

# 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 24<sup>th</sup> February 2025 commencing at 7.30pm.**

**Present:** Cllrs A Effiong, J Hewitt, A Lock, R Lock, C Osborne (Chair), M Scott and P Sharman

**Absent:** Cllrs S Baker, R Lacey and M Pettitt

**In attendance:** Mrs. Nicola Sewell (Town Clerk) and Cllr N Aldis

## Actions

**1 Apologies for absence (PFR 106-2024/25)**

Apologies were received from Cllrs Baker and Pettitt

Admin

**2 Declarations of interest (PFR 107-2024/25)**

i) Disclosable Pecuniary Interest – *none*

ii) Non-disclosable Pecuniary Interest – *none*

iii) Dispensations – *none*

**3 Minutes of previous meeting (PFR 108-2024/25)**

**RESOLVED** to receive the minutes of the meeting of Policy, Finance and Resources Committee held on Monday 6<sup>th</sup> January 2025 and to approve them as a correct record of proceedings.

**4 Public Participation Session (PFR 109-2024/25)**

No members of the public were present.

**5 Financial Reports (PFR 110-2024/25)**

i) Members considered the balance sheet and detailed financial report showing income and expenditure against the revenue budget ending 31<sup>st</sup> December 2024 and 31<sup>st</sup> January 2025. It was agreed as the reports for January 2025 included the figures from December 2024 the Chairman would only take Members through the reports for January 2025 page by page.

**RESOLVED** to note the reports.

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

**RESOLVED** to note the report.

iii) Members scrutinised a schedule of payments for December 2024 and January 2025.

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**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 Cemetery Extension Update (PFR 111-2024/25)**

Members received an update from the Clerk reporting that CBC Planning had moved its decision date for STC's Variations of Conditions application, once again, to 28<sup>th</sup> February 2025. The Clerk also reported that a request to extend the draw down deadline for the Public Works Loan Board loan had been submitted.

**RESOLVED** to note the report.

Town Clerk

## **7 Cleaning Contract Updated costs (PFR 112-2024/25)**

Members received updated costs for cleaning contracts to clean the office and toilet area for 10, Cambridge Road following cost rises, and a decision made to hire a cleaning contract in October 2024 (105-2024/2025)

**RESOLVED** to agree the recommendation to Company C on the agreement that they reduce the cleaning time required to 8 hours a week. If no agreement can be made, then the decision to be deferred back to Town Council.

Town Clerk

## **8 Roof repairs to Bedford Road Pavilion (PFR 113-2024/25)**

Members received a quote for roof repairs at Bedford Road Pavilion for £3,000 (including VAT). Sandy FC have agreed to pay £1,500 towards the costs.

**RESOLVED** to agree the works and commence the contract.

## **9 Roof repairs to Banks Pavilion (cricket store) Sunderland Road (PFR 114-2024/25)**

Members received a revised quote for roof repairs at the Banks Pavilion (cricket store) for £14,000 (including VAT). This quote is to replace the whole roof area. In September 2024 (104-2024/2025) it was agreed that £9,256.03 could be taken from the Capital Fund to pay for repairs to the part of the roof damaged at the Banks Pavilion. However, it was later suggested that a new quote to replace the whole roof be sought after other issues had come to light. Grant Funding options will be also explored.

**RESOLVED** to that following agreement to pay £9,256.03 in September for the roof repairs, to agree to also pay the extra £4,743.97 to have the whole roof repaired and make use of a £1,000

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(inc VAT) discount on both quotes (see also Item 8 Ref: PFR 113-2024/25).

## **10 Spending under delegated authority (PFR 115-2024/25)**

To note the following payments made under delegated authority:

- **£636.00 + VAT** for 2 x handheld hedge trimmers
- **£1,476.03 + VAT** for a new windscreen for electric vehicle.

**Total = £2,112.03**

**RESOLVED** to note the report

## **11 Financial Risk Assessment (PFR 116-2024/25)**

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

**RESOLVED** to agree the Assessment and to recommend Full Council adopt the Assessment as per required audit purposes.

## **12 Contract Renewal Data Protection Officer (PFR 117-2024/25)**

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

**RESOLVED** to agree the quote and continue the contract with PNC to act as Sandy Town Council's Data Protection Compliance Officer.

## **13 Insurance Cover Update (PFR 118-2024/25)**

Members received a report from the Clerk outlining the need for a Reinstatement Cost Assessment on the Town Council's buildings and associated Barrett, Corp & Harrington Ltd to conduct the assessment. The findings from the Assessment were shared with our Insurers, resulting in a cost adjustment and a credit of £604.89 to the Town Council.

**RESOLVED** to note the report.

## **14 Staff and Member Training GDPR (PFR 119-2024/25)**

Members received details of training in Data Protection and FOI Compliance for Staff and Members from Breakthrough Communications and were asked to consider agreeing to a bespoke package of two training courses at a discounted total price of £790.

**RESOLVED** to agree to sign up to the package before the end of February as required.

## **15 Scribe online asset management tools (PFR 120-2024/25)**

Members received a quote from Scribe in regard to online asset management tools for playparks, cemeteries and allotments.

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Clerk

**RESOLVED** to review the tools at the next cycle to give Members more time to review the benefits of such a system. The Town Clerk would circulate hard copies of the information already circulated electronically, to all Members that requested them.

## **16 Lone Working policy (PFR 121-2024/25)**

Members reviewed the Town Council's Lone Working Policy.

**RESOLVED** to agree the Policy as it stands a review it in two years' time.

## **17 Action Plan (PFR 122-2024/25)**

Members received updates to the PF&R Action Plan for 2024/25. Updates highlighted by blue text.

**RESOLVED** to note the updates.

## **18 Pitchpower requirement for budget setting (PFR 123-2024/25)**

Following its meeting on 17<sup>th</sup> February 2025 the Community, Services & Environment Committee (CS&E) agreed to put the following recommendation forward to the PF&R Committee: That the budget preparations for the financial year 2027/2028 take into account the financial requirements of the Pitchpower scheme which will require a 33% contribution from the Town Council in years 3 and 4 of the scheme, estimated to be £6,541.84. It is important to note that the STC contribution will increase from 33% to 67% estimated to be £13,298.16 in years 5 and 6 (2029/30). A total financial commitment for the Town Council of £39,680 across six years.

**RESOLVED** to agree to go ahead with the scheme and provision for future costs in upcoming budgets accordingly.

## **19 Increase of fees for annual fair (PFR 124-2024/25)**

The CS&E Committee made a recommendation to the PF&R Committee to consider raising the fee for the Harris Funfair from £514 to £560.

**RESOLVED** to agree the increased charge for the annual fair.

## **20 Chairman's Items (PFR 125-2024/25)**

There were none

## **21 Date of Next Meeting**

14<sup>th</sup> April 2025

The meeting closed at 20.23