

# 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 4<sup>th</sup> June 2018 commencing at 7.30pm.**

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

**In attendance:** Cllrs N Aldis, S Sutton and Mr C Robson (Town Clerk) and one member of the public.

	<i>Actions</i>
<p><b>1 Apologies for absence (1-2018/19)</b> Apologies for absence had been received from Cllrs T Cole, D Sharman and J Sparrow.</p>	Admin
<p><b>2 Declarations of interest (2-2018/19)</b> There were no declarations of interest.</p>	
<p><b>3 Election of Vice-Chairman (3-2018/19)</b> A nomination was received and seconded that Cllr Peter Blaine be Vice-Chairman of the Committee.</p> <p><b>RESOLVED</b> that Cllr P Blaine be elected as Vice-Chairman of the Policy, Finance and Resources Committee for the 2018/19 year.</p>	
<p><b>4 Public Participation Session (4-2018/19)</b> One member of the public was present and would speak, if required by Councillors, on item 10 of the agenda.</p>	
<p><b>5 Minutes of previous meeting (5-2018/19)</b> <b>RESOLVED</b> to receive the minutes of the Policy, Finance and Resources Committee held on 9 April 2018 and to approve them as a correct record of proceedings.</p> <p><i>The Chairman informed Members that he was going to take agenda items 12 and 10 first, to allow Cllr Sutton and the Member of the public to leave once the items they were connected with were considered.</i></p>	
<p><b>6 Annual Accounts for the year ending 31 March 2018 (6-2018/19)</b></p> <p>The Committee received and considered the draft annual accounts for the financial year ending 31<sup>st</sup> March 2018. It was agreed that the following amendments were needed:</p>	

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Page 3 – Cllr Osborne’s name to be moved into alphabetical order.

Page 4 – Remove the ‘;’ after the word ‘their’.

Page 8 – Remove unnecessary ‘of’ in section 3.

Seek clarification from the accountant on the power under which a grant to the CAB is made.

Change the Twinning grant paid to £250 for 2018.

Page 9 – Show that the SSLA pay a £5 lease per annum, rather than a ‘peppercorn’ rent.

Page 13 – Delete duplication of the word ‘amounts’.

**RESOLVED to RECOMMEND** that annual accounts for the 2017/18 financial year be approved by Full Council subject to the agreed amendments.

Town Clerk

## 7 Financial Reports (7-2018/19)

- i) A balance sheet and detailed financial report showing income and expenditure against the revenue budget for the year to 30 April 2018 had been circulated in advance of the meeting. Members considered and noted the report.

A Member queried why the salary expenditure was lower than would be expected after the first month. It was concluded that this was because NALC advised a 2% increase which had not been implemented until May. Therefore, the May reports will show a true figure for salary expenditure.

- ii) Members received and considered the budget overview report from the Clerk. 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 queried a payment to Bedford College. It was confirmed that this was for training completed by the newest outdoor team member. The payment was labelled ‘pesticides’ but was in fact for tractor training.

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

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iv) Bank reconciliations and statements.

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

Cllr Osborne

## 8 Grant Applications (8-2018/19)

i) Members received and considered additional information on a grant application from Keech Hospice Care.

Members expressed support for Keech and the activities they carry out, which are of high value. However, the Council only has a small grants budget available which is under pressure.

A Member commented that Keech supports 3 children from Sandy via its Tots and Toys sessions. This is 1% of the total number of Children they support in Bedfordshire, Hertfordshire and Milton Keynes. Running the Tots and Toys sessions costs £18,265 annually. 1% of that would be £182.65.

A Member stated that he agreed with the calculation put forward but would prefer to round the grant up to £200. He commented that he had visited Keech and seen the good work that they do.

It was Proposed, Seconded and **RESOLVED** to award a grant of £200 to Keech for the running of Tots and Toys sessions.

Admin

ii) The committee received and considered an application from Link-A-Ride for £500.

A Member commented that he knew a lot of people who used the Link-A-Ride service and that it was of great value to the town. Transportation can be difficult for many, and such a service offers a lifeline.

It was Proposed and Seconded that a grant of £200 be awarded.

A Member commented that it was very difficult to judge how much should be awarded to grant applicants and how decisions are reached on the amounts actually given. More rationale needs to be built up to support the decision-making on the awarding of grants.

It was **RESOLVED** to award a grant of £200 to Link-A-Ride Community Transport.

Admin

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## 9 Action List (9-2018/19)

The Clerk informed members that he was still waiting for BT and the CCTV company to provide locations and costs for fibre connections to allow for the installation of a permanent CCTV camera at Fallowfield. **RESOLVED** to receive and note the action list.

## 10 Sandy Fireworks (10-2018/19)

Members considered a request from Sandy Scouts for support in putting on a firework display in November 2018.

A Member stated that he was happy to support the request but asked whether the Scouts would be doing anything different this year. A representative from the Scouts, Mr A Woods, said that they hoped to do a leaflet drop around the whole of Sandy and were planning to do more advertising than in previous years. While the event does get good attendance, numbers could be improved.

A Member commented that he believed the arrangement between the Council and the Scouts was successful and Proposed that the Council support the 2018 Fireworks event via the loan of up to £4,000 for the cost of running the event and that the Council is repaid from the event's profits. The Proposal was Seconded.

A Member commented that he supported the proposal but asked whether the Scouts had ever considered putting money aside from the yearly profit the event makes to help build up a fund to support future events. This may help reach a point when the burden of any loss from an event is shared by the Council and the Scouts. At present the Council is taking the financial risk. Mr Woods said he would take this back to the Scouts' Committee. The Scouts cannot afford to lose funds on a failed event, as the high cost involved in the fireworks would take a year to recoup.

A Member commented that there seemed to be a problem in supplying local shops with tickets to sell last year. Mr Woods said they would look into this.

A Member suggested that the Scouts should consider applying for a grant from the Council to support some of the event's costs. Grants have previously been awarded to the Carnival Committee and The Sandy Show to help support their events.

**RESOLVED** that the Council support the 2018 Fireworks event via the loan of up to £4,000 for the cost of running the event and that the Council is repaid from the event's profits.

Admin

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## 11 Application for Community Building Section 106 Funds (11 - 2018/19)

Members considered a report on a Section 106 application by the Scouts for work to improve the Scout Hut. The Clerk informed Members that CBC's Section 106 Officer had indicated that it would be worthwhile the Scouts making an application for works to the roof of the Scout Hut. It was also suggested that it would be possible for a purchase order to be raised by CBC directly with the contractor. This would remove the need for the Town Council to make the application and pay out a large sum and await reimbursement by CBC or get involved in the tendering process for the contractor to carry out the work. The application could come directly from the Scouts with Town Council support.

It was Proposed, Seconded and **RESOLVED** that the Council support the Scouts' Section 106 application for improvements to the Scout Hut and that the Clerk assist the Scouts in the submission of the application.

Town Clerk

## 12 The Pinnacle Field (12-2018/19)

Councillors received a report from the Clerk on a meeting held with the landowner of The Pinnacle. Cllr Sutton, who attended the meeting spoke on the matter. Cllr Sutton informed Members that she and Cllr Scott met with Mr Pym as asked by Council, to discuss the cost associated with the maintenance of The Pinnacle, especially costs related to recent damage from unauthorised access. It was made clear that the landowner felt the land was leased to the Council for the benefit of local residents and the cost of any maintenance and works would need to fall to Sandy.

The meeting looked at alternatives which would help secure the site from future damage. As a result, the landowner proposed a relocation of the annual fair to remove the need for vehicle access to the site. Landscaping could then be used to protect the site. This offered the most effective solution for the tax payer and would allow the community to continue to have an annual fair.

A Member noted that a national cycle route went through the field and an allowance would need to be made to ensure any landscaping did not affect the route. The Clerk assured the Member that the route would not be affected.

A Member stated that moving the fair to the 'sand pit' would make it easier for residents to access. The organiser of the fair had not

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objected to the proposal but wanted to view the site again. This would be arranged with the Clerk. Risk Assessments for the site would need to reflect the changes.

A Member raised a concern that stopping vehicles entirely would prohibit ambulances and fire engines reaching the site. Other Members stated that they cannot think of many incidents over the years that have required emergency vehicle access. It was also stated that other public areas elsewhere would no doubt face similar problems.

It was Proposed, Seconded and **RESOLVED to RECOMMEND** that, subject to confirmation the fair is able to relocate sites, the Council implements the landscape and planting scheme to protect The Pinnacle site and that Risk Assessments are upgraded once the work is complete.

## **13 Data Protection Regulations (13-2018/19)**

- i) Members received and considered the proposed Data Protection Policy.

**RESOLVED to RECOMMEND** that the Data Protection Policy be adopted by Town Council.

- ii) Members received and considered the proposed Privacy Notice.

**RESOLVED to RECOMMEND** that the Privacy Notice be adopted by Town Council.

A Member queried whether Councillors needed Council based email addresses. The Clerk informed Councillors that it would be possible to set up '.gov' email addresses for Members if required. However, the advice so far received suggested that Members are free to continue to use their external email accounts.

A Member pointed out that group emails were often forwarded with the contact details of previous recipients still included. The Clerk would ask the administration team to ensure the addresses were removed before forwarding emails and would take further advice from the DPO.

## **14 Chairman's Items (14-2018/19)**

There were no Chairman's items.

## **15 Date of next meeting (15-2018/19)**

It was noted that the date of the next committee meeting will be 23 July 2018.

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