

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 31 October 2022 commencing at 7.30pm.

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

Absent: Cllrs R Lacey and M Scott

In attendance: Mrs N Sewell (Clerk)

		<i>Actions</i>
1	Apologies for absence (54-2022/23) Apologies had been received from Cllrs R Lacey and M Scott.	Admin
2	Declarations of interest (55 -2022/23) i) Disclosable Pecuniary Interest – none ii) Non-disclosable Pecuniary Interest – none iii) Dispensations – none	
3	Minutes of previous meeting (56 – 2022/23) RESOLVED to receive the minutes of the Policy, Finance and Resources Committee held on Monday 26 th September 2022 and to approve them as a correct record of proceedings.	
4	Public Participation Session (57-2022/23) No members of the public were present. A resident raised a question via Cllr Aldis asking when it might be possible to pre-purchase a plot in the new part of the cemetery. The Chair deferred the question to the Cemetery Working Group who would consider the issues when the new regulations for the cemetery were to be drawn up. Cllr Aldis to respond directly to the resident.	Town Clerk Cllr Aldis
5	Financial Reports (58-2022/23) i) Members considered the balance sheet and detailed financial report showing income and expenditure against the revenue budget ending 30 th September 2022. The Chairman took Members through the report page by page. The following queries were raised: <ul style="list-style-type: none">• Under 402 - 1205 miscellaneous income the £5,000 came from the donation from Anglian Water. Funds to be moved to EMR.	

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- Under 402 – 4023 Members requested the funds be re-coded to better reflect spend as some of the printing and stationery costs should sit under photocopying (402 4026) – DCK to advise.
- £312 under 403 - 4044 was queried. The Clerk explained this was extra charges to include the new electric vehicle on the current vehicle insurance plan.
- Under 501 – 4012 a member queried if the water usage was metered. The Clerk confirmed it was.
- Under 501 - 4060 a member queried the payment description. The Clerk confirmed this was for the Jenkins Pavilion management fees.
- Under 509 - 1365 Christmas Lights, £1,000 income was queried. Clerk to find out what contributes to this. (*Post meeting note: Hire charge for fair and sale of mulled wine*).
- Under 509 - 4402 Community Christmas Event a member asked if the cost for the Christmas Tree came from this budget line. The Clerk confirmed it did.

Clerk

RESOLVED to note the report.

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

The following errors are to be corrected:

- 406 – 4037 £600.00 needed to be re-coded to 4101.
- 500 – 4972 £7,500 should have been assigned to 1258.

RESOLVED to note the report and amendments.

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

Queries were raised on the following payments:

- Two separate payments for Electricity at the Depot. Clerk to investigate the discrepancy. (*Post meeting note payment 384 coded to the wrong cost centre, should be coded to 402*).
- What the description Proj mgmt. & quality assura meant on payment to AOC. Clerk explained this was for the archeological work and report that had been carried out on the Land West of Potton Road.

RESOLVED to approve the list of September 2022 payments. Clerk to ask DCK to use clearer descriptions for transaction details.

iv) Bank reconciliations and statements.

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

6 Unpaid Invoice Update (59 -2022/23)

Members received a verbal update from the Clerk that a query regarding an unpaid invoice to Cooks Blinds and Shutters Limited had been resolved and that the company had conceded that the amount being pursued was not owed by Sandy Town Council and a credit note had been issued to that effect.

RESOLVED to note the report.

7 Hornbeam Tree (60 -2022/23)

Members received a report and quote for essential works to remove a diseased and potentially dangerous Hornbeam tree at Bedford Road Recreation Ground.

It was **RESOLVED** to commission works to be undertaken on the tree as soon as possible and that at a later stage a replacement tree should be planted.

Town Clerk

8 2023/24 Budget Review (61-2022/23)

RESOLVED to defer the item to a future meeting as Accountant's reports were not ready in time.

Town Clerk

9 2023/24 Capital Expenditure (62-2022/23)

RESOLVED to defer the item to a future meeting as Accountant's reports were not ready in time.

Town Clerk

10 Freedom of Information and Model Publication scheme (63-2022/23)

Members reviewed the Council's Freedom of Information Policy and Model Publication Scheme. It was **RESOLVED** to re-adopt the Freedom of Information Policy and Model Publication Document.

Town Clerk

11 Cemetery Working Group (64-2022/23)

Members received a report from the Cemetery Working Group and to consider expenditure for upcoming works.

RESOLVED to note the report and for a meeting to be called with CDS to determine what works and costs were required to take the cemetery extension forward over the next 12 months and make the Cemetery and Depot sites that the Town Council could be proud of.

Town Clerk

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12 Burial Regulations Temporary Memorials (65-2022/23)

Members received a report from the Clerk outlining recent queries regarding temporary memorials at the Cemetery. The report suggested the current Burial Regulations be updated to more clearly state what could and could not be placed in the Cemetery as a temporary (non-fixed) memorial.

RESOLVED to agree recommendation and the following wording to be used: *The placing of temporary memorials is not permitted within the Cemetery Grounds, this includes, but is not restricted to, lanterns, beer cans and bottles, balloons, teddy bears, photo frames and other garden ornaments. The Town Council reserves the right to remove any such items from graves on sight. Items will be kept for collection for a maximum of 8 weeks. Please refer to the Town Council before placing items on a grave to ensure that it adheres to these Burial Regulations. Details of permitted Memorials are laid out in the section above.*

Town
Clerk

All contractors to receive the amended regulations.

Admin

13 Payments made under delegated Authority (66-2022/23)

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

To note the following payments made under delegated authority

- £252 for HR Support PNC for recruitment and staff management
- £ 1,370 for 25ft Norway Spruce Christmas Tree

RESOLVED to note the report.

14 Grant Application (67-2022/23)

Members received a grant application from BigglesFM for the sum of £1,850.00.

RESOLVED to agree a grant of £600.00 and ensure that Biggles FM were aware of all STC events going forward.

Admin

15 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC **RESOLVED** that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting. (68-2022/23)

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16 HR Consultancy Retainer (69-2022/23)

Members received the Terms and Conditions for ongoing support from HR Consultant PNC.

RESOLVED to continue with the retainer and meet the necessary costs.

17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC

RESOLVED that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting. **(70-2022/23)**

18 Chairman's Items (71-2022/23)

The Chair reported that DCK had been working on a 1st Draft Budget, and as that had not been available to review at this meeting called an EOM to look at this one item.

RESOLVED to call an EOM for Monday 7th November to start at 7.15pm with the express intention to review a 1st Draft Budget and look at deferred items 8 and 9.

An informal remote meeting with the Accountants would be called on 15th November to answer any queries arising from the EOM.

19 Date of Next Meetings (72-2022/23)

Monday 7th November 2022
Tues 15th November 2022
Monday 12th December 2022

Meeting closed at 21.15