

# 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 28 January 2019 commencing at 7.30pm.**

**Present:** Cllrs P Blaine, T Cole, A Gibson, A M Hill, W Jackson, C Osborne (Chairman), M Pettitt, M Scott and P Sharman.

**In attendance:** Cllrs N Aldis and Mr C Robson (Town Clerk).

	<i>Actions</i>
<p><b>1 Apologies for absence (93-2018/19)</b> Apologies for absence had been received from Cllrs Sparrow and CBC Councillor Maudlin.</p>	Admin
<p><b>2 Declarations of interest (94-2018/19)</b> Cllrs Cole, Hill and Sharman all declared an interest in agenda item 8 as they sat on the FOSCL committee as volunteers.</p> <p>Cllr Aldis stated that he was the Council's representative on the FOSCL but was not a voting Member of the Policy, Finance and Resources Committee.</p>	
<p><b>3 Public Participation Session (95-2018/19)</b> No members of the public were present.</p>	
<p><b>4 Minutes of previous meeting (96-2018/19)</b> <b>RESOLVED</b> to receive the minutes of the Policy, Finance and Resources Committee held on 7 January 2019 and to approve them as a correct record of proceedings.</p>	
<p><b>5 Financial Reports (97-2018/19)</b></p> <p>i) Members received and considered a balance sheet and detailed financial report showing income and expenditure against the revenue budget for December 2018.</p> <p>A Member queried the Scouts Fireworks loan which appeared on the balance sheet. The Clerk confirmed this loan had been paid back in full.</p> <p>The Chairman drew Members attention to the format of the report, which had changed slightly since the last meeting of the committee. The report now showed the actual spend for budget codes in the last financial year, rather than an actual month spend for this year. This was due to an update of the</p>	

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accounting system, but the Clerk would ask that the accountant rectifies this prior to the issuing of the next financial reports.

A Member queried income of £4,411 in 602 1309. This income is from poppy donation income and the repayment of the Scouts Fireworks loan. The income from the lamppost poppies was donated to the Poppy Appeal and this will appear in January's accounts.

It was **RESOLVED** to receive and note the report.

ii) Members received and considered the budget overview report from the Clerk. The Chairman drew Members attention to an error at the start of the report and correct the year to date income and expenditure surplus to £120,548, which matched the financial breakdown later in the report. It was **RESOLVED** to receive and note the report.

iii) Members scrutinised a schedule of payments made since the previous meeting. Members reviewed the schedule and queried the following payment:

A Member noted that the cost of the Christmas tree had gone up in 2018. The Clerk informed Members this was linked to the costs of delivering the tree and that alternative providers were to be sourced for 2019.

**RESOLVED** to approve the schedule of payments.

Cllr Osborne

iv) **RESOLVED** that Cllr Osborne scrutinise the bank reconciliations and statements and sign these as approved at the end of the meeting.

## 6 Internal Audit (98-2018/19)

i) Members received a review of the internal auditor's effectiveness for the 2018/19 financial year.

A Member questioned why it had now been suggested that a business continuity plan was required. The Clerk informed Members that it was not a recommendation that the Internal Auditor had made, but that having reviewed internal review practices in place at other Councils, it could form another element of the Council internal review process. A Member stated that such plans were common place and relatively straight forward.

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**RESOLVED** to note that the Internal Auditor did not raise any areas of concern and to accept the report.

**RESOLVED** that to further develop its internal audit process, the Council agrees on written Terms of Reference for the Internal Auditor.

- ii) Members received and considered an internal audit plan for the 2019/20 financial year. A Member asked whether the Council were free to appoint any internal auditor they wished. The Clerk confirmed that the Council were and that this had recently been reviewed.

**RESOLVED** to approve the proposed audit timetable for 2019/20.

- iii) Members received and considered proposed terms of reference for the internal auditor. It was **RESOLVED to RECOMMEND** that the Council adopt the terms of reference.

## 7 Action List (99-2018/19)

Members received and noted a copy of the action list.

The Clerk informed Members that CBC's Planning Archaeologist had contacted him earlier that day to confirm they were happy with the build of the depot to proceed and had a discussion with the planning officer to this effect. The Planning Officer is due to contact the Clerk to confirm the build can commence on the basis of the Council's commitment to fulfilling the archaeological planning condition. Foundation work for the building will begin as soon as the planning officer gives the go ahead.

The Chairman asked whether the Fallowfield CCTV and lighting could now come off the action list as it had been agreed that lighting could be funded from the Fallowfield reserve in 2019/20 and that the CCTV would form part of the CCTV working groups considerations and proposals. Members agreed with the Chairman. It was noted that the Working Group would next be meeting on Wednesday 30<sup>th</sup> January 2019.

## 8 Christmas Lights Event (100-2018/19)

Members received a report and recommendation on expenditure on the 2018 Christmas Light Switch on Event. It was proposed and seconded to approve the recommendations within the report.

**RESOLVED** that the Council transfer £2,047.67 of the Christmas

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Lights Ear Marked Reserves to the Christmas Lights revenue budget for 2018/19.

**RESOLVED** that the Council donate the £1,132.33 in unspent Christmas Lights EMR to the FOSCL to support their running of future Christmas lights events.

RFO

**RESOLVED** that the Council donate £319 stall income to the FOSCL.

RFO

## 9 Payroll Services (101-2018/19)

Members received and considered a report and quotes on payroll service providers. Members considered the quotations and the recommendation and asked what assurance was there that a new payroll provider would be able to smoothly carry out payroll provision. The Clerk said he could get references for the preferred supplier and meet with them to ensure that the transition process between providers is efficient.

A Member stated that payroll was a fairly simple process that was similar across all sectors and that the current rate paid by the Council was too much.

**RESOLVED** that the Council change payroll providers and accept the quote from company B.

## 10 Information Retention and Disposal (102-2018/19)

Members received and considered the adoption of the proposed information retention and disposal policy. A Member noted that the schedule of documents did not include recruitment documentation. The Clerk said it would be updated to include national guidelines under GDPR for recruitment documents.

**RESOLVED** to adopt the amended Information Retention and Disposal policy subject to including details on retention and disposal of recruitment documentation.

Admin

## 11 Information Protection (103-2018/19)

Members received and considered a proposed Information Protection Policy and a Information Security Incident Policy, which the Clerk had developed from documents provided by the Council's Data Protection Officer.

**RESOLVED to RECOMMEND** the adoption of the Information Protection Policy.

Admin

**RESOLVED to RECOMMEND** the adoption of the Information

Admin

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Security Incident Policy.

## **12 Driving at Work Policy (104-2018/19)**

Members received and reviewed the Driving at Work Policy. It was queried why the policy stated employees driving Council vehicles could not turn right out of Orchard Road and New Road in Beeston. It was suggested that this was due to loads being carried by Council vehicles. It was noted that it is legal to turn right and as such would be down to the judgment of the driver. It was suggested that the wording should be amended so it could not be considered a disciplinary matter should an employee need to turn right.

**RESOLVED** that the Driving at Work Policy be re-adopted subject to changing the section under Satellite Navigation to delete 'N.B' and read; 'Drivers should be aware of the danger of satellite navigation systems directing them via dangerous routes e.g turning right out of Orchard Road or New Road in Beeston on to the A1.

## **13 Chairman's Items (105-2018/19)**

There were no Chairman's items.

## **14 Date of next meeting (106-2018/19)**

It was noted that the next committee meeting will be 11 March 2019.