotment site and Sunderland Road would be held at 6.30 pm on the same evening. The venue of the Town Council evening might be changed to the Jenkins Pavilion if available. Admin

22 Financial Matters (44-2014/15)

RESOLVED to note a summary report on performance against budget for the year 2013/14 together with draft accounts published in the annual report.

RESOLVED to note a list of payments made since the last meeting

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of the council.

The Town Clerk was asked to follow up un-presented cheques shown on bank reconciliations from December 2013.

Town Clerk

RESOLVED to continue with the monitoring and maintenance contract for the mobile CCTV camera at Cauldwell Court on the basis that Aragon housing would provide £1,000 towards the cost of monitoring for the financial year 2014/15 and to agree to review the position in time for the next financial year.

Town Clerk

RESOLVED to accept a quotation for technical drawings, application for building regulations, preparation of tender document and letting the contract for internal alterations to the premises at 10 Cambridge Road and contract administration from Levitt Partnership in the sum of £950 plus disbursements and VAT.

Town Clerk

23 HGV Ban in St Neots Road (45-2014/15)

A motion to consider making an objection to the proposed HGV restrictions on St Neots Road had been proposed by Cllr Scott and this was debated.

RESOLVED to instruct the Town Clerk to write to Central Bedfordshire Council objecting to the proposed HGV restrictions in St Neots Road because this would mean there was no alternative route through Sandy for HGVs other than Bedford Road which was already congested and close to a play area and park.

Town Clerk

A recorded vote was requested.

Votes in favour of the resolution: Cllrs Cole, Groom, Runchman, Scott, Sharman, Smith and Sutton.

Votes against the resolution: Cllrs Aldis, Butterfield and Jackson.

24 News Release (46-2014/15)

RESOLVED to produce a news release about relevant items (nos 1, 2, 3, 5 and 23).

Town Clerk