

Sandy Town Council

To: Cllrs N Aldis, S Baker, B Blackley, A Effiong, J Hewitt (Chair), R Lacey, S Lee, A Lock, R Lock, C Osborne, M Pettitt, M Scott, P Sharman, S Sutton, and N Thompson.

You are hereby summoned to attend a meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy on Monday 21st October 2024 at 7.30pm for the purpose of transacting the items of business below.



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy
SG19 1JE
01767 681491
16th October 2024

A G E N D A

1 Apologies for Absence

To receive any apologies for absence.

2 Declarations of interest and requests for dispensations

Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct, and which may be relevant to items on the agenda.*

- i) Disclosable Pecuniary Interests*
- ii) Non-Pecuniary Interests*
- iii) Dispensations*

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3 Public Participation Session

To receive questions and representations from members of the public. Members must raise their hand to indicate they wish to speak, and the Chairman will advise them when it is time to do so.

4 Minutes of Meeting of Town Council

To consider the Minutes of the Meeting of Sandy Town Council held at 7.30pm on Monday 2nd September and to approve them as a correct record of proceedings.

5 Minutes of Committees and recommendations therein

To receive and note the minutes of the meetings of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere.

- Community Services & Environment Committee held on 16th September 2024

RESOLVED to recommend:

- that the quotation for a stainless-steel double width and extended play slide with platform along with the cost of a soft play surface included in the price of £11,759.69 be accepted from Contractor B subject to the addition of a scheme to provide an access path that would take wheelchair and other users up to the slide. The cost of the additional scheme is to be discussed at the Full Council meeting (see item 7).
- That the Council provision for £15,000 in the budget to fund drainage works at Sunderland Road.
- To further discuss budgetary requirements to work with the Bedfordshire Rural Communities Charity (see item 8).

- Policy, Finance & Resources Committee held on 30th September 2024.

RESOLVED to recommend:

- The approval of costs to repair the roof of the Banks Pavilion for £9,256.03 covering costs using the Capital Fund.
- That Full Council agrees to cover the cost of a Fire Risk Assessment for the Town Council's Offices and Depot at a cost of £870 + VAT as an overspend to come from budget line 4036.
- That Full Council agrees to cover the cost of a general workplace risk assessment for the Town Council's Offices and Depot at a cost of £650 +VAT as an overspend under budget line 4020.

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- Development Scrutiny Committee held on 9th September, 23rd September and 14th October 2024
- Human Resources Committee held on 23rd September 2024.

RESOLVED to recommend:

- That Full Council provisions for £8,580, as quoted for by Company A, in the Budget for 2025/26 to enable the Council to contract a cleaning company to undertake the cleaning of Offices at 10, Cambridge Road (see item 6).
- The Town Council approves the provision of sick pay to cover the hours not worked during an employee's phased return to work, but limit that pay to a maximum of 6 weeks.
- That the Town Council adopt a Phased Return to Work Policy that clearly sets out the following requirements regarding entitlement to sick pay across the Phased Return Period:
 - a) A medical professional or occupational health advisor recommend the phased return.
 - b) The duration of the phased return and sick pay coverage is limited to a maximum of 6 weeks.
 - c) The arrangement is reviewed every two weeks by the HR Committee and the employee's line manager to ensure progress and prevent unnecessary prolongation.
 - d) A clear return-to-work plan with specific milestones must be agreed upon before the phased return begins.
 - e) Sick pay during the phased return will be calculated in accordance with the Green Book policy, based on the employee's length of service and previous sick leave.
 - f) The council reserves the right to suspend sick pay if there is evidence of abuse, as per section 10.10 of the Green Book policy.
 - g) Employees must adhere to the conditions for reporting sickness and claiming benefits as outlined in the Green Book policy.
 - h) Only one claim for Sick Pay under a phased return can be made in a 12-month period.

6 Office Cleaning Contract

To receive a report regarding changes to the current office cleaning contract and recommendation from the Human Resources Committee to consider hiring a Cleaning Contractor to undertake the cleaning of the offices going forward.

Appendix I

Sandy Town Council

7 Replacement Slide at Bedford Road

To consider a report from the Deputy Clerk outlining costs for a new slide and pathways to be installed at Bedford Road Recreation Ground.

Appendix II

8 CS&E Budget Referral Discussion for Bedfordshire Rural Communities Charity Services

To receive a report from the Deputy Clerk regarding expected fees from the Bedfordshire Rural Communities Charity for Wardening Services at the Pinnacle and Riddy, maintenance of Sandy Green Wheel and set up and management of Community Gardens at Beeston.

Appendix III

9 Reports from Central Bedfordshire

To receive reports from Ward Councillors.

Appendix IV
to follow

10 Sandye Place Update

To receive an update from the Mayor regarding the status of Sandye Place and agree next steps for the Sandye Place Working Group. A report from the working group will be forthcoming at the next meeting of Full Council.

11 Planning Application

To consider the following application submitted for comment by Central Bedfordshire Council; all planning applications are available by visiting <http://www.centralbedfordshire.gov.uk/planning-register/> and entering the planning application reference.

CB/24/00362/REG3 Sandy Service Station, Tower Hill House, New Road, Sandy SG19 1NY	Erection of 35 affordable dwellings with associated parking and landscaping. The Town Council considered this application at its meeting held on 4 th March 2024 and resolve to agree Development Scrutiny Committee's recommendation supporting the initiative and submitting the following comments. <ul style="list-style-type: none">• Welcome development of this brownfield site with affordable and supported living housing for local people• Employment with 20 jobs being created.• Concerns over access to the site• Extension of the 20mph speed limit past the site
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	<ul style="list-style-type: none">• Lights controlled crossing required as no footway on station side as land not in ownership of the developer• SIDs required with Slow Down and flashing warning lights• Request buildings will be completed to highest energy efficient standard with Solar panels and/or communal heat pump system• EV charging points in car park areas be available• Heat provided from waste facility• Adequate bin storage areas• Triple glazing on railway fronting habitable rooms• CBC to promote Traffic Management Orders on residents parking areas <p>The number of parking spaces is reviewed.</p>
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12 Reinstatement Cost Assessment

To consider costs for undertaking a Reinstatement Cost Assessment for the Town Council's properties as required by the Town Council's insurance company for insurance purposes at a cost of £1,010 +VAT. The valuation will be valid for 3 years.

13 Christmas Raffle Contribution

To receive a request from the Events Working Group for a sum of £150 to be offered as a prize for the raffle set up to raise funds for the Christmas Light's Switch-on event in 2025. Members are also requested to donate a bottle for a combined drinks prize from a shopping this that will be provided.

14 Action Plan

To review and agree Full Council Action Plan for 2024/25.

Appendix V

Sandy Town Council

15 Reports from Councillors on Outside Bodies

To receive the following reports from Council representatives on outside bodies:

- i. Sandy Sports and Leisure Association - Cllr Pettitt
- ii. Sandy Twinning Association – Cllr Pettitt

Appendix VI

Appendix VII

16 Correspondence

To note correspondence received by the Town Council since the last meeting of Full Council and any actions arising from such items. All correspondence circulated to Members separately. *For information only:*

- Girl Guiding Bedfordshire Update rcvd 15.10.2024
- NALC newsletter rcvd 15.10.2024
- Electric Vehicle Charging Infrastructure – Sharing our analysis of your area rcvd 15.10.2024
- Learn CPR and fire safety with Ambulance and Fire and Rescue Services rcvd 14.10.2024
- Police Crime Plan OPPC rcvd 09.10.2024
- Have your say - Bedfordshire Local Nature Recovery Strategy rcvd 3.10.2024
- Crime Stats - September 24 rcvd 03.10.2024
- Battery safety campaign rcvd 30.09.2024
- CPRE Bedfordshire Newsletter September 2024 rcvd 30.09.2024
- Police and Crime Advisory Panel Survey rcvd 26.09.2024
- NALC Website rcvd 24.09.2024
- BATPC Finance Training Programme 24-25, Updated Sept 24 rcvd 19.09.2024
- NALC newsletter rcvd 18.09.2024
- BATPC AGM - Thursday 24th October 2024, Rufus Centre, Flitwick rcvd 13.09.2024
- Crime Stats - August 24 rcvd 02.09.2024
- Support Marie Curie! rcvd 30.08.2024
- Bus Shelters rcvd 29.08.2024
- NALC newsletter rcvd 28.08.2024

17 Mayoral Engagements

Mayors Engagements for STC Agenda for Meeting on 21st October 2024:

May

21st – Cllr Hewitt attended Road Safety Event at Mapletree School

25th - Cllr Hewitt attended Youth Parliament Drop In - Chicksands

June

6th - Cllr Hewitt attended DDay Celebrations Flag Raising am, Queens Head, Hanley Court, Bell Ringing and Service at St Swithuns.

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9th - Cllr Hewitt attended the Lord Lieutenant Service of Thanksgiving in Dunstable.

12th - Cllr Hewitt attended the Bedford Scouts AGM in Bromham

15th - Cllr Hewitt attended the Sandy Carnival

July

5th - Cllr Hewitt attended Maple Tree School Fete

9th - Cllr Hewitt attended the Bedfordshire Games – Bedford

10th - Cllr Hewitt attended and spoke at Laburnum School assembly and attended the Licensing Service for Rev Jodie Brown - St Swithuns

12th - Cllr Hewitt attended 1st Sandy Scouts AGM

13th - Cllr Hewitt attended Charity Tea - Huntingdon

16th - Cllr Hewitt attended Rock Steady Concert at Maple Tree School

22nd - Cllr Hewitt attended University of Bedford Celebration /Lunch

Aug

17th - Cllr Hewitt attended Marshall Arts Competition – Fallow Field

30th - Cllr Hewitt attended Charity Coffee Morning - Dunstable

31st - Cllr Hewitt attended Sandy Garden and Craft Show and presented awards

Sept

1st - Cllr Hewitt attended Sandy FC Youth Tournament and presented awards

7th - Cllr Baker represented the Mayor at the Rushden Proms in the Park

8th - Cllr Hewitt attended the Sandy Skate Jam

21st - Cllr Hewitt attended the Mayor's reception in Kempston

22nd - Cllr Hewitt attended the High Sheriff's Justice Service in Bedford

23rd - Cllr Hewitt visited the new Sandy business Two Little Puddings on opening day

24th - Cllr Hewitt visited Sandy Secondary School to congratulate students on results day

25th - Cllr Hewitt attended informal opening of the new Sandy Leisure and Sports Centre

26th - Cllr Hewitt hosted the Lord Lieutenant at the unveiling of the new town mosaic.

Oct

6th - Cllr Sharman attended the Mayor of Godmanchester's Civic Service

8th - Cllr Sharman attended the AGM of Sandy Carnival Committee, the next Carnival is planned for Saturday 14th June 2025.

9th - Cllr Hewitt attended the formal opening of new Sandy Secondary School buildings

18th - Cllr Hewitt attended a charity Circus Event - Houghton Regis

19th - Cllr Hewitt attended the Civic Service - Stotfold

Sandy Town Council

18 Press Releases

- Cllr Osborne's 50th Anniversary as a Member of the Town Council
- Volunteers for Remembrance Sunday Parade
- Sponsorship for Christmas Lights Event

19 Chairmans Items

20 Date of Next Meeting

09.12.2024

Full Council

Date: 21st October 2024
Title: Office Cleaning Contract
Contact Officer: Town Clerk

Purpose of the Report

1. To receive a report from the Human Resources Committee regarding office cleaning requirements and 3 quotes from cleaning contractors.

Recommendation

2.0 Agree to contract Company A to clean the offices rather than pursue the hire of an independent cleaner, as this guarantees cover for staff holidays and sickness, and does not place a burden on the administrative team to carry out extra duties across this time.

Background

3.0 Following the resignation of the office cleaner on 7th September 2022, who left service to find work that provided more hours and a better salary, the Town Council has utilised in-house resources to cover the role, and the 7.5 hours of work needed across the week to carry out the cleaning of the Town Council’s Offices, toilets, staff kitchen and Council Chamber.

3.1 In-house cover was made possible as, following medical advice, one of the Outdoor Team needed to be temporarily put on lighter duties. This saw 7.5 hours of their salaried hours given over to office cleaning duties, this had a small impact on the Outdoor Team’s duties. In July, the same officer was signed off as fit for work and returned to full duties within the Outdoor Team.

3.2 On a temporary basis the Caretaker has taken over the office cleaning duties until the Town Council is able to find a more permanent solution. While the administrative team is extremely grateful to the Caretaker for taking on these extra duties there are concerns about the continuing quality of work undertaken and the sustainability of the arrangement.

3.2 When the cleaner is off sick and/or on annual leave the administrative staff have to undertake cleaning duties in their absence. This requires time spent away from other duties such as delivering the Town Council’s services to residents. This is not an efficient use of resource.

Quotes received

4.0 The following quotes have been received by Cleaning Companies to undertake the cleaning of the offices.

Company	Description of work	Cost
Company A: London based company, will employ a local cleaner. In the event of	To provide 1 cleaner to work 2 hours per day for 52 weeks a year	£715.00 + VAT per month Total: £8,580 + VAT per year

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absence/sick/holidays will endeavour to cover if available at the time. Costs includes all materials / equipment but not toilet rolls / paper towels.		
Company B: A Surrey based Company, will employ a local cleaner. In the event of absence/sick/holidays will send a cover cleaner if available. Includes all materials / equipment but not toilet rolls / paper towels	Minimum charge is for 2 hours a day. To provide 1 cleaner for 2 hours a day	Hourly rate £21.50 per hour +VAT £11,180 per year +VAT
Company C: Papworth (Cambs) based company, employ a local cleaner. In the event of absence/sick/holidays has a field team to cover. Includes all materials / equipment but not toilet rolls / paper towels.	To provide 1 cleaner for 12 months	Monthly charge: £866 +VAT Total for 12 months £12,480 + VAT

4.1 The town council's current costs for a cleaner are £3,895.20 in labour costs (not including NI and HMRC contributions). There is also £1,500 provisioned for in the budget for cleaning materials annually.

4.2 The admin team have also reached out to three local independent cleaners regarding office cleans. Prices given are comparative to c £20 - £25 per hour (£7,800 per annum based on 7.5 hours a week across 52 weeks a year). The Independent Cleaners offer the following services:

- Preferred clean time is evening or "school hours"
- No provision for holiday cover
- No provision for sick cover
- Limited liability / insurance cover in place
- Offer only term time cover.

Financial implications

5.0 The cost for a cleaning contractor is substantially higher than what is currently provisioned for in the budget. As such provision would need to be agreed during the budget setting process.

Policy Implications

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6.0 The Council has a duty of care to ensure that staff have a clean and safe working environment.

6.1 Office facilities are also open to the public and Members and under Health and Safety requirements the Town Council must ensure that it offers a suitably clean and safe environment to visitors to the office/chamber.

6.2 Due to the sensitive nature of work undertaken by the Town Council and GDPR requirements the Town Council needs to ensure any individual that has access to the offices understands and adheres to strict privacy controls.

Full Council Meeting

Date: 21st October 2024

Title: Provision of Embankment Slide, Bedford Road Recreation Ground

Contact Officer: Deputy Town Clerk

Purpose of the Report

1.0 To consider a report on the quotations sought for equipment to replace Embankment Slide, Bedford Road Recreation Ground.

Recommendation

2.0 That Council considers the quotations received from playground equipment Company B.

Background

3.0 The Community Services and Environment Committee at its meeting on 16th September 2024 recommended to Council that the quotation for a stainless steel, double width and extended play slide with platform and soft play surface included in the price at a cost of £11,759.69 be accepted from Contractor B subject to the addition of a scheme to provide an access path that would take wheelchair and other users up to the slide with the additional costs of the scheme being discussed at the Full Council Meeting.

Quotations

4.0 The Council has received the following quotes

Quotations Received	Contractor	cost
<ul style="list-style-type: none"> First quote - Provision of double stainless-steel slide with platform (this is required to meet safety standards) 	B	£11,070.17
<ul style="list-style-type: none"> Second quote includes the embankment slide and increased groundworks and landscaping to provide a pathway from the park to the slide 		£19,257.29
<ul style="list-style-type: none"> Optional extra supply and install rubber mulch surfacing 		£6,849.57

Financial Implications

5.0 Budgetary provision would be required as there is no provision in current budgets. The detailed quotations circulated to Members separately.

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Legal Powers

APPENDIX II

6.0 The actions undertaken are covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort, allowing the Council to do anything an individual can do.

Council Meeting

Date:	21st October 2024
Title:	CS&E Budget Referral Discussion for Bedfordshire Rural Communities Charity Services
Contact:	Ian Reed, Deputy Town Clerk

Purpose of the Report

1. To receive and consider costs to provide Bedfordshire Rural Communities Charity (BRCC) Wardening Services for the Town Council.

Recommendation

2. That members are asked to consider the budget issues raised in the report and appropriate budget provision be made during budget setting for 2025/26.

Background

3.0 At the meeting of the Beeston Green, Riddy and Pinnacle Working Group the following budget issues raised by BRCC to provide services for the Town Council were discussed:

- Pinnacle – BRCC provided the warden service. In 2023/24 BRCC received £4,243,16 which was a 4% increase based on the same increase BRCC anticipated it would receive from STC £4,412,88 in current year and £4,589.40 in 2025/26.
- Riddy – In 2023/24 BRCC received £5,737.14 (4% increase on the previous year) - the same percentage increase would be a payment of £5,966.62 in the current year and £6,205.29 in 2025/26. The representative of the Wildlife Trust advised the meeting that it was highly likely it would be withdrawing its role in managing the Riddy. A discussion took place on the implications of this service being withdrawn. It was noted this would have an effect on the payment due to BRCC.
- Sandy Green Wheel (EGW) - although not part of the Working Group it was noted BRCC would be seeking a rise in the contribution from the Town Council of £2,500.
- Beeston Community Garden/Orchard - this was a potentially exciting scheme to allow BRCC to create raised bed growing area that would provide growing schemes for local caring organisations. BRCC would like to provide funding through the Green Social Prescribing Project. The Town Council contribution was likely to be approximately £5,000 - £6,000.
- A general discussion took place on future budgets. It was noted the Community Services and Environment Committee would not meet until November so it was agreed the budget issues would be raised at the Council meeting in October

Financial Implications

4.0 It is clear the cost of services provided to the Town Council by BRCC will increase markedly in 2025/26.

4.1 The Council is invited to discuss the issues raised and make appropriate budget provision for 2025/26.

Legal Powers

5.0 Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1)



SANDY
Town Council

SANDY TOWN COUNCIL ACTION PLAN 2024/25

The following Action Plan summarises and prioritises the Council’s activities and projects that will continue to be worked on over the remainder of the 2024/25 financial year. The action plan is mainly project based and does not take into account the daily business of the Council, such as routine maintenance and administration, dealing with and carrying out actions resulting from public enquiries, completing training and statutory activities (e.g. internal audit).

Town Council Projects			
Project Title	Actions	Responsibility	Timescales
2024/25 Activities			
Cemetery Extension	1) Agree cemetery final design with CDS and get costs for next stage of project. 2) Variation of Planning Conditions Application 3) Tender document for landscape contractors goes out 4) Construction/Landscaping 5) Update for burial regulations to incorporate extended area 6) Practical Completion 7) Site Open	1) CWG 2) CDS 3) Clerk/CWG/CDS 4) CDS/Contractor 5) CWG/Admin Team 6) Contractor/CDS 7) STC	Complete Complete TBC TBC February 2025 TBC TBC
Jenkins Pavilion Development	1) Construction Phase 2) Agree terms of lease 3) Agree management terms 4) Agree Profit Share	1) CBC/Pentaco/STC 2) STC/CBC/Solicitors 3) STC/CBC/Everyone Active 4) STC/CBC	Complete Complete Complete Complete
Sandye Place Academy	1) Ongoing liaison with parties who have decision making power over the future of the facility and joint work with CBC Ward Councillors	1) STC/Clerk/CBC	Ongoing

AGENDA ITEM 14

APPENDIX V

	<p>1a) Cllr Hewitt invited to join meeting with Steve Watkins, Iain Berry and Sandy Ward Councillors to present NHP Aspirations 24th November. No decisions taken. 1b) Working Group to meet 30th January 2024</p> <p>2) Continue to communicate STC’s vision via the Neighbourhood Plan of how Sandye Place could benefit the community and help build a sustainable and well-planned town. 3) Submit application for Sandye Place to be listed as an Asset of Community Value 4) Request date for next meeting with Steve Watkins, Iain Berry, Sandy Ward Councillors and NHP 5) Informal meeting of Council to discuss ideas 6) First meeting of Working Group</p>	<p>1a) Cllr Hewitt 1b) CBC, Mayor/NHP Representative/Clerk 2) STC/Clerk/NHP 3) Richard Barlow/Clerk 4) Cllr Hewitt/Clerk 5) STC 6) STC</p>	<p>Completed Jan 2024 Ongoing Completed Completed 18th July 2024 16th October 2024</p>
<p>Allotments Beeston Village site</p>	<p>1) Pursue lease with CBC regarding allotment land at Beeston (Village Site) 2) Undertake conditions survey of land to understand it’s suitability for allotments 3) Engage National Allotment Society to create a map/plan of the site 4) Undertake soil assessment of site 5) Agree lease for site 6) Work starts on allotment development 7) Meeting with Stephen Mooring to discuss STC requirements/specifications 8) Update from Stephen Mooring on developments since last meeting 9) Cllr Hewitt to speak to Stephen Mooring for an update since April meeting. 10) Cllrs Hewitt and Sutton, Clerk and Deputy Clerk to hold a site</p>	<p>1) Clerk/Solicitor/CBC 2) Deputy Clerk/Andrew Havergal 3) STC/NAA/Clerk/BWG 4) TBC 5) STC/CBC 6) Contractor/STC 7) STC/CBC 8) Clerk 9) Cllr Hewitt 10) Cllr Hewitt/Cllr</p>	<p>7th August 2023 Completed On Hold On Hold On Hold On Hold Complete Complete June 2024 Completed</p>

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APPENDIX V

	meeting with Stephen Mooring	Sutton/Clerk/Deputy Clerk and Stephen Mooring	
Provision of Allotments	1) Engage with 3 rd parties to identify appropriate land for lease	1) Clerk/STC/CBC	Ongoing
Community Emergency Action Plan	1) Update the current plan and check all contacts are still relevant 2) Undertake emergency equipment audit 7) Translate plan into new CERT template 8) Make up emergency kit box 9) Have plan checked by BLEVEC members 10) Publish plan and keep copies in the office and depot	1) Clerk/Admin 2) Outdoor Team Leader/ Deputy Clerk 3) Clerk/Admin 4) Clerk/Admin 5) Clerk/BLEVEC 6) Clerk/Admin	Complete Complete Complete Complete Complete Complete
EastWest Rail, A1 and Blackcat Roundabout	1) Representatives to attend meetings of neighbouring parishes and with local MP to consider areas of joint concern and priority for STC.	1) STC Reps/Mayor	Ongoing
Sunderland Road Recreation Ground and Bedford Road Recreation Ground Pitch Improvements	1) Engage with Football Foundation regarding funding and surveys of the area 2) Apply for grant 3) Create project plan and schedule for works together with training in conjunction with contractor.	1) Deputy Clerk/Outdoor Team Leader 2) Deputy Clerk/Clerk 3) Deputy Clerk/Clerk/Outdoor team Leader/PitchPower.	Ongoing TBD TBD
Christmas Lights Event	1) Determine Project Plan 2) Create event plan and timetable and undertake RA 3) Apply for road closures 4) Engage with stall holders	1) Event Working Group 2) Clerk/Event Organiser 3) Admin 4) Admin/Event WG	June/July 2024 July/August 2024 Complete Ongoing

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APPENDIX V

	5) Book entertainment and stage (including Father Christmas) 6) Book First Aid Cover 7) Publicity	5) Admin/Event WG 6) Admin 7) Admin/Event WG	Ongoing Complete Oct through to Event
Sandy Green Wheel	1) Agree dates for Green Wheel Walks 2) Mayors Green Wheel Walk 3) Attendance at Friends of Sandy Green Wheel Meetings	1) Event WG 2) Event WG 3) STC Reps/Clerk/Deputy Clerk.	Jan 2024 Complete Complete

Town Council	
2024/25 Activities	
On-Going Activities/Business as usual	
Council meetings	Agendas, attendance at and minutes of, reports, administration
Council Administration	Administration, printing, stationery orders, cleaning supplies, chamber bookings
Actions	Taking forward actions as agreed in meetings including procurement of equipment and undertaking surveys
Customer/Resident Queries	Administration and response to all queries that come into the Office via post, email, telephone, web enquiries and office walk-ins.
Public Engagement	Creating stories and posts for the website and social media, sending out press releases and proactively seeking opportunities to promote the council and its services. Seasonal Newsletter. Designing and undertaking public consultations.
Cemetery Management	Undertaking all aspects of cemetery management from liaising with families, undertakers and stone masons, to the administration of legal documentation and ensuring all burial and memorial records are completed to required standards. Ongoing maintenance of the cemetery area and chapel.
Council Website	Continued maintenance and update
Civic Matters	Honorary Freeman & the Mayor's Award
IT & Office Equipment	Administration and supply
Buildings Maintenance	Maintenance of Council owned estate including 10, Cambridge Road, Public Toilets, Car Park and Depot.
Utilities	Administration and Supply

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Vehicles	Administration and Maintenance
Fishing Licences	Administration and Supply
Tourist Bookings	Administration
Human Resources	Payroll, administration of staff annual leave and sick leave, staff recruitment and training, appraisals, and personal development
Museum	Administration of visits to the museum and conducting tours as and when required
Events	Organising and running two seasonal markets, event planning and organisation for larger national events and any other STC Annual Events including Christmas Lights Event and Remembrance Sunday Parade. Other events organised as required
Open spaces	Maintenance and upkeep of all open spaces and recreation grounds owned by STC. Administration of land use requests such as fairs, community events, Sandy 10 etc

Sandy Town Council Full Council

Date: 21st October 2024

Subject: Sandy Sports & Leisure Association

Author: Cllr Martin Pettitt (Secretary)

Purpose of the Report

1.0 To provide members with an update on matters relating to the SSLA

Recommendation

2.0 To note the report

Background

3.0 SSLA met on Tuesday 2nd July for the AGM and a verbal report of the meeting was provided to members of STC at its meeting the following Monday 8th July 2024.

3.1 The search goes on to identify a suitable contractor to undertake overdue preservative spraying of the timber rebound boards around the perimeter of the facility. A further candidate came to look and assess the task during September but ruled himself of quoting to undertake the work.

3.2 Huntree Fencing has been appointed from 3 fencing contractors who were invited to tender to carry out repairs and reinstatement of sections of the galvanised weldmesh fencing from around the pitch. Work is scheduled to begin on Monday 28th October and is likely to take between 2 and 3 days to complete.

3.3 The delayed annual accounts which were not available at the AGM in July have since been received from Excel Accountants, have been circulated to all SSLA members and should be approved and adopted at the next full SSLA meeting in November. Any member of STC who would like a copy should contact Cllr Pettitt and they will be supplied electronically.

3.4. There have been frustrating delays in setting up the planned investment with CAF through Shawbrook Bank and the situation will be reviewed at the November meeting.

3.5 As members know the new Sandy Sports and Leisure Centre opened at the Jenkins Pavilion on 28th September. After a minor hiccup with the electrical infrastructure which was resolved by the electrical contractors employed by Pentaco the pitch floodlights have since worked normally being operated by EA's staff from behind main reception in the sports centre.

3.6 The drainage ditch across the outside the fence and rebound boards at the west end of the pitch was eventually backfilled with grey slate chippings rather than the use of a permeable bonded resin which was SSLA's preferred choice. To ensure minimal migration of the slate beneath the rebound boards and onto the pitch surround and eventually the pitch carpet itself Pentaco did fix treated timber slats to the back of the rebound boards extending down into the ditch to bridge a gap which was in some places up to 20mm. This was doubtless a cost-based decision which may or may not prove effective.

3.7 The revised Pitch Management Agreement is now in hopefully its final draft and with EA for consideration with comments, suggestions etc. having been invited. Hopefully the final agreed draft will be available and on the agenda at the SSLA's November meeting for approval and adoption.

3.8 Annual payments due from EA (Management Fee) and Sandy Secondary School are up to date.

Date: 21st October 2024

Subject: Sandy Twinning Association

Author: Cllr Martin Pettitt

1. Purpose of the Report

To provide members of Sandy Town Council with an update to the previous report which was received and considered by members at the full meeting of Council on 8th July 2024.

2. Recommendation.

To note the report and to invite agreement to the proposed way forward.

3. Summary

- Following the above meeting of Sandy Town Council 7 members of STA met on Thursday evening 1st August where all were fully appraised of the resolved recommendations of the 8th July meeting set out in Item 13, pages 5 & 6 of STC Minutes.
- A letter has now been drafted to go to the present Mayor of Malaunay, Monsieur Coutey from Cllr Hewitt as already agreed. This will be checked, translated, signed by the mayor, and sent shortly reaffirming STC's commitment to continue to uphold and encourage the aims and aspirations set out in the Twinning Charter when the Association is formally dissolved at the end of 2024.
- In the meantime, Treasurer Steve Higgins reported that after deduction of a small expense item but plus interest STA's closing bank balance was shown to be £1,118.27p. However, a sum of £244.89 had been held for some years by STA on behalf of the former Kings Arms Angling Club leaving an actual net total of £873.38p.
- A cheque drawn on the Twinning Association's account for this sum has been paid into a Sandy Town Council's account until a decision can be made regarding its rightful disposal.
- There was lengthy discussion as to which individual or organisation in Sandy the residual sum of £873.38 could most appropriately be donated.
- Jacky Frod questioned what sum of money remains from the donation of £1,480.00 made by the Sandy Chamber of Trade to Sandy Town Council when the Chamber folded. Subsequent enquiries have confirmed that £1,060.00 of the donation was spent by STC in 2023 refurbishing the Town Sign with approximately a further £50.00 likely to be required to pay for a brass plaque and engraving. Thus, leaving a sum of circa £370.00 outstanding.
- STA members were left minded to agree and recommend that the sums left from the recent demise of the 2 organisations should be combined, £873.38 + £370.00 = £1,243.38. and put towards the cost of a good quality bench in the town again with a plaque to record its origin etc.

Date: 21st October 2024
Subject: Sandy Twinning Association
Author: Cllr Martin Pettitt

1. Purpose of the Report

To provide members of Sandy Town Council with an update to the previous report which was received and considered by members at the full meeting of Council on 8th July 2024.

2. Recommendation.

To note the report and to invite agreement to the proposed way forward.

3. Summary

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