

# 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 30<sup>th</sup> September 2024 commencing at 7.30pm.**

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

**Absent:** Cllr Lacey

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

## *Actions*

### **1 Apologies for absence (PFR 50-2024/25)**

No apologies had been received

Admin

### **2 Declarations of interest (PFR 51-2024/25)**

i) Disclosable Pecuniary Interest – *none*

ii) Non-disclosable Pecuniary Interest – Cllr Effiong declared an interest for an item on the Action List, as his work requires him to advise an employee of Taylor Wimpey.

iii) Dispensations – *none*

### **3 Minutes of previous meeting (PFR 52-2024/25)**

**RESOLVED** to receive the minutes of the meeting of Policy, Finance and Resources Committee held on Monday 29<sup>th</sup> July 2024 and to approve them as a correct record of proceedings.

### **4 Public Participation Session (PFR 53-2024/25)**

No members of the public were present; however, Members did consider a letter from Sandy Bowls Club during item 19, which had been circulated to Members on Friday 27<sup>th</sup> September via email. The letter highlighted some updated information regarding the Bowls Club membership not shown on the Clerk's report.

### **5 Financial Reports (PFR 54-2024/25)**

i) Members considered the balance sheet and detailed financial report showing income and expenditure against the revenue budget ending 31<sup>st</sup> July 2024 and 31<sup>st</sup> August 2024. The Chairperson took Members through the report 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.

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iii) Members scrutinised a schedule of payments for July and August 2024.

**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 **Payments made under Delegated Authority (PFR 55-2024/25)**

Members received the following payments made under delegated authority:

- Road Traffic Management for Remembrance Sunday - £2,360.55
- Impact Soil Sampler and mallet - £265.00
- Pitchcare prism gauge - £251.66
- Chess IT – Desktop PC £741.78
- Microwave for Mess Room - £54.54
- Badge Master staff identification badges - £26.82
- Employer Link Subscription to access updated Greenbook (LGA) - £232.00

**Total £3,932.35**

**RESOLVED** to note the payments.

## 7 **Capital Expenditure Report (PFR 56-2024/25)**

Members received a report from the Clerk on the Town Council's Capital Expenditure to date.

**RESOLVED** to note the report.

*Cllr Aldis raised a question about the life expectancy of the CCTV cameras. The Clerk to contact DSSL and circulate the information to members accordingly.*

Town Clerk

## 8 **Completion of External Audit (PFR 57-2024/25)**

- i) Members received the Completion, Notice and External Auditor's report for the AGAR 2023/24.  
**RESOLVED** to note the completion notice.
- ii) Members received the following Auditor's comments. Minor scope for improvement in 2024/2025. The Internal Control Objective (O) and the Annual Governance Statement Assertion 9 was ticked 'N/A' when the Council is responsible for a trust. Although the answer of 'yes' could be inferred from other answers on the AGAR and communications with the Clerk, the Council should ensure that the Annual

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Governance and Accountability Return is accurate and complete.

**RESOLVED** to note the comments and agree that the Clerk would ensure that the Chair of, or a nominated representative from, the PF&R Committee, double check the form prior to being submitted to the external auditor ensure accuracy in completion.

Town Clerk

iii) Members received the following Auditors comments regarding Email management

There have been amendments to the requirements of the Practitioner's Guide in relation to email management and the use of '.gov.uk' domains. The March 2024 version of the Practitioner's Guide, points 5.210 and 5.211, state that:

- All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name.
- To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business.

**RESOLVED** to note the comment and recognise that the Clerk had already taken steps, along with the Council's IT provider, to initiate a change over to Member gov.uk email addresses.

Town Clerk

## 9 Initial Budget Review Report (PFR 58-2024/25)

Members received an initial draft of 2025/26 budget report from the Town Clerk.

**RESOLVED** to note the report and to make the following changes before submitting to the Town Council's Accountant for consideration:

- 401 4006 – H&S Costs/Consultancy – reduce to £2,310 (Town Clerk to ensure that costs for H&S and Fire Inspections be included in the appropriate budgets when the next inspections are due).
- 401 4010 Misc to remain at £1,000.
- £8,600 for Cleaning Contract to be submitted to Full Council as a recommendation
- 402 1202 and 402 1205 be merged with a total of £115 expected income.
- 402 4008 Training to remain at £3,000, with an agreement that any underspend be rolled over for use in the following year.
- 402 4040 Equipment purchased (minor) to remain at £2,500

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- 402 4050 Tourism Expenditure – to remove from budget as we no longer offer tourism services
- 402 4056 Legal Expenses to be reduced to £4,000
- 403 4008 Training to remain at £2,000, with an agreement that any underspend be rolled over for use in the following year.
- 403 4042 Equipment/Vehicle Maintenance to remain at £4,500
- 403 4043 Vehicle Fuel to remain at £3,500
- 406 1226 to be considered with the updated scale of charges
- 500 4007 Health & Safety Members required more clarification for this budget line.
- 501 4036 Property Maintenance/Security to remain at £2,000
- 602 4200 Mayors allowance to remain at £2,200
- 602 4202 Members Expenses to remain at £500.

Deputy Clerk

*The decision to include £5,500 to the budget for 3 years to cover the costs of BRCC to set up and support a Community Garden in Beeston to go to CS&E for a recommendation to Full Council.*

## **10 Wi-Fi extension for back office and Clerk's office (PFR 59-2024/25)**

Members reconsidered 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 agree the costs to come from budget line 402 4027

Town Clerk

## **11 Fire Risk Assessment (PFR 60-2024/25)**

Members received an updated quote from PNC to undertake a Fire Risk Assessment as advised by the Town Council's recent annual Fire Safety Inspection at a cost of £870 plus VAT, which includes the Council Offices, Mess Room and Council Depot. The last Risk Assessment took place in 2019.

**RESOLVED** to recommend to Full Council to agree this spend as an over spend under budget lines 4036

Town Clerk

## **12 General Workplace Risk Assessment (PFR 61-2024/25)**

Members received an updated quote for PNC to undertake a general premises Health & Safety in the Workplace Risk Assessment at a cost of £650 + VAT to cover the Council Offices, Mess Room and Depot.

Town Clerk

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**RESOLVED** to recommend to Full Council to agree this spend as an over spend under budget lines 4020

## **13 Change to Committee Meeting Dates (PFR 62-2024/25)**

Members received a request to change the dates on the following Committee meetings:

- Move PF&R meeting from 18<sup>th</sup> November to 25<sup>th</sup> November
- Move HR meeting from 25<sup>th</sup> November to 18<sup>th</sup> November
- Move the PF&R meeting from 13<sup>th</sup> January 2025 to 6<sup>th</sup> January 2025.

**RESOLVED** to agree the changes.

Town Clerk

## **14 Action Plan (PFR 63 -2024/25)**

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

**RESOLVED** to note the Action Plan.

*The Chair requested an update from the Cemetery Working Group for the next meeting of PF&R.*

ClIr Hewitt

## **15 Data Protection: Data Breach Protocol (PFR 64 -2024/25)**

Members received a new Data Protection: Data Breach Protocol policy.

**RESOLVED** to adopt and review in September 2026.

Town Clerk

## **16 CCTV Data Protection Impact Assessment (PFR 65-2024/25)**

Members received the Town Council's CCTV Data Protection Impact Assessment.

**RESOLVED** to note the Assessment.

## **17 UK Shared Prosperity Fund Grant Update (PFR 66-2024/25)**

Members received a report from the Clerk informing them that the Town Council's bid for funding to help with costs to the Banks Pavilion roof from the UK Shared Prosperity Fund was not successful and requesting funding be found from the Town Council's budget to undergo the repairs.

**RESOLVED** to recommend approval of costs to repair the roof and to cover costs from the Capital Fund.

Town Clerk

## **18 Grounds Maintenance Association Membership Fees Increase (PFR 67-2024/25)**

Members received an update from the Clerk that fees for Sandy Town Council's Membership to the Grounds Maintenance Association would

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be increasing from £175.00 to £196.00 at the next renewal date on 28<sup>th</sup> March 2025.

**RESOLVED** to note the report.

## **19 Renewal of Lease between STC and Sandy Bowls Club (PFR 68-2024/25)**

Members received a report from the Clerk regarding the lease between STC and Sandy Bowls Club and a request to seek legal advice on the matter as a full review of the lease requires specialist knowledge. The Bowls Club provided Members with some updated information regarding Membership fees and the frequency of games.

**RESOLVED** that Cllrs Pettitt and Effiong, meet with Cllrs Hewitt and Aldis to discuss the matter further and to bring back a proposal to the next meeting of PF&R. No legal advice would be sought at this stage.

Cllrs Aldis,  
Effiong,  
Hewitt and  
Pettitt

## **20 Lettings Policy Review (PFR 69-2024/25)**

Members reviewed an updated Lettings Policy with changes marked in tracked changes on appendices.

**RESOLVED** to defer the re-adoption of the policy as the Council is no longer letting pitches or changing rooms independently of Everyone Active.

## **21 Unreasonable Behaviour and Vexatious Complaints Policy (PFR 70-2024/25)**

Members reviewed an updated Unreasonable Behaviour and Vexatious Complaints Policy with changes marked in tracked changes on appendices.

**RESOLVED** to accept the updated version of the policy and review it in Sept 2026.

## **22 Chairmans Items (PFR 71-2024/25)**

There were none.

## **23 Date of Next Meeting**

25<sup>th</sup> November 2024

The meeting closed at 21.23