

# 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 23<sup>rd</sup> October 2023 commencing at 7.30pm.**

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

**Absent:** Cllr A Effiong

**In attendance:** Mrs N Sewell (Clerk), Cllr N Aldis and two members of the public.

The Chair asked those present to stand for a minute's silence to remember former Mayor Will Jackson who recently passed away and to inform Members that his funeral would be held at St Swithun's Church on Tuesday 7<sup>th</sup> November 2023 at 12pm.

	Actions
<p><b>1 Apologies for absence (50-2022/23)</b> Apologies were received from Cllr Effiong</p>	Admin
<p><b>2 Declarations of interest (51-2022/23)</b></p> <p>i) Disclosable Pecuniary Interest - None ii) Non-disclosable Pecuniary Interest - None iii) Dispensations – None</p>	
<p><b>3 Minutes of previous meeting (52-2022/23)</b> <b>RESOLVED</b> to receive the minutes of the meeting of Policy, Finance and Resources Committee held on Monday 4<sup>th</sup> September 2023 and to approve them as a correct record of proceedings.</p>	
<p><b>4 Public Participation Session (53-2022/23)</b> Two members of the public were present to speak on item 9 as the family related to the memorial request. As such the Chair brought Item 9 forward to be discussed before any further business.</p> <p>The applicants present re-iterated their desire to have the proposed memorial sited at the grave of their departed family member, they spoke of other memorials of similar width and height already situated in Section J of the cemetery and compared the rules of Sandy Town Council to those of Pottton and Biggleswade. They argued that as the grave was a double plot, that it would be reasonable for them to have a double sized memorial. They were not asking for this but larger than the current regulations allowed for. They stated they would be happy to pay an increased fee for this.</p>	

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## 5 Financial Reports (54-2022/23)

i) Members considered the balance sheet and detailed financial report showing income and expenditure against the revenue budget ending 31<sup>st</sup> August 2023 and 30<sup>th</sup> September 2023. The Chairman took Members through the report page by page.

**RESOLVED** to note both reports.

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 August and September 2023.

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

Cllr Sharman highlighted a payment to DSA Blinds which seemed to have been made in both August and September for the amount of £539.92. The Clerk said she would investigate and report back to members in due course.

Town Clerk

v) Bank reconciliations and statements.

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

## 6 2024/25 Budget Review (55-2022/23)

Members received a summary first draft report for 2024/25 budget from DCK.

**RESOLVED** that the information had not come early enough for Members to properly review the figures and so deferred any decisions to the next meeting of PF&R in November. The Clerk reported that the first draft detailed budget lines would be sent from the Accountant the following day (Tues 24<sup>th</sup> October) and that these would be circulated to Members as soon as they were made available.

It was also agreed that a date should be set prior to the next meeting of PF&R for Members to meet with the Accountants to go through the proposed draft budget.

Town Clerk

## 7 2024/25 Capital Expenditure (56-2022/23)

Members received a report from the Clerk setting out expected Capital Expenditure for 2024/25 with an estimated overspend

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calculation in 2023/24.

**RESOLVED** to note the report and revisit at the next stage of budget setting in November. It was agreed in principle to keep the recommended capital allocation from the revenue budget of £51,300.

Some of the projects outlined in the report were hoped to be completed and paid for from the 2023/24 budget, as listed below:

- Fallowfield Play Equipment Replacement – (£22,000.00)
- Conference/Hybrid/Accessible Meeting Technology – (estimated at £7,000).

A query was also raised regarding the estimated cost to resurface the Car Park and repair the drainage. The Clerk would investigate and report back.

Town Clerk

## 8 Cemetery Working Group Minutes (57-2022/23)

Members received the Minutes from the Cemetery Working Group meeting held on 5<sup>th</sup> September 2023.

**RESOLVED** to note the Minutes

## 9 Memorial Request (58-2022/23)

Members received a recommendation from the Cemetery Working Group to accept a resident's application to place a memorial in Sandy Cemetery that exceeds the maximum size limit set out in the Town Council's Burial Regulations for that section of the cemetery.

**RESOLVED** to agree the recommendation to allow the memorial to be placed on the grave with the suggested conditions that a charge of £279.00 be applied and all extraneous grave decorations be removed from the site by the stonemasons when installing the memorial and returned to the family accordingly. It was also **RESOLVED** that the Cemetery Working Group should review the Cemetery Regulations as soon as possible in preparation for the new extension coming on stream.

Quince Memorials

## 10 Action Plan (59-2022/23)

Members received an updated Action Plan.

**RESOLVED** to note the Action Plan. In the absence of the Admin Team Leader the Town Clerk would pick up the action to review costs and services for reporting back to PF&R on the upcoming Keyholder and alarm callout service.

Town Clerk

## 11 Improvements to Second Diesel Flatbed Vehicle (60-2022/23)

Members received a report from the Deputy Clerk regarding proposed improvements to the Council's second diesel flatbed vehicle along with advisories from the vehicle's recent MOT and a tipping ramp installed at a total cost of £6,353.64.

Deputy Clerk

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**RESOLVED** to accept the recommendation and quote in principle and that a meeting should be held between a select group of Members and the Outdoor Team to better understand issues faced by the team and the nature of their requests for better/replacement equipment.

## 12 Graffiti Removal Policy (61-2022/23)

Members received a draft policy regarding the Town Council's removal of graffiti from its assets.

**RESOLVED** to agree the draft wording and to adopt the policy with the following amendment that any works carried out to remove graffiti from the skatepark surface must adhere to the construction team's recommendations (no pressure washing to be used on the 'skate' surface of the equipment).

## 13 Winter Maintenance Policy (62-2022/23)

Members received a draft policy regarding the Town Council's Winter Maintenance and salt gritting scheme.

**RESOLVED** to adopt the Policy. A review of the policy would take place in June 2024 following one winter cycle.

Town Clerk

## 14 Emergency/Dependant's Leave Policy (63-2022/23)

Members received the NALC Model Emergency/Dependant's Leave Policy as a suggested replacement for the Town Council's current policy.

**RESOLVED** to adopt the NALC Model Policy for Emergency/Dependant's Leave.

Town Clerk

## 15 Deputy Clerk's delegated authority (64-2022/23)

Members received a request to allow the Deputy Clerk delegated authority to sign off Purchase Orders in the absence of the Town Clerk and Admin Team Leader.

**RESOLVED** to allow the Deputy Clerk delegated authority to sign off purchase orders in the absence of the Town Clerk and Admin Team Leader.

## 16 High Street Banners (65-2022/23)

Members were asked to consider the hanging of Remembrance Banners in the High Street at a cost of £300.00, which would result in an overspend of £125.00. Members were also asked to consider whether the Council wished to continue to change the lamppost banners three times in 2024 for the following occasions, D-Day, Summer Promotion, Remembrance Tide. The cost of which would come to £1,400.

**RESOLVED** to agree to the overspend for this year's Remembrance

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Banners to be hung in the High Street and to defer the decision regarding 2024 until the next PF&R meeting. To note the costs for this would come from revenue.

## 17 Depot Roof Repairs (66-2022/23)

Members received a report and quotes for essential repairs for the Depot Roof.

**RESOLVED** to agree the quote from Company A at a cost of £3,400. This would be an overspend for budget line 403 4036.

## 18 Archiving Documents (67-2022/23)

Members received a report on Archiving Works that had been carried out at the Town Council Offices by Bedfordshire Archives.

**RESOLVED** to note the report. Members queried two items on the report: the Sunderland Road Pavilion Working Group and Audit Committee, which the Deputy Clerk would investigate and report back on.

Deputy Clerk

## 19 Completion of External Audit (68-2022/23)

Members received the External Auditors Completion Report.

**RESOLVED** to note the report and agree that the Town Clerk would take steps to ensure extra checks were taken to improve the accuracy in reporting of figures; largely that all figures be checked by a second appropriate officer before forms are submitted.

Town Clerk

## 20 Grant Applications (69-2022/23)

- i) Members received a grant application from Chums for the sum of £500 to pay towards services for Babyloss Support and Childhood Trauma Support.

**RESOLVED** to agree a grant of £500.00

- ii) Members received a grant application from Biggles FM for the sum of £1,850 to pay towards running costs of the radio station.

**RESOLVED** to agree a grant of £500.00, and request that the station publicise all the Town Council's events. Members also requested a report from Biggles FM on its listener numbers.

Admin Team Leader

Admin Team Leader

## 21 Chamber Booking Extension request from You Can Do IT (70-2022/23)

Members received a request from BRCC for an extension to the hire of the Council Chamber from October 2023 to March 2024, for no charge, to enable it to continue to carry on offering it's You Can Do IT programme, offering free IT support to the residents of Sandy.

**RESOLVED** to agree the extension and to submit a press release to publicise the work of the group and partnership with the Town Council.

Community Engagement Officer.

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## **22 Chairmans Items (71-2022/23)**

There were none.

### **Date of next meeting**

Monday 20<sup>th</sup> November 2023.

Meeting ended at 21.16