

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 21 February 2022 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: Cllr T Knagg and Mr C Robson (Town Clerk).

The Mayor provided Members with an update on the health of Cllr M Hill. All Members expressed their best wishes to Cllr M Hill on his recovery and return to Council business. The Chairman asked that best wishes for he and his family be minuted.

	<i>Actions</i>
<p>1 Apologies for absence (115-2021/22) Apologies had been received from Cllr Hill.</p>	
<p>2 Declarations of interest (116-2021/22) There were none.</p>	
<p>3 Minutes of previous meeting (117-2021/22) It was RESOLVED to receive the minutes of the Policy, Finance and Resources Committee held on 10th January 2022 and to approve them as a correct record of proceedings.</p>	
<p>4 Public Participation Session (118-2021/22) No members of the public were present. Cllr Aldis raised a question that he had received about the removal of planting from the barrier baskets. The Clerk informed the committee that the Outdoor Team Leader had removed the planting inserts following some vandalism and removal of the plants. In addition, the plants were not doing well, with many dying. The team had tried planting with new plants, but this didn't prove successful.</p>	
<p>5 Financial Reports (119-2021/22) i) Members considered a balance sheet and detailed financial report showing income and expenditure against the revenue budget for January 2022. The Chairman took Members through the report page by page. It was agreed to note the balance sheet and financial reports. ii) Members received and considered a budget report from the Town Clerk which highlighted any overspends or areas for concern. Members noted that the printed copy of the report incorrectly stated the current year surplus figure as £177,934 when it should read £139,557. The digital and online versions were correct. It was agreed to note the report.</p>	

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iii) Members scrutinised a schedule of payments made since the previous meeting. A Member queried why a grant payment to Biggles FM appeared three times. It was explained that one of these figures was a credit, as the cheque payment had not been received by Biggles FM and had to be cancelled and re-issued.

It was **RESOLVED** to approve the list of January 2022 payments.

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 (120-2021/22)

It was noted that no grant applications had been received.

7 Recommendations from the Community, Services and Environment Committee (121-2021/22)

Members considered the following recommendations;

i) **RESOLVED** to approve the recommendation from CSE that a limited number of Mosaic Trail leaflets and maps are printed out of the current year's revenue budget at a cost of no more than £210.

Town
Clerk

A Member queried if any versions would be in large print. The Clerk explained that they would not be, although the Council could enlarge the document to make a version with large text available. Re-designing the leaflet to create a large text version would need to be done by the designer at a cost. At this point the Council was just agreeing to fund some hard copies of leaflets provided to them by Cllr C Maudlin and the Mosaic project organiser.

It was agreed that the creation of large print versions should be further explored at some point in the future.

Town
Clerk

ii) Members discussed a recommendation from the CSE Committee that an additional £926 in funding from the Council's Rolling Capital Fund be allocated towards a project to create a Queen's Jubilee beacon on The Pinnacle. A number of Members expressed concern about the overall project, particularly around the limited use the beacon will have and how it will be lit and safely managed. While the idea was good, it was not practical.

The Chairman reminded Members that the committee was just making a decision on whether the additional funding would be approved. However, as no one had spoken in favour of the proposal, Members may wish to defer it to Full Council, when all Members could discuss the matter. However, Members should be aware that this time delay may make it unlikely a beacon could be completed on time.

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RESOLVED to defer to Full Council the recommendation from CSE that the Council commission the design, creation and installation of a beacon to mark the Queen's Jubilee and that costs of £926 which exceed the funds available in Section 106 for the project be approved from the Council's Rolling Capital Fund.

Town Clerk

8 Cemetery Extension Development (122-2021/22)

i) Members received a recommendation from the Cemetery Working Group on work to replace a boundary fence. **RESOLVED** to approve the quotation from company 2 to replace 19.5 metres of fencing at a cost of £2,493.79. That the company is asked to give all re-useable old fencing panels which will be removed to the outdoor team. That the company is asked to consider concrete gravel boards within their price.

Town Clerk

ii) Members received a recommendation from the Cemetery Working Group to appoint CDS to progress the next stage of the cemetery. **RESOLVED** to appoint CDS to undertake the next stage of work on preparing the cemetery extension site at a cost of £6,000. That this is funded from the Council's Cemetery Development EMR.

Town Clerk

RESOLVED that the Council note the costs of installing three groundwater monitoring wells and a refined risk assessment which will be required as part of planning permissions for the cemetery at a later stage.

Town Clerk

9 Queen's Jubilee (123-2021/22)

i) Members received quotes on the provision of portable toilets for the Queen's Jubilee event. **RESOLVED** to approve the quote from company 2 for Jubilee event portable toilets at a cost of £1,073.00+VAT.

Town Clerk

ii) Members received quotes on the provision of staging and a PA system for the Queen's Jubilee event. The Clerk explained that company 4 had submitted a more detailed quote which had increased the cost to £3,850. A further company had contacted the Clerk but had not managed to get their quote through before the meeting.

After reviewing the quotes, Members **RESOLVED** that the Chairman and Deputy Chairman of PFR, along with the Clerk have delegated authority to appoint a preferred contractor at a maximum cost of £3,000 plus VAT.

Chair / Deputy Chair / Town Clerk

10 Section 106 Summary (124-2021/22)

Members received a summary report on uncommitted Section 106 funding held by Central Bedfordshire Council for Sandy. The Clerk explained that the reports on CBC's website were available for anyone to view, but that they could be confusing to follow. Members noted the

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detailed information as useful.

11 Streetlighting (125-2021/22)

- i) Members received and noted a summary of Town Council streetlighting stock. A Member asked if the Council had considered passing the streetlights to CBC for adoption. The Council had previously considered an offer from CBC but rejected it due to the upfront costs that would be involved in upgrading the streetlights ready for adoption. This could be revisited as the Council has gradually upgraded a high number of its lights.

Members noted the report.

- ii) Members received and considered recommendations and quotes from the Council's streetlight engineer on maintenance/replacement of some lights. Following an inspection of the Council's lighting stock, six columns had been identified as potentially unsafe and in need of replacing. As the costs of the work would exceed £5,000 the matter would need to go to Full Council for approval. However, Members could decide not to replace all six streetlights if they felt some where not needed.

Members felt that all six streetlights were needed and must be replaced on safety grounds.

RESOLVED to RECOMMEND that the Council replace six damaged lighting columns identified by the lighting contractor at a cost of £9,900 from the Council's RCF.

12 Skatepark – Tarmac Landfill Funding (126-2021/22)

Members received and considered a report on third party contribution for a grant towards the skatepark project. Members expressed some frustration at the process which was required to get the grant.

RESOLVED that to receive a skatepark project grant, the Council approve the required payment of £4,650.32 to Tarmac, that being the sum of 10% of the total grant to be awarded (£42,000), 7.5% of the DET Environmental Body administration fees (£3,150) and 2.91% ENTRUST fee (£1,353.24).

13 Christmas Lights Provision (127-2021/22)

RESOLVED to note and approve the Christmas Light's tender document and the specifications within it.

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14 Outstanding Maintenance, Purchases and Legal Work (128-2021/22)

Members received an update on works/purchases recently agreed by the committee and their current status. The Chairman commented that it was useful and shows how much is going on or completed.

The Chairman drew Members' attention to the lack of progress with legal work on the transfer of Berwick Way amenity land from Taylor Wimpey to the Council. Taylor Wimpey solicitors have stopped responding to the Council's solicitor. It was agreed that the Clerk attempt to chase Taylor Wimpey's agent again and the matter be brought back to Full Council for further consideration.

15 Action Plan (129-2021/22)

Members received the committee Action Plan.

It was noted that a review of the key holder service would need to be undertaken by a new Clerk.

It was noted that work had not progressed on the development of an approved contractors list. A new Clerk will need to look at developing this, potentially bringing in contacts that they have used.

RESOLVED to note the report, recognising again how much had been achieved during a difficult year.

16 Volunteer Policy (130-2021/22)

Members received and considered a draft Volunteer Policy. **RESOLVED** to approve the Volunteer Policy and set a review date of once every four years.

17 Chairman's Items (131-2021/22)

The Chairman acknowledged that this was the Town Clerk's final PFR Committee meeting and he wished to express his thanks to the Clerk for the past 6 ½ years. This was endorsed by the Committee.

18 Date of Next Meeting (132-2021/22)

It was noted that the next Policy, Finance and Resources Committee meeting will be on Monday 28th March 2022.