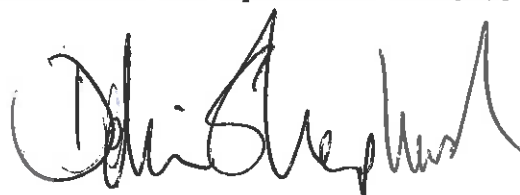


Sandy Town Council

To: All Members of Sandy Town Council

You are hereby summoned to attend the annual meeting of Sandy Town Council which will be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 13 May 2013 at 7.30 pm. The items of business to be transacted are specified below.



Delia Shephard, Town Clerk
10 Cambridge Road
Sandy SG19 1JE
6 May 2013

Members of the public and press are warned that under the Public Bodies (admission to Meetings) Act 1960 (as extended) they are likely to be excluded from the meeting for several items of business on this agenda should the committee resolve that the item involves the likely disclosure of confidential personal information or information which is commercially sensitive as defined as exempt information in Part 1 of Schedule 12a of the Local Government Act 1972 (personal and confidential data).

A G E N D A

- | | | <u>Reports</u> |
|----------|---|----------------|
| 1 | Election of Town Mayor
To receive nominations and elect Town Mayor for the municipal year | ✓ |
| 2 | Election of Deputy Town Mayor
To receive nominations and elect the Deputy Town Mayor for the municipal year | ✓ |
| 3 | New Town Councillor
To note the election of a new town councillor and to confirm that declaration of acceptance of office has been undertaken | ✓ |

Sandy Town Council

- | | | |
|-----------|--|-------------|
| 3 | Apologies for absence
To receive apologies for absence | x |
| 4 | Declarations of interest and requests for dispensations
i) <i>Disclosable Pecuniary Interests</i>
ii) <i>Personal Interests</i>
iii) <i>Requests for dispensations (must be notified to the Proper Officer in writing in advance of the meeting)</i> | X
X
X |
| 5 | Minutes of Town Council meeting
To consider the minutes of a meeting of Sandy Town Council held at 7.30 pm on Monday 15 April 2013 and to approve them as a correct record of proceedings. | x |
| 6 | Scheme of delegations
To review an amended scheme of delegations | ✓ |
| 7 | Terms of reference of committees
To review amended terms of reference of committees | ✓ |
| 8 | Election of Standing Committees
To receive nominations and elect members to existing committees (including substitutes) | ✓ |
| 9 | New Committees
To appoint any new committees, confirm the terms of reference, the number of members (including, if appropriate, substitute councillors) and elect members | ✓ |
| 10 | Standing orders and financial regulations
To review standing orders and financial regulations | ✓ |
| 11 | External Representation
To review representation on/work with external bodies, election of representatives and arrangements for reporting back | ✓ |
| 12 | Asset Register
To review inventory of land and assets including buildings and office equipment | To follow |
| 13 | Insurance
To review and confirm arrangements for insurance cover in respect of all insured risks. | ✓ |

Sandy Town Council

- 14 **Subscriptions and Memberships**
To review the Council's and employees' memberships of other bodies ✓
- 15 **Complaints**
To review the Council's complaints procedure ✓
- 16 **Freedom of Information and Data Protection**
To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act ✓
- 17 **Media Policy**
To review the Council's policy for dealing with the media ✓
- 18 **Calendar of Meetings**
To confirm the approved calendar of ordinary meetings of the full Council for the year ahead and to note new arrangements x
- 19 **Finance**
- i) To approve the accounts for payment
 - ii) To re-consider quotation for installation of a Loop induction system in the chamber
 - iii) To approve changes to banking arrangements
 - iv) To consider a request from Sandy Village Hall for assistance with redecoration of the Village Hall
 - v) To consider a request from Sandy And District Helping Hands Unemployment & Guidance Centre for financial assistance with replacement of boiler
 - vi) To consider a request from the Bedfordshire Regimental Memorial Appeal to contribute to fundraising for a memorial at the Tyne Cot British Military Cemetery in Belgium
- 20 **Mayoral Communications**
To note the Mayor's engagements and any items for information ✓
- 21 **Disposal of Grass Cuttings at Sunderland Road**
To consider revised arrangements for disposal of grass cuttings at Sunderland Road Recreation Ground ✓
- 22 **Minutes of Committees and Sub-committees and recommendations**

Sandy Town Council

To receive minutes of the following committees and sub-committees and/or (if applicable) to approve recommendations therein

1 Development Scrutiny Committee on 8 April and 15 April 2013

2 Community Services and Environment Committee on 22 April 2013

23 Staff Matters

To consider a confidential request from a member of staff regarding terms and conditions of employment

✓

23 News Release

Sandy Town Council

REPORTS FOR ANNUAL MEETING OF SANDY TOWN COUNCIL ON 13 MAY 2013

1 Election of Town Mayor

Nominations will be invited for the position of Chairman of Sandy Town Council who takes the style Town Mayor. Cllr Susan Sutton was nominated at the last Town Council meeting and agreed she was willing for her name to go forward. Further nominations may be made at the meeting.

Nominated candidates may vote for themselves and the existing Chairman should use the casting vote in the event of an equality of votes. Voting is by show of hands unless two members request a signed ballot. However, if any one member wishes it the names of those voting for and against any question must be recorded and thus made public. Once elected the new Town Mayor will make a declaration of acceptance of office and take the chair

2 Election of Deputy Town Mayor

Nominations will be invited for the position of Vice-chairman of Sandy Town Council who takes the style Deputy Town Mayor. Cllrs Nigel Aldis and Will Jackson were nominated at the last Town Council meeting and agreed they were willing for their name to go forward. Further nominations may be made at the meeting.

Nominated candidates may vote for themselves. Voting is by show of hands unless two members request a signed ballot. However, if any one member wishes it the names of those voting for and against any question must be recorded and thus made public.

3 New Town Councillor

Mr Chris Butterfield will be welcomed as new town councillor for Pinnacle Ward and should his declaration of acceptance of office not have been made previously this declaration will be made before the council.

6 Scheme of delegations

Following a recent review of the committee structure and scheme of delegations it was agreed to disband the former HR Sub-committee and elect an HR Advisory Panel composed of 5 members plus the Mayor which would meet quarterly and additionally on an ad hoc basis as necessary. Members with expertise in employment and HR matters would be encouraged to stand for election at the annual meeting. Substitutes would also be elected. The Panel will be an advisory

Sandy Town Council

working group which would report direct to Town Council. The existing scheme of delegations has been amended to incorporate these changes and the amended passage is reproduced below:

3. HUMAN RESOURCES ADVISORY PANEL

Terms of Reference and Delegation

1. Membership shall comprise 5 members plus the Town Mayor and shall be elected from amongst members with particular expertise and experience in personnel matters. The Human Resources Panel will be an advisory working group with no delegated powers. The Human Resources Panel will report to the council...
2. The panel shall elect a Chairman and Vice Chairman for each civic year.
3. The panel shall review staffing structure and levels and make recommendations to the council.
4. The panel shall agree contracts of employment, job descriptions and person specifications for staff and recommend them to council
5. The panel shall review staff salaries and terms and conditions of all staff and make recommendations to the council.
6. The panel shall act as a disciplinary/appeals panel as provided for in the Employment Handbook and make recommendations to council
7. The panel shall review Human Resources policy and the outsourcing of specialist HR support and make recommendations to the council
8. The panel shall keep under review the health and safety at work of all council employees.
9. The Mayor and the chairman of the Human Resources Panel shall carry out the annual performance appraisal of the Town Clerk and report that this has been completed to council. All other staff appraisals shall be carried out by the Town Clerk or relevant supervisor.
10. The panel shall meet quarterly and shall receive a report from the Town Clerk on the performance and management of the staff team and any related matters.

Town Clerk's Responsibilities

The Town Clerk is given delegated powers to manage the Council staff in

Sandy Town Council

accordance with the Council's policies, procedures and budget, including:

1. the employment of temporary employees
2. the employment of permanent employees in conjunction with a member or members of the Human Resource Advisory Panel
3. control of staff performance and discipline, including the power of temporary suspension from duties
4. payment of expenses and allowances in accordance with the Council's agreed policies
5. to present to the Human Resources Advisory Panel recommendations for employees' increments, in accordance with the Council's staff appraisal system.

The Town Clerk will also report on these matters to the Human Resources Advisory Panel as indicated above at TOR 10.

7 Terms of reference of committees

There are no proposed changes to terms of reference of the remaining standing committees.

8 Elections

Nominations will be invited for election to the Council's three standing committees and to the Human Resources Advisory Panel

1. Policy Finance and Resources Committee – 10 members and 5 substitutes
2. Community Services and Environment Committee – 10 members and 5 substitutes
3. Development Scrutiny Committee – 10 members and 5 substitutes
and
4. HR Advisory Panel – 5 members (excluding Mayor) and 2 substitutes

It is the business of each committee and working group to elect its own Chairman, nominations will be made by the elected members of the relevant committee. It has been agreed by Sandy Town Council that

Sandy Town Council

Committee Chairmen will be elected at the annual meeting although if necessary this can be deferred to the first meeting of the committee.

In order to facilitate the business of the meeting members are asked to complete the enclosed form stating their committee preferences and, should they wish to be considered for election to the HR Advisory Panel, their relevant HR experience.

9 **New Committees**

At a meeting of Community Services and Environment Committee on Monday 22 April 2013 it was agreed to recommend to Council that the Friends of Sandy Christmas Lights was set up as a sub-committee of the Council.

Proposed composition and terms of reference follow.

Friends of Sandy Christmas Lights

- 1 Friends of Sandy Christmas Lights is a Sub-Committee of the Community Services and Environment Committee whose purpose is to raise funds to provide festive lights to decorate the town of Sandy over the Christmas period and to organise the switch on event for the benefit of the whole community.
- 2 Membership shall comprise a maximum of 12 members including 5 members of the Town Council. The difference in numbers being made up by co-opted members who may either be individuals or representatives from local organisations.
- 3 The Town Council representatives shall be appointed at the Annual Meeting of the Council for a twelve month term. The co-opted members may be co-opted at any time.
- 4 Chairman, Vice Chairman and Treasurer shall be elected annually, at the first meeting after the Annual Meeting of the Council and may be any member of the Lights Committee.
- 5 The quorum of the sub-committee shall be one-half of its members with a minimum of 1 Town Council representatives.
- 6 The Sub-Committee has the following delegated powers, which may be exercised, only in providing festive lights to decorate the town of Sandy :
 - To raise funds (but not by means of taxable trading) and to invite and receive contributions and donations;

Sandy Town Council

- To organise the annual switch on event;
 - To make recommendations to the Town Council to acquire, hire and maintain any property or equipment exercised for the purposes of erecting the Christmas lights and the switch on of the Christmas lights;
 - To make recommendations to the Town Council to employ paid or unpaid agents, staff or advisers;
- 7 All accounts for payment and claims upon the Council shall be laid before the Council.
- 8 A Special Meeting of the Sub-Committee may be summoned at any time by the Lights Chairman or the Mayor. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the sub-committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
- 9 Secretariat will be provided by the Town Council.

Members are asked to approve the establishment of this new committee and to

10 Standing orders and financial regulations

A new version of NALC's model standing orders incorporating changes brought about by reform to legislation will be published in late 2013 and Sandy Town Council and it is proposed that Sandy Town Council will review its Standing Orders following that publication. No amendments to the current orders have been recommended by officers or members prior to the meeting.

Sandy Town Council's Financial regulations are due for review and during the past two years the Council has been awaiting new model regulations from NALC. However, as these have not been forthcoming and no date for their publication has been announced it is the Clerk's recommendation that the current regulations should be reviewed by the Policy, Finance and Resources Committee at the earliest opportunity.

11 External Representation

Nominations are invited for representatives on the following bodies:

Sandy Town Council

Talk of the Town Transport Committee
Village Hall Management Committee (currently Cllr Aldis)
Sandy Twinning Association
Sandy Enhancement Group
Sandy Sports and Leisure Association
Sandy Young People's Youth Club
Sandy Town Team
22 Sandy Squadron Air Training Corps – Parents and Friends Committee
Sandy Charity
Sandy Walkers are Welcome

12 **Asset Register**

A revised asset register is in preparation and will be presented to members at the earliest opportunity before the meeting.

13 **Insurance**

The Council's general and motor insurances are due for renewal in June/July 2013. Meanwhile all policies are in force and paid up to date as previously reported to Council.

A meeting has been arranged between the Clerk and the Council's broker WPS to review cover and options for renewal on 29 May 2013 and outcomes will be reported to council.

14 **Subscriptions and Memberships**

The Council currently subscribes to the following bodies:

Association of Market Towns	£210
Bedfordshire Rural Communities Charities	£120
National Society of Allotment and Leisure Gardeners	£55
Institute of Groundsmen	tbc
Walkers are Welcome	£50

The Council also funds the Clerk and Deputy Clerk's membership fees for the Society of Local Council Clerks (total cost £510).

At a meeting on 15 April 2013 it was resolved to cease membership of Bedfordshire Association of Town and Parish Councils (2013 subscription £1,994 plus additional copies of the Bugle). This decision was communicated to BATPC and the following is an extract from an email written by their County Officer to the Clerk on 19 April 2013.

"Naturally I was disappointed to learn that Sandy Town Council wishes to withdraw from BATPC membership, particularly in mid-April of the year in question. We always give

Sandy Town Council

early notification of fees for the following year because, in accordance with para 20 of the Constitution

Any council wishing to terminate its membership of the County Association may do so by sending its resignation in writing to the Secretary at least three calendar months before the 31st day of March in any year, and the notice shall become effective on that date. Each such council shall continue to be liable for the payment of its subscription up to and including the date on which a notice as aforesaid becomes effective.

As your council will be aware, BATPC's activities are funded solely by member subscriptions, plus income generated from training courses and occasional grants we are able to access. There is no doubt that we are all operating in a climate of financial challenge; ours will be more challenging now.

Over the years of Sandy Town Council's membership we have had the pleasure of supporting the council and providing training for a considerable number of staff. I am sorry that the Town Council no longer requires this support. The Town Council is questioning value for money of the services provided by NALC. NALC itself has been frustrated by some of the actions of Ministers which has seemed to go against what had been understood in meetings prior to various announcements in the last financial year. However, NALC will continue to lobby on behalf of the sector. It's job will be made more challenging each time a sizeable Town Council withdraws from membership.

In addition to the lobbying function NALC provides a wealth of information including publications, model documents, Briefings and Legal Topic Notes. As a Direct Access Council I am sure you have found all this information useful in your day-to-day work.

I know that our County Committee will share my disappointment at the Town Council's late withdrawal from membership"

Should the Council wish to revisit this decision in the light of the information provided above the Clerk's advice has not changed and is to continue membership of the Association for the benefits which it confers in terms of advice and support to the Council and access to training for members and officers.

However, should the Council be minded not to revisit the decision and/or to persist with the intention to withdraw from membership a saving of over £1,500 would still be made (including cost of the Bugle) even if BATPC insisted on payment for the three months' notice period.

15 Complaints

No changes are proposed to the Council's complaints procedure which was adopted earlier this year.

Sandy Town Council

16 Freedom of Information and Data Protection

No changes are proposed to the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act which was adopted in line with the Information Commissioner's advice following introduction of the Act. The Information Commission's advice has not been superseded.

17 Media Policy

During 2012/13 the Council has experienced publicity caused by members of the Council communicating with the local press in order to criticize the decisions of the Council or, alternative, professing to represent the Town Council or expressing personal views but styling themselves Town Councillor. In view of this experience a new media policy has been prepared for Council's consideration. The policy is based on a model widely used by many Town Councils.

Sandy Town Council News Media Policy

1 Introduction

1.1 The purpose of this policy is to define the roles and responsibilities within the council for working with the media and deals with the day-to-day relationship between the council and the media.

1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, the intention is to establish a framework for achieving an effective working relationship with the media. The council welcomes the opportunity to talk to the media and, through them, to debate issues in the public arena.

2 Aims

2.1 Sandy Town Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the council and to explain the reasons for particular policies and priorities.

2.2 The news media play an important role on behalf of the local community in holding the council to account for its policies and actions. It is important that they have access to Officers and Members and to background information to assist them in this role. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using

Sandy Town Council

other channels of communication if necessary.

3 Legal Framework

3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988 and the Localism Act 2011. The Council must also have regard to the governments Code of Recommended Practice on Local Authority Publicity. Some aspects of the Code are relevant to this policy:

- "Any publicity describing the Council's policies and aims [and the provision of services] should be as objective as possible, concentrating on facts or explanation or both."
- "Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council... should be handled with particular care. Issues must be presented clearly, fairly and as simply as possible, although councils should not oversimplify facts, issues or arguments."
- "Publicity should not attack, nor appear to undermine, generally accepted moral standards."
- "Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy."

3.2 In particular, Officers and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

3.3 Confidential documents, reports, papers and private correspondence should not be disclosed to the media. The content of letters and emails addressed to Sandy Town Council and not marked as confidential will be treated as being in the public domain and their contents may be disclosed if the contents if such disclosures do not breach the privacy of others.

3.4 If representatives of news media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.

3.5 Officers and Members must not disclose any personal or confidential information about other officers or members. This include the release of personal information, such as home address and telephone number, disciplinary procedures and long-term sickness absences that are affecting service provision. Members' details are available in the public domain and through their Members Interest declaration.

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3.6 The Town Clerk is responsible for issuing formal press releases on behalf of the Parish Council and will do this in consultation with the Town Mayor.

4.0 Contact with News Media Organisations

4.1 Statements made by the Mayor or, in the absence of the Mayor, the Town Clerk, should reflect the Council's opinion.

4.2 Other Councillors may talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council.

4.3 Caution should be exercised when submitting letters to the editor for publication in newspapers. Letters representing the views of the Council should only be submitted by the Mayor or the Clerk. If other Members choose to use the letters column to express their own opinions on Council policies, they must make it clear that the views expressed are their own and do not necessarily reflect the views of the Council or any of its Members.

4.4 At all times consideration should be given as to how the correspondence may affect the reputation of the Council. Sandy Town Council's code of conduct includes a requirement upon members not to bring the Council into disrepute.

5 Attendance of news media representatives at Town Council meetings

5.1 The Local Government Act 1972 requires that agendas, reports and minutes are sent to the media on request.

5.2 Representatives of the news media are encouraged to attend Council meetings and seating and workspace will be made available.

5.3 Any filming or taping of Council proceedings by representatives of news media or private individuals must be with prior notice to the Clerk and Chairman of the meeting.

6 Elections

6.1 The Code of Recommended Practice on Local Authority Publicity contains guidance for providing publicity for Members and for publicity around elections. The code makes it clear that Council resources should not be used on publicising individual Members unless it is relevant to the particular position they hold in the Council. These extracts from the Code illustrate the main points:-

Sandy Town Council

- “Publicity about individual councillors may include the contact details, the positions they hold in the council (for example, Chairman or Chairman of a committee), and their responsibilities. Publicity may also include information about individual councillors’ proposals, decisions and recommendations only where this is relevant to their position and responsibilities within the Council. All such publicity should be objective and explanatory, and ... personalisation of issues or personal image making should be avoided.”
- “Publicity should not be, or be liable to be misrepresented as being, party political. Whilst it may be appropriate to describe policies put forward by an individual councillor which are relevant to their position and responsibilities within the council, and to put forward their justification in defence of them, this should not be done in party political terms, using political slogans, expressly advocating policies of those of a particular party or directly attacking policies and opinions of other parties, groups or individuals.”
- “The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the election.”

6.2 In line with practice elsewhere in the country, the Council will not quote any Councillor in a news release or involve them in proactive publicity events during the election period, regardless of whether or not they are standing for election. The only exception to this (as laid down in the Code of Recommended Practice on Local Authority Publicity) is during an emergency or where there is a genuine need for a member level response to an important event outside the control of the Council. In this situation, Members holding key civic positions should be able to comment.

7 News Releases

7.1 The purpose of a news release is to make the media aware of a potential story, to provide important public information or to explain the Council’s position on a particular issue. It is the responsibility of all Officers and Members to look for opportunities where the issuing of a press release may be beneficial.

7.2. Any Officer or Member may draft a news release on behalf of Sandy Town Council, however they must all be issued by the Town Clerk in order to ensure that the principles outlined in section three

Sandy Town Council

(Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

Members are asked to consider and adopt the draft News Media Policy.

18 Calendar of Meetings

The new calendar of ordinary meetings of the full Council and committee meetings for the year ahead was approved on 22 April 2013 and included with the papers for that meeting. Members of the Development Scrutiny Committee should note that meetings may be convened to start at different times depending on the length of the agenda and must conclude by 7.30 pm.

19 Finance

- i) To approve the accounts for payment (accounts to follow).
- ii) To re-consider quotation for installation of a Loop induction system in the chamber

A second demonstration of the equipment previously demonstrated has been conducted and on this occasion appeared to be working satisfactorily as a technical change had been made. The demonstration was conducted using a device which simulated a hearing aid. This quotation is the most competitive which had been provided to the Council however, it does not include the introduction of general amplification which would benefit all users of the Chamber. Officers require further instruction as to Council's intentions.

- iii) To approve changes to banking arrangements

During 2012 the Council's Barclay's Business Saver Account was closed and replaced with a Barclay's Active Saver Account on the advice of the Barclays Relationship Manager in order to benefit from an increased rate of interest. The Council was advised that all facilities from the Business Saver would transfer to the Active Saver.

However in late March 2013 it became apparent that the sweep facility on the Business Saver had not been applied to the Active Saver account. (This was an automatic transfer system which regularly moved funds from the Business Saver to the current account whenever there was a danger of low funds in the current account.) As a consequence the current

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account was overdrawn for a period of 10 days coinciding with the Easter weekend and the financial year end. The Council has been advised that no charges will be made for this overdraft but that it is not possible to replace the sweep facility since it is not available on an Active Saver account. Therefore transfers between accounts must now be made online by the Clerk on a regular basis in accordance with the agreed bank mandate and, with the knowledge of the Mayor and Deputy Mayor, several transfers have been made since 1 April 2013. Details of all transfers will be reported to the Policy, Finance and Resources Committee on a regular basis. It is proposed that the revised financial regulations should include clear procedures for making and recording transfers between accounts for the protection of both Clerk and Council. It is stressed that the Clerk is only authorised to make on-line internal transfers between existing council accounts.

Members are asked to note these arrangements.

- iv) To consider a request from Sandy Village Hall for assistance with redecoration of the Village Hall

(correspondence attached) Members may be minded to refer this request to Seotec, Community Payback or some other volunteering agency if it is not felt that the Town Council can assist.

- v) To consider a request from Sandy And District Helping Hands Unemployment & Guidance Centre for financial assistance with replacement of boiler

(correspondence attached) Members may be minded to refer this request to Sandy Community First although this body has already made at least one grant to this organisation.

- vi) To consider a request from the Bedfordshire Regimental Memorial Appeal to contribute to fundraising for a memorial at the Tyne Cot British Military Cemetery in Belgium

The Town Council has the power to make a grant to this body using the general power of competence should members think that it is of benefit to the community. As the community grant funds are already allocated to Sandy Community First for distribution Council may wish to consider a small grant from contingency or from reserves.

Sandy Town Council

20 Mayoral Communications

16.4.13	Attended the Parish Meeting on planning and development at CBC Chicksands. The Clerk also attended.
21.4.13	Judged the Sandy Prince & Princess competitions at The Roundabout Club. Attended the Scouts St George's Day service at St Swithun's Church.
26.4.13	Attended with Mr Sutton the Mayor of Luton's Dinner Dance at the Chiltern Hotel, Luton.
27.6.13	The Mayors charity 'Sandy take-away night in and quiz event'. Attended by 64 guests and raised over £350
28.4.13	Accompanied by Mr Sutton attended the Mayor of Arlesey's Civic Service at St Peter's Church, Arlesey. Attended the Mayor of Peterborough's Grand Finale concert at the Voyager Theatre, Peterborough in the evening.
29.4.13	Chaired the Annual Parish Meeting, Sandy Upper School.
4.5.13	With Mr Sutton attended the Mayor of Leighton-Linslade's Murder Mystery Night at Leighton Buzzard Rugby Club...
5.5.13	Attended the Mayor of Dunstable's Civic Service with Mr Sutton at Priory Church of St Peter, Dunstable.
11.5.13	Attended the Mayor of Ampthill's Afternoon Tea accompanied by Mr Sutton at St Andrew's Church, Ampthill.
12.5.13	Accompanied by Mr Sutton attended HM Lord-Lieutenant of Bedfordshire's Annual Service of Thanksgiving at All Saints Church, Leighton Buzzard.

Certificates for supporting the Mayor during 2012/13 presented to:

The ATC, 1st Sandy Scout Group, Sandy Upper School, The Ukulele Group, and performers at summer garden party.

Certificates for supporting the Mayor's fundraising during

Sandy Town Council

2012/13 presented to:

China Express, USA Chicken, The Chippy, The Ghandi

Mayors award 2012/13 Youth: Jamie Bate,

Mayors award 2012/13 Senior: Doreen Lawrence

Certificates of nomination - Youth: Bradley Paterson and William Howard.

21 Disposal of Grass Cuttings at Sunderland Road

Deputy Clerk's Report

Grass Cuttings – Sandy Town Bowling Club and Sandy Cricket Club

Members may recall that the Town Council has been providing a lockable skip at Sunderland Road Recreation Ground for Sandy Town Bowling Club and Sandy Cricket Club to dispose of grass cuttings for approximately two years. This has been an additional service provided to the Cricket and Bowls Clubs and is not a requirement of the leases with these Clubs.

[Relevant Town Council Decisions:

The minutes of the Sandy Town Council held on Monday 28th February 2011, item 7. Minutes and Reports (114/10) (d) Meeting of Finance & General Purposes Committee held on Monday 21st February 2011 item 9. Correspondence with Sandy Town Bowls Club (F96/10)

Resolved: (a) That the Clerk be requested to write to the Bowling Club confirming that the fence will be treated by the DSO staff and the cost of the treatment taken from the 2011/2012 consumables budget and that the grass cutting waste will be removed from the green each week by the DSO staff.

(b) That it should also be stated that these concessions do not constitute a variation of the lease and that the Club may be asked to comply with the terms of the lease at any point in the future.

The minutes of the Planning, Parks and Open Spaces Committee held on Monday 11th April 2011. Item 7. Sunderland Road Recreation Ground (P89/10)

Resolved: (i) That Option 2 is approved for a new additional 14 cubic yard lockable skip for a temporary period (until green waste at the allotment site is taken forward with regard to composting) of up to 9 months is located adjacent to the fire road by the Old Banks Pavilion.

(ii) That the Bowls Club and Cricket Club can put green waste only in

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the skip and if either of the clubs puts any other waste in the skip a charge is put in place to cover the increased cost levied by the skip contractor.

(iii) That the Bowls Club and Cricket Club are provided with a key and they are informed that they must place the green waste in the skip and the DSO staff does not have to handle the green waste.

(iv) That the cost of the skip is funded from within the approved Open Spaces budget for 2011/12.]

The skip provider the Town Council used at Sunderland Road Recreation Ground 2012/13 has just removed its closed 6yd (only size they were able to provide) skip as it is no longer viable for them to provide a skip in this location, with the skip being emptied on three occasions in a twelve months at a cost of £153.30 in advance for each skip, a total cost to the council of £459.90 + VAT. The Bowls and Cricket Club generated 18 cubic yards of grass cuttings.

Six other local skip suppliers have been contacted but only one would hire the Town Council a closed skip.

Cost: 16 cu yard covered skip charged at £293.83 + VAT
Cost for a non-emptying month of the skip is £20.00 + VAT
Likely annual cost £513.83

It is possible therefore possible for the Town Council to continue to provide the service. However, Council should recognise that this additional cost should be added to the annual cost of supporting the two sports clubs concerned. The Council is acting above the requirements laid out in its lease whilst the clubs are not necessarily doing the same, eg the Bowls Club has not complied with the requirement to treat its fence on an annual basis.

Other options:

- 1 The Bowls Club and Cricket Club dispose of their own grass cuttings as set out in the relevant leases.
- 2 The leases are amended and the Town Council takes on responsibility for collection and removal of grass cuttings (either with or without further amendments to the leases). See below.
- 3 The Town Council grounds staff collects the grass cuttings from the Bowls Club and Cricket Club on a frequency and quantity agreed by the Town Council and disposes of them in the Council skip. Frequency and amount to be collected varies and this would take two members of the outdoor staff as the clubs currently use large dumpy bags.

Sandy Town Council

Two members of staff to travel from the depot to collect bags 2 x 10 minutes (1.75miles)

Two members of staff to load bags 2 x 10 minutes (would depend on how many and size.)

Two members of staff to travel to take the bags to Stratford Road Depot 2 x 10 minutes (1.75miles)

Two members of staff to unload the bags 2 x 5 minutes

One member of staff to return the bags to Sunderland Road 1 x 10 minutes (1.75miles)

One member of staff to unload and secure bags 1 x 5 minutes

One member of staff to return to Stratford Road Depot 1 x 10 minutes (1.75miles)

Outdoor staff time 1h 30 minutes (£12.50 per hr = £18.75)

Mileage 7 miles (45p a mile = £3.15).

In addition this would fill the Councils skip quicker, one additional skip per year £293.83 less one month of non-emptying of the Town Councils skip - £20 = £273.83.

If the task was carried out once a week forty weeks of the year

£18.75 x 40 = £750

£3.15 x 40 = £126

£273.83

Total £1,149.83

- 4 The Town Council collects the grass cuttings from the Bowls Club and Cricket Club on a frequency and quantity agreed by the Town Council and disposes of them thinly on currently unused allotment plots as a green mulch / green manure. Frequency and amount to be collected varies and this would take two members of the outdoor staff as the clubs currently use large dumpy bags. The cost of the skip would be removed, though the amount of outdoor staff time would increase and it is not clear that all the cuttings could be disposed of in this way. Members may want to consider the Town Council's Environmental Policy. This could only be a temporary one season solution as the allotment plots will not be available season after season.

To reduce some of the outdoor staff time the Council could consider purchasing a trailer for the tractor that could be dropped off once a week by the outdoor staff and the trailer then loaded by the Cricket Club and Bowls Club. The trailer could also be used by the outdoor staff for various other tasks (for example transporting of leaves and pruning's) and this would make more use of the tractor.

In view of previous history this matter has been referred to

Sandy Town Council

Council for decision rather than being dealt with by officers.

22 Minutes of Committees and Sub-committees and recommendations

To receive minutes of the following committees and sub-committees and/or (if applicable) to approve recommendations therein

1 Development Scrutiny Committee on 11 March 2013 and 25 March 2011

No recommendations

2 Policy, Finance and Resources Committee on 18 March 2013

Recommendations

- i) To recommend that a Christmas Lights Event committee is set up to plan and advise the Council on the 2013 Christmas Lights event (terms of reference and composition as reported above)
- ii) To recommend that the Mayor undertakes fundraising specifically for the Christmas Lights project
- iii) To recommend that permission was granted to the Town Team to hold two further continental markets in the Town Centre Car Park on 12th/13th July 2013 and on 8th/9th November 2013.
- iv) To recommend that permission was granted to the Town Team to hold a regular craft fayre in the Town Centre Car Park the third Saturday in the month from April to November excluding the date of the Sandy Carnival
- v) To recommend that the Town Council supported the efforts of the Town Team to promote Sandy Farmers' Market by providing an offer to new and existing stall holders that if they paid for a two month booking the third month would be free. This proposal was to apply to May, June and July 2013.
- vi) Confidential recommendation – see separate papers.

23 News Release

2 Pepys Way • Baldock • Hertfordshire • SG7 5AD • Tel / Fax (01462) 893039
E.mail: bhdesign@talk21.com • Website: www.bh-designs.co.uk

28 March 2013

Ms Delia Shephard
Town Clerk
Sandy Town Council
10 Cambridge Road
Sandy SG19 1JE

Dear Ms Shephard,

Further to my recent visits regarding the demonstrations and trials of Induction Loop Systems in the Council Chambers at Sandy Town Hall.

Please find enclosed an estimate for the Third Option using a single Boundary Microphone placed in the centre of the table

The equipment to be supplied is designed to give a constant sound output to the Loop regardless of the level of sound generated by the person/persons speaking including the Public Gallery. This will enhance considerably the quality of sound for hearing impaired people who have a hearing aid with the 'T' position facility.

The Loop System offered in the following estimate are of top quality and conform to BS6083 Part 4, DTI BR1312 & RNID specifications.

All equipment and labour is guaranteed for 12 months. Malicious damage/misuse will not be covered by guarantee.

Delivery: 2/4 weeks from receipt of order


VAT will be charged @ 20%

The enclosed estimates are valid for 90 days

Terms: 30 days

Should you have any queries or require further information please do not hesitate to contact me.

Yours sincerely



B L Howarth
Partner

**LOOP ESTIMATE FOR
SANDY TOWN COUNCIL
COUNCIL CHAMBERS
Approx 70 sq metres
OPTION THREE**

To supplying, installing and commissioning Induction Loop System comprising:

1 off	Loop Amplifier	
1 off	Junction Box (Loop)	
	Loop Cable	
1 off	Interconnect Lead (Loop)	
1 off	Boundary Microphone (Centre of Table)	
1 off	Boundary Microphone Power Supply	
1 off	Interconnect Lead (Microphone)	
1 off	Junction Box (Microphone)	
1 off	4 Way Mains Adaptor	
1 off	Cable Tidy (3m)	
	Mini Trunking	£1290.00
1 off	Loop Listener (for periodic testing of the system)	£93.00

The Loop Cable would run around the skirting board and over the top of any door frames. The colour of the cable would blend in with décor. The Loop Cable would terminate at the Loop Amplifier which would be mounted generally in the vicinity of a 13A outlet socket.

The Boundary Microphone would be placed in the centre of the table and the wire taken discretely under the table in Cable Tidy to the Loop Amplifier. From this position all the people seated at the table and in the Public area would be heard by the Hearing Aid Wearer whose Aid had the 'T' position facility.

RECEIVED
- 9 APR 2013

Sandy Village Hall

Chairman:	Mr G. Gingle	13 South Road,	Sandy, Beds SG19 1HE	Tel: 01767 221839
Secretary:	Mrs S. Hobbs	97 St. Neots Road,	Sandy, Beds SG19 1BP	Tel: 01767 220692
Treasurer:	Mr M. Reynolds	12 Powers Close,	Sandy, Beds SG19 1JS	Tel: 01767 680887
Bookings:	Mrs A. Reynolds	12 Powers Close,	Sandy, Beds SG19 1JS	Tel: 01767 680887

Charity No: 283527

V.A.T Registration No: 335 2868 43

Sandy Town Council,
10 Cambridge Road,
Sandy,
Beds SG19 1JE

8th April 2013

For the attention of Delia Shepard – Clerk to Sandy Town Council

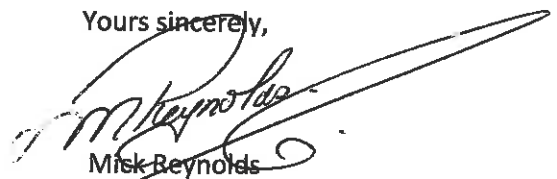
Dear Delia,

At the time of Sandy Village Hall attending a full council meeting to discover whether or not a loan request would be approved, I mentioned that you had enquired if there were any other ways STC could assist Sandy Village Hall. I made mention of several as follows:-

1. The hall/kitchen and back bar areas badly needed decoration to which you commented that some council staff had decorated the chamber and may be there was a way STC might help.
2. I commented that, in keeping with general destruction caused by vandalism, we were experiencing our fair share. We spoke of the siting of two bottle banks on wheels being used by vandals to climb up on to the roof. The solution would be to stake these bottle banks and limit their movement by a secure chain.
3. Along with item 2 above, we wished to stop vandals from climbing on to the roof by what ever means. Considerable damage over the years and the latest as recent as December costing us heavily; I asked for advice as to the legality of painting the gutters and down pipes with anti climb paint. You indicated that as part of your general liaison with Sgt Kidd you would raise this issue. I do know that some counties endorse this method as a deterrent, provided sufficient warning is displayed. I have also witnessed vandals climbing up and down from the bowls club sheds and Banks storage pavilion. To me it always seems to be the same vandals!! I have reported these to the police but all to no avail.

As I have not heard from you on any point above, I felt it should now be formally requested.

Yours sincerely,



Mick Reynolds
Hon. Treasurer

Sandy and District Helping Hands Unemployment & Guidance Centre

30A Market Square Sandy Beds. SG19 1JA

Telephone : 01767 690050 email: sandyhhcentre1@gmail.com

Web Address: <http://sites.google.com/site/sandyhelpinghandscentre/>



RECEIVED
30 APR 2013

March 2013

Dear Mayor (Sue Sutton) and Town Council

Urgent Funding

As Trustees of Sandy Helping Hands Centre we are writing to you and the Town Council to find out whether you would be kind enough to support us in buying a new boiler.

As you are probably aware Budgens generously allows us to use their premises rent-free, but unfortunately the boiler heating our premises (office) has broken and we now have to put it right at an estimate of £1,000-£2,000. Budgens have provisionally agreed to fit a new one, but as you can imagine this is a very large amount to find for a 'not-for-profit charity company'. The volunteers work extremely hard for the community and we would be very grateful if the town council would be prepared to pay something towards the costs. Budgens is considering having it fitted, if the centre can buy a new boiler and would appreciate urgent consideration of this situation. Without the costs of having a boiler fitted, the price drops to £600 (including VAT) for a new boiler, which is the best value we could find.

Owing to this, the Centre was closed over the easter period for two weeks and re-opened on Monday 8th April 2013 because of the inclement weather. However, we now need to look at finding funds to have a new boiler fitted.

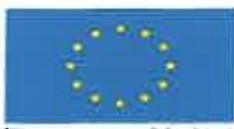
Many kind regards

R. Vollenhoven

On Behalf of Sandy Helping Hands Centre



Bedfordshire and Luton Community Foundation
Helping You To Help Others in Bedfordshire & Luton



European Union
European Social Fund
Investing in jobs and skills

Company Number 7421241
Charitable Status





Bathroom and Kitchen Installations
Commercial & Domestic Electrical Work
Heating & Plumbing
All Referb work to High Standard

Mobile: 0780 257 1151

SANDY HELPING HANDS CENTRE
30a MARKET SQUARE
SANDY BEDFORDSHIRE
SG19 1JA

11/4/13

INSTALLATION OF NEW BOILER

- Remove old boiler and electrical circuit
- Obtain new condensing boiler
- Connect to existing property heating and hot/cold pipe work
- Run condensing pipe work to waste system
- Install RF programmable room thermostat
- Commission and issue test certificates

MATERIALS & LABOUR.....£1773.67

64 Lindley Road, Stoke, Coventry, CV3 1GY

The Bedfordshire Regimental Memorial Appeal.

www.bedsregtmem.co.uk

bedsregtmem@hotmail.co.uk

RECEIVED
20 FEB 2013



C/O 40 Greycote,
Shortstown,
Bedford,
Bedfordshire,
MK420XD.

Dear Sir or Madam.

I am writing to you in the sincere hope that your council can assist me in my intention to get a memorial to the Bedfordshire Regiment erected in time for the centenary of the outbreak of the 1st World War in August 2014. I have been given permission to use a site at the entrance to the Tyne Cot British Military Cemetery visitors centre at Zonnebeke in Belgium wherein lie the graves of 18 Soldiers of the Bedfords along with the names of a further 275 engraved on the Tyne Cot Memorial to the missing which is an extension of the Menin Gate memorial to the missing at Ypres which carries the names of a further 477. The memorial will be placed along side a path which sees 1000's of visitors each year and will be alongside existing memorials to the Notts and Derby Regt (the Sherwood Foresters) and the Kings Own Yorkshire Light Infantry.

The 1st Battalion Bedfordshire Regiment were amongst the first troops to go to France in August 1914 and fought at the battles of Mons, Le Cateau, The Marne and the Aisne before moving up to the Ypres Salient and fighting at the Battles of 1st Ypres where they came across the meagre remnants of the 2nd Battalion who had come out of the line arrived from South Africa only weeks before. This series of battles was the end of the first 100,000 men of the original BEF, the "Old Contemptibles". The 4th were the special reserve that went to France in their own right as part of the Royal Naval Division. The 5th battalion were the Terriers, the Saturday afternoon soldiers of the Territorial Army who although raised for home defence signed up to a man for overseas service and lost a great many of their number at Gallipoli before moving onto Palestine and Mesopotamia. The 6th, 7th and 8th were the men of the new armies, Kitchener's men who were blooded on the Somme in 1916, many of these men are among the 800 names of the Bedfords among the 82,000 men named of the Thiepval memorial to the missing. Other battalions stayed at home and were used as feeder battalions to units at the front.

I need to raise the sum of £5000 to have this memorial manufactured, taken to Belgium and erected. I have sent letters such as this to all Borough, Town and Parish councils in Bedfordshire. I am more than willing to come along to a parish meeting and explain more fully what I am trying to achieve.

I have lived and worked in Bedfordshire all my life and have no other reason to wish to achieve this than a long interest in the 1st World War and the Bedfordshire Regiment. Almost 10,000 men passed through the Regiment between 1914 -18 with 6,500 losing their lives. There is presently no memorial anywhere in France or Belgium other than a small brass plaque in St Georges Church, Ypres and I hope you feel as I do that this needs correcting.

If you do feel would would like to contribute cheques should be made payable to Beds Regt Mem Appeal at the above address

Kindest Regards

Ian Mould.