

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 20th February 2023 commencing at 7.30pm.

Present: Cllrs N Aldis, P Blaine, J Hewitt, R Lacey, A Lock, R Lock, C Osborne (Chair), M Pettitt and P Sharman

Absent: M Scott

In attendance: Mrs N Sewell (Clerk)

	<i>Actions</i>
1 Apologies for absence (105-2022/23) Apologies had been received from Cllr M Scott.	Admin
2 Declarations of interest (106 -2022/23) i) Disclosable Pecuniary Interest – none ii) Non-disclosable Pecuniary Interest – Cllr Blaine declared a personal interest on item 8 and as such did not vote on this item. iii) Dispensations – none	
3 Minutes of previous meeting (107 – 2022/23) RESOLVED to receive the minutes of the meeting of Policy, Finance and Resources Committee held on Monday 16 th January 2023 and to approve them as a correct record of proceedings.	Town Clerk
4 Public Participation Session (108 -2022/23) No members of the public were present.	
5 Financial Reports (109-2022/23) i) Members considered the balance sheet and detailed financial report showing income and expenditure against the revenue budget ending 31 st January 2023. The Chairman took Members through the report page by page. RESOLVED to note the report.	
ii) Members received and considered a budget report from the Town Clerk. RESOLVED to note the report.	Clerk
iii) Members scrutinised a schedule of payments for January. RESOLVED to approve the list of payments for January 2023	Clerk
The Chair commented that due to some late unforeseen costs coming through the Council would not be looking at as much of an underspend as	

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originally predicted in the budget setting process, largely around the maintenance of lamppost columns. Therefore, the resolution to spend £1,800 to replace timers in lampposts for the Christmas Lights will now be postponed, as the payment was to come from the same budget line: 405/4042. A report would come back to council with recommendations to review our current contract and with recommendations for 2023/24.

iv) Bank reconciliations and statements.

RESOLVED that the Chair of Policy, Finance and Resources check and approve the bank reconciliations and statements.

6 Graffiti Policy (110-2022/23)

Members received and considered a report from the Town Clerk regarding the creation of a policy for graffiti at the skate park.

RESOLVED to allow skatepark users to decorate the skatepark as they see fit and leave graffiti as it appears, on the condition it is not offensive and does not spill onto any other assets, equipment, or buildings at Sunderland Road Recreation ground. Graffiti will also be removed if it is deemed to compromise the safety and integrity of the skatepark structure. The Outdoor Team will carry out regular monitoring of the area and report any incidents. A review of this resolution will take place if the existence/occurrences of graffiti at the park are deemed to be more of a problem.

Town
Clerk

Deputy
Clerk

7 Chamber Hire (111-2022/23)

Members received a report from Cllr Hewitt regarding two separate requests for use of the Council Chamber free of charge to support community activities. Members were also asked to consider the creation of an ongoing policy regarding the free use of the Chamber for similar future use:

RESOLVED that free use of the Council Chamber be granted to the following organisations:

- BRCC – You Can Do IT sessions (March 2023 – October 2023) on a weekly basis for two hour sessions.
- Sandy Good Neighbours Quarterly meeting to hold their next quarterly network committee meeting.

The Clerk to draft a policy to cover future requests designating free use of the Chamber if the activity meets a community need.

8 Memorial Charge Query (112-2022/23)

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Members received a request from a resident to waiver a fee charged by the Council for the placing of a memorial vase on an existing plot.

RESOLVED that the fee should stand in line with the Council's Burial Regulations and current Scale of Charges.

Town Clerk

9 Payroll Contract (113-2022/23)

Members received quotes from three Payroll providers as the current provider's contract expires on 31st March 2023.

RESOLVED to contract company A as it offered the best value for money.

Town Clerk

10 Financial Risk Assessment (114-2022/23)

Members received an amended Annual Financial Risk Assessment for Sandy Town Council.

RESOLVED that the following additional amends be undertaken, and a new draft taken to Full Council on 6th March 2023 for adoption:

Under Legal Liability

- Under Proper reporting of Minutes/Agendas/Notices/Statutory Documents - the risk be reduced to Low
- Under Legal Documents- the risk be reduced to Low. And the management control risk field be amended to state: *Leases and legal documents kept in the safe at Council Offices with register of documents held. When transferring documents outside of the Council Offices to solicitors etc electronic and or scanned documents to be used to reduce risk of loss or damage.*

Assets

- Under Maintenance of buildings Review/Assess/Revise be re-worded to state: *Reviewed by Grounds Team Leader on a bi-annual basis and recommendations made.*

Under Theft/Damage the management control risk field be amended to state: *Asset register recording all STC assets is updated as and when new assets are acquired and reviewed by council annually.*

Weekly checks by staff and all reports from public investigated.

Alarm system at Council offices and depot which is monitored by ADT.

Members received amends from the Clerk to the wording in the Financial Regulations item 9.9, seeking to improve clarity on the process of handling cash payments to the Council.

RESOLVED to accept the Clerk's suggested amends and that the item be amended to state: *On receipt of cash sums exceeding £100 the following procedure must be followed:*

- *Cash counted in a secure area (away from public view/access), two officers to be present.*
- *Receipt created and signed by both officers (as above)*

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- *All cash received, including deposits banked within 24 hours of receipt – (or the next banking day if received on a weekend). Only petty cash is to be kept on Council premises for more than 24 hours.*
- *All cash deposits reported to RFO on the day of receipt via a separate cash deposits log.*

11 Chairmans Items (115-2022/23)

There were none.

12 Date of Next Meeting

3rd April 2023

Meeting closed at 20.45