

# 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 26 September 2022 commencing at 8.00pm.**

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

**Absent:** Cllrs N Aldis, P Blaine and M Scott

**In attendance:** Mrs N Sewell (Clerk)

The Chairman welcomed Cllr A Lock to the PF&R Committee and led the Committee in a minute's silence in remembrance the passing of Her Majesty Queen Elizabeth II.

		<i>Actions</i>
<b>1</b>	<b>Apologies for absence (38 -2022/23)</b> Apologies had been received from Cllrs N Aldis, P Blaine and M Scott.	Admin
<b>2</b>	<b>Declarations of interest (39 -2022/23)</b> Cllr M Pettitt a personal interest for item 8 as a life member of the Sandy Cricket Club.	
<b>3</b>	<b>Minutes of previous meeting (40 – 2022/23)</b> <b>RESOLVED</b> to receive the minutes of the Policy, Finance and Resources Committee held on 8 <sup>th</sup> August 2022 and to approve them as a correct record of proceedings.	
<b>4</b>	<b>Public Participation Session (41-2022/23)</b> No members of the public were present.  A resident raised two questions regarding item 8 querying the budget and payment for works to the Cricket Club Scoreboard and raising a question over Purchase Order procedures.  A Member of the Cricket Club raised a query regarding item 8 which budget the repairs to the Cricket Club Scoreboard had come from.  Town Clerk to respond directly to resident.	Town Clerk
<b>5</b>	<b>Financial Reports (42-2022/23)</b> i) Members considered the balance sheet and detailed financial report showing income and expenditure against the revenue budget for July and August 2022. The Chairman took Members through the report page by page.	

# Sandy Town Council

A Member queried £300 in cost centre 602 budget line 1309. The Clerk reported the income was from Market Stalls at the recent Community Market, and that the income would be moved to sit under cost centre 408 budget line 1236 (market income).

**RESOLVED** to note the report.

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

Clerk reported an error in the report that stated a £7,500 insurance payout for play equipment should have been reported as budget line 1258 and not 4972 in the published report.

**RESOLVED** to note the report and amendment.

iii) Members scrutinised a schedule of payments made since the previous meeting.

Queries were raised on the following payments:

- Two payments to AOC Holdings for £6,480.00 in July and again in August - this is due to a monthly charge not duplication
- Certas Energy UK Ltd - £818.06 – this is fuel held at the depot for machinery, last payment was in February
- TTM Consultancy Services Ltd - £ 235.80 – call out and repair charge
- Yasir Abbas - £250 – This was a recovery truck hire for removal of illegal encampment vehicles at Sunderland Road recreation ground.

**RESOLVED** to approve the list of July and August 2022 payments.

iv) Bank reconciliations and statements.

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

## 6 **Audit Completion Notice (43 -2022/23)**

Members received the completion notice from the External Auditors, with two minor improvements recommended.

Clerk has published completion notice as per requirements

**RESOLVED** to note the letter and implement suggestions for next year.

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# Sandy Town Council

## 7 Election fees (44-2022/23)

Members received and considered a report on costs for elections in 2023.

It was **RESOLVED** costs would be calculated and considered during budget setting at the end of October/November

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## 8 Outstanding Invoice (45-2022/23)

Members considered a query on an unpaid invoice pertaining to works undertaken to repair the Cricket Club Scoreboard at Sunderland Road.

The Clerk confirmed that payment for the repairs had come from the Council's general maintenance budget for machinery – cost centre 501 budget code 4036 and not as had been stated in the initial report. The Clerk also confirmed that a Purchase Order had not been raised for the works to the company now chasing payment for the invoice.

It was **RESOLVED** that as no appointment had been made with the company in question and, the Council had not entered any contract with them, the invoice would not be paid. Clerk to write to the company with this decision explaining its actions were those recommended by the company themselves at the time.

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Clerk to respond to resident's and Cricket Club's queries on this item separately (see public participation).

## 9 Burial Regulations (46-2022/23)

Members received a report from the Clerk on recent queries regarding the following areas of the Cemetery:

- Memorials in Section B
- Additional memorial request for a second ashes interments in a full grave
- Definition of approved materials for memorials

It was **RESOLVED** to approve all recommendations and to update the Council's Burial Regulations accordingly.

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## 10 Payments approved by delegated authority (47-2022/23)

Members received a report of the following payments made under delegated authority:

# Sandy Town Council

- i) Vehicle Insurance of £2,412.84 (payment overdue from 6.07.2022)
- ii) TTM Barrier Maintenance and contract renewal £605.00
- iii) Insurance premium increase for new Skatepark £129.73
- iv) Recruitment Advertising Fees £375.00

**RESOLVED** to note the payments

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## 11 Domain renewal (48-2022/23)

Members received a request for £99.00 payment for the renewal of the domain for roman-sandy.com due on 8<sup>th</sup> October.

**RESOLVED** to agree payment.

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## 12 DCK Budget setting costs (49-2022/23)

Members considered further costs to be paid to cover support from DCK accountant to attend a Council meeting at a cost of £85 per hour plus travel expenses to support the budget setting process.

**RESOLVED** to agree the extra costs and for Clerk to arrange a suitable time and date for meeting while keeping costs to a minimum.

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## 13 Grant Report (50-2022/23)

Members received a report from Keech Hospice outlining how grant funding from Sandy Town Council had benefitted its Children's Music and Art Therapy Service.

**RESOLVED** to note the report.

## 14 Council Chamber (51-2022/23)

Members considered a request from the Be Active Sandy Project to waiver the £39.00 fee for hire of the Council Chamber for the projects first meeting, which included members of STC and CBC.

**RESOLVED** to agree to waiver the fee as the project was to work towards the benefit of the wider Sandy Community.

Admin

## 15 Chairman's Items (52-2022/23)

There were none

## 16 Date of Next Meeting (53-2022/23)

Monday 31<sup>st</sup> October 2022

The meeting closed at 20.52