

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 4th September 2023 commencing at 7.30pm.

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

Absent: Cllrs S Baker and M Scott

In attendance: Mrs N Sewell (Clerk), Cllr N Aldis

	<i>Actions</i>
<p>1 Apologies for absence (37-2023/24) Apologies were received from Cllrs Baker and Scott.</p>	Admin
<p>2 Declarations of interest (38-2023/24) i) Disclosable Pecuniary Interest - None ii) Non-disclosable Pecuniary Interest - None iii) Dispensations – None</p>	
<p>3 Minutes of previous meeting (39-2023/24) RESOLVED to receive the minutes of the meeting of Policy, Finance and Resources Committee held on Monday 24th July 2023 and to approve them as a correct record of proceedings.</p>	
<p>4 Public Participation Session (40-2023/24) No members of the public were present.</p>	
<p>5 Financial Reports (41-2023/24) i) Members considered the balance sheet and detailed financial report showing income and expenditure against the revenue budget ending 31st July 2023. The Chairman took Members through the report page by page. RESOLVED to note the report. ii) Members received and considered a budget report from the Town Clerk. RESOLVED to note the report. iii) Members scrutinised a schedule of payments for July 2023. RESOLVED to approve the list of payments. iv) Members scrutinised a schedule of payments between 28th</p>	

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February 2023 and 31st March 2023, which had previously been missed of the PF&R meeting in June.

RESOLVED to approve the list of payments.

v) Bank reconciliations and statements.

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

6 Cemetery Working Group Minutes (42-2023/24)

Members received the minutes of the Cemetery Working Group meeting on 8th August.

RESOLVED to note the minutes.

7 Action Plan (43-2023/24)

Members received updates to the PF&R Action Plan.

RESOLVED to note the plan.

8 BACS Payments (44-2023/24)

Members were asked to note an increasing demand by suppliers to be paid by BACS rather than cheques. Payment by BACS is covered under item 6.9 of the Council's Financial regulations.

RESOLVED to note the information

9 SLR Camera Service (45-2023/24)

Members received a report from the Clerk containing a request from the Community Engagement Officer to pay towards the service of their SLR Camera that had been used for council business over the past nine months.

RESOLVED to pay 50% towards the cost of a service at £54.00 and to budget to purchase a new SLR for the Council that could be used to take pictures for publicity purposes. The Community Engagement Officer and Cllr Lacey would be asked for their recommendations on a suitable user-friendly model. Costs to be brought back to the next PF&R meeting or included in budget setting depending on whether the amount can be covered by the current year's equipment budget.

10 Replacement Fire Door (46-2023/24)

Members received two quotes for the replacement of a fire exit door at the Town Council Offices on Cambridge Road.

RESOLVED to defer the item to the next meeting in order to gain

Town
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further information on the following:

- Confirmation that the doors quoted for adhere to Conservation Area Planning requirements
- Confirmation the doors quoted for are doors and not fire doors as although a fire exit the requirement is not for a fire door, which would prove more expensive.

Town Clerk

11 Replacement of Vandalised Lantern (47-2023/24)

Members received a quote of £300+ VAT from the Council's contractor for the repair of a vandalized lantern on Church Path.

RESOLVED to accept the quote and commission the works.

12 External Auditor Charge (48-2023/24)

Members received notice of a charge from the external auditors of £40.00 to amend a transposition error in the Annual Governance & Accountability Return in the figures stated for staff costs March 2022.

RESOLVED to note the charge.

13 Chairman's items (49-2023/24)

The Chairman reported costs of £410.00 had been received for the repair of the flushing mechanism in the men's urinals in the Public Toilets on the High Street.

RESOLVED to note the charge and that the works had been commissioned to be carried out as soon as possible.

Date of next meeting

Monday 16th October 2023.

Meeting ended at 20.12

Town Clerk