

# 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 14 March 2016 commencing at 7.30pm.**

**Present:** Cllrs P N Aldis, P Blaine, A M Hill, W Jackson, G Leach, M Scott (Chairman) and P Sharman.

**Absent:** Cllrs Osborne, Pettitt and D Sharman.

**In attendance:** Cllr Cole, Mr C Robson (Town Clerk), Ms M Bracey (Minutes Clerk) and one member of the public.

	<i>Actions</i>
<p><b>1 Apologies for absence (68-2015/16)</b> Apologies for absence had been received from Cllrs Osborne, Pettitt and D Sharman.</p>	Admin
<p><b>2 Declarations of interest (69-2015/16)</b> i) Declarable pecuniary interests – None ii) Non pecuniary interests – Item 7 - Cllr Scott has a personal interest in Sandy Football Club and said the Mayor would take the chair if there was to be a full discussion.</p>	
<p><b>3 Minutes of previous meeting (70-2015/16)</b> <b>RESOLVED</b> to receive the minutes of the Policy, Finance and Resources Committee held on 1 February 2016 and to approve them as a correct record of proceedings.</p>	Admin
<p><b>4 Public Participation Session (71-2015/16)</b> A member of the public raised four questions on the financial papers. 1) Agenda Item 5 – Appendix II – Number 402 Administration The sentence 'Service agreements slightly over budget due to' had not been completed. The Town Clerk apologised for the error and stated that the overspend was due to increased sanitary services during the year. Number 403 - Unexpected property repairs at the Depot because of break ins.  2) Agenda Item 5 – Appendix III – Payments to Chess Limited. The Town Clerk informed the member of the public that Chess Limited were the Council's IT providers and covered IT, server, and internet and phone usage. The service will be up for review during the next financial year to ensure best value.</p>	

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- 3) The member of the public asked whether the amount paid to CBC for soil tests, related to the proposed allotment site, had been identified and whether a bill will go to CBC?  
The Town Clerk confirmed that he is in discussions with CBC.

## 5 Financial Reports (72-2015/16)

- i) A balance sheet and detailed financial report showing income and expenditure against the revenue budget for year to January 2016 had been circulated in advance of the meeting.

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**RESOLVED** to note the report.

- ii) An overview of the budget was presented by the Town Clerk.

The Town Clerk informed members that this report was compiled by the accountant who came in every month to do the accounts. The Town Clerk added to the report to provide additional information. If members wished for more information or different information to be in the report the Clerk asked that they let him know.

An overcharge on 403 will now be an undercharge as the Insurance Company has paid out for four strimmers which had been stolen. This will be reflected in the budget code.

The Town Clerk confirmed that the budget is on target for an underspend in this financial year.

A member suggested that we could save paper by arranging the financial reports differently to avoid blank spaces.

A member questioned the electricity and whether there was more than one supplier. The Town Clerk replied that steps are being taken to ensure that we are receiving the best rates. Service agreements will be reviewed in the next financial year.

A member asked about a payment made to a Council employee. This was because a fuel card did not work and the employee had to pay for it and was reimbursed. All receipts are available.

**RESOLVED** to note the report.

- iii) A schedule of payments made since previous meeting.

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

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iv) Bank reconciliations and statements.

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

## 6 Action List (73-2015/16)

The Town Clerk presented the Action List which identifies Actions from previous meetings and their status.

Sandy Green Wheel – It may take some time for BRCC to work out how much money they have received from Section 106 for the Sandy Green Wheel. They are currently dealing with it rather than CBC. BRCC will come and speak with the Council.

A member asked about the process for deleting actions on the list. The Town Clerk said that when work was completed and this had been on the action list, this item would then drop off.

A member asked about Jenkins Pavilion. The Town Council is paying CBC a fee which they in turn pay to Stevenage Leisure for the management of the building. There is an agreement with Stevenage Leisure but this has not been signed. CBC is looking to get a written agreement in place and we will keep talking to them. Once available this will come to Council for discussion.

**RESOLVED** to note the Action list.

## 7 Section 106 Developer Contributions

i) To receive a report from the Town Clerk.

The Town Clerk presented the report and clarified that the money received column was money received by CBC and not Sandy Town Council. There are two ways in which the Council can have a say on the spending of S106 funds. The Council can apply to directly draw down funds for items such as Village Halls, Cemeteries, play areas and open spaces or the Council can communicate with CBC to influence spend from S106 categories such as footpaths or cycle paths.

A member asked how was the information going out to the Village Hall and Community groups that this money is available.

The Town Clerk replied that he is getting interest already from community groups. CBC have suggested that he puts in one application covering a range of improvements to community/village halls. A member suggested that we should perhaps advertise to community groups directly as the sooner it is spent the better. The Town Clerk

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pointed out that the list is an evolving list and will change in 2016 as S106 agreements are still active.

ii) To receive and consider a S106 application support request.

A member stated he was in favour of this application but was concerned that completing the application would cause the Town Clerk more work. The Town Clerk said that he would like to go through the process of submitting the application.

**RESOLVED** that Sandy Town Council work with Sandy Football Club to complete an application for the release of developer contributions in the sum of £1,300 for the purchase of new goal posts.

**RESOLVED** That Sandy Town Council submit the application on behalf of the club as soon as possible.

## 8 **NALC Regulations (63-2015/16)**

The Town Clerk presented the report.

A member asked about 6.4 on page 10 and what would happen if the Town Clerk was unavailable. This was discussed and agreed that Financial Regulations would be changed to:

'Cheques for payment would be signed by two Councillors and the Town Clerk. If the Town Clerk should be unavailable that three Councillors sign.'

**RESOLVED** that the NALC recommendations be approved with the above amendment.

## 9 **TIC Road Sign Removal (64-2015/16)**

The Town Clerk presented the report.

A member suggested that 'stick over signs' could be put on the current signs with Sandy Town Council or Sandy Information Point on them.

A member stated that the Town Council should not be paying for the removal of these signs as the Council had not put them up.

**RESOLVED** that the Town Clerk investigate overlays for the signs on the A1 and in the Town and report back to committee.

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## **10 Link A Ride (65-15/16)**

The Town Clerk informed members that the information received from Link A Ride was requested by the Council when they had previously applied for a grant.

**RESOLVED** to note the information.

## **11 Chairman's Items**

As it was Ms Bracey's last meeting the Chair thanked her for all her hard work over the year.

## **12 Date of Next Meeting – 18 April 2016**

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