

# 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 29<sup>th</sup> July 2024 commencing at 7.30pm.**

**Present:** Cllrs S Baker, A Effiong, J Hewitt (from 19:36), R Lacey, A Lock, R Lock, C Osborne (Chair), M Pettitt and P Sharman.

**Absent:** Cllr Scott

**In attendance:** Mrs N Sewell (Clerk) and Cllr N Aldis (until 20.20)

	<i>Actions</i>
<p><b>1 Apologies for absence (PFR 27-2024/25)</b> Apologies were received from Cllr Scott</p>	Admin
<p><b>2 Declarations of interest (PFR 28-2024/25)</b> i) Disclosable Pecuniary Interest – <i>none</i> ii) Non-disclosable Pecuniary Interest - <i>none</i> iii) Dispensations – <i>none</i></p>	
<p><b>3 Minutes of previous meeting (PFR 29-2024/25)</b> <b>RESOLVED</b> to receive the minutes of the meeting of Policy, Finance and Resources Committee held on Monday 17<sup>th</sup> June 2024 and to approve them as a correct record of proceedings.</p>	
<p><b>4 Public Participation Session (PFR 30-2024/25)</b> No members of the public were present.</p>	
<p><b>5 Financial Reports (PFR 31-2024/25)</b> i) Members considered the balance sheet and detailed financial report showing income and expenditure against the revenue budget ending 30<sup>th</sup> June 2024. The Chairperson took Members through the report page by page. <b>RESOLVED</b> to note the report.</p>	
<p>ii) Members received and considered a budget report from the Town Clerk. <b>RESOLVED</b> to note the report.</p>	
<p>iii) Members scrutinised a schedule of payments for June 2024. <b>RESOLVED</b> to approve the list of payments.</p>	

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iv) Bank reconciliations and statements.

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

## 6 **Payments made under Delegated Authority (PFR 32-2024/25)**

To receive and note the following payments made under delegated authority:

- G Moores – soil for goal mouths top-up - £252.
- Litter bin at Sunderland Road - £400.
- Complete Weed Control - weed treatment at Sunderland Road - £950.

**Total £1,602.00**

**RESOLVED** to note the payments.

## 7 **HR Contract Renewal (PFR 33-2024/25)**

Members received a quote to continue with the current HR provider of £2,700 for two years' retainer (or £1,450 for one year) with an extra monthly consultation fee of £80 per hour per month (only charged when used).

**RESOLVED** to renew the contract with PNC on a two-year retainer at a total cost of £4,620 across 24 months.

Admin  
Team  
Leader

## 8 **Christmas Lights Budget (PFR 34-2024/25)**

Members were asked to consider a budget to enable the Admin Team Leader to create Tender documents for Sandy Town Council's Christmas Lights display from December 2025 onwards. The current annual cost for the Christmas Lights provision is £14,488.

Admin  
Team  
Leader

**RESOLVED** to allocate £15,400 in the budget for the Christmas Lights display.

## 9 **Use of Red Diesel in Town Council's Tractor Update (PFR 35-2024/25)**

Members were informed that due to changes in Red Diesel Regulations under Section 6 of Excise Notice 75, the Town Council is no longer eligible to use Red Diesel in its grounds maintenance equipment. With white diesel being charged at a duty rate of 57.95p per litre versus the rebated rate of red Diesel charged at a duty rate of 11.14p per litre this would result in a significant increase in costs to run the Town Council's tractor.

**RESOLVED** to note the report and build in the additional cost in the

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2025/26 budget.

## **10 Wi-Fi extension for back office and Clerk's office (PFR 36-2024/25)**

Members received a quote from Chess to install two Wi-Fi extensions to supply the back office and Clerk's office with Wi-Fi coverage at a cost of £808.10 for the installation and £600 for two 3-year licenses.

**RESOLVED** to defer a decision by one committee cycle to enable the Clerk to explore further options.

## **11 Fire Risk Assessment (PFR 37-2024/25)**

Members received a request for PNC to undertake a Fire Risk Assessment as advised by the Town Council's recent annual Fire Safety Inspection at a cost of £420 plus VAT. The last Risk Assessment took place in 2019.

**RESOLVED** to agree the works and for funds to be taken from cost centre 402 budget line 4020.

## **12 General Workplace Risk Assessment (PFR 38-2024/25)**

Members received a request for PNC to undertake a general Health & Safety in the Workplace Risk Assessment at a cost of £550 + VAT.

**RESOLVED** to agree the works and for funds to be taken from cost centre 402 budget line 4020.

It was also recognised that extra provision would be needed in the budget line to cover assessments which were required on a four yearly cycle.

## **13 Action Plan (PFR 39 -2024/25)**

Members reviewed the PF&R Action Plan for 2024/25.

**RESOLVED** to note the Action Plan.

*The Clerk was reminded to remove the allotments from the Action Plan as this was covered by the CS&E Committee Action Plan.*

## **14 Privacy Notice Review (PFR 40 -2024/25)**

Members reviewed the Town Council's privacy notice.

**RESOLVED** to readopt and review again in June 2026.

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## **15 Information Retention & Disposal Policy Review (PFR 41 -2024/25)**

Members reviewed the Town Council's Retention & Disposal Policy.

**RESOLVED** to readopt and review again in July 2026.

## **16 Internal Audit Plan Review (PFR 42 -2024/25)**

Members reviewed the Town Council's Internal Audit Plan.

**RESOLVED** to readopt and review again in January 2025

## **17 Information & Data Protection Policy Review (PFR 43 -2024/25)**

Members reviewed the Town Council's Information & Data Protection Policy.

**RESOLVED** to readopt and review again in July 2026.

## **18 CCTV Policy (PFR 44 -2024/25)**

Members reviewed the Town Council's CCTV Policy.

**RESOLVED** to accept the recommended changes, adopt and review again in July 2025.

*Cllr Aldis left the meeting*

## **19 COMMITTEE IN PRIVATE SESSION (PFR 45 -2024/25)**

It was **proposed and agreed** that in terms of schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, proposed and agreed that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

## **20 Staff Salary Recommendation (PFR 46-2024/25)**

Members received the following recommendations from the HR Committee

- a) to set aside £500 in the 2025/26 budget to be earmarked for Team building events and activities.
- b) to pay an uplift in salary for the hours that the Outdoor Team Member covered in the absence of the Outdoor Team Leader.
- c) The Caretaker be moved from fixed salary point 2 to a scale of SCP2 2-5. That an incremental rise to point 3 be applied for the year 2024/25 in line with other members of staff and any back pay to 1<sup>st</sup> April 2024 also be applied

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**RESOLVED** to support the recommendation made under 20a and consider increasing the training budget by £500 to cover this cost in 2025/26. To uplift the Outdoor Team Members salary to scale point 18 for the 67.5 hours covered and agree the recommendation in 20c.

## **21 Taylor Wimpey open spaces (PFR 47-2024/25)**

Members received an update from the Clerk regarding ongoing legal work undertaken in relation to land owned by Taylor Wimpey.

**RESOLVED** for the Clerk to seek further advice from the solicitors to understand what options are open to the Town Council in regard to the lease connected to this parcel of land and report back to the Committee in September.

## **22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC (PFR 48-2024/25)**

**RESOLVED** that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

## **23 Chairmans Items (PFR 49-2024/25)**

There were none

## **24 Date of Next Meeting**

30<sup>th</sup> September 2024

The meeting closed at 20.33