

# Sandy Town Council

**Minutes of a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which was held virtually via Zoom on Monday 4 January 2021 commencing at 7.30pm.**

**Present:** Cllrs N Aldis, P Blaine, J Hewitt, A Hill, W Jackson, C Osborne (Chair), M Pettitt, M Scott and P Sharman.

**In attendance:** Cllrs Gibson, Sutton and Mr C Robson (Town Clerk).

*Actions*

**1 Apologies for absence (62-2020/21)**

Apologies were received from Cllr R. Lock.

**2 Declarations of interest (63-2020/21)**

None.

**3 Minutes of previous meeting (64-2020/21)**

**RESOLVED** to receive the minutes of the Policy, Finance and Resources Committee held on 7 December 2020 and to approve them as a correct record of proceedings subject to the following amendment

Delete the last sentence on page 5 of section 16 2020/2021 Precept and Budget. Replace with:

It was noted that the Human Resources Committee was to meet in January 2021 to discuss possible increases in staff salaries as an outcome of the appraisal process. Any impact this would have would be reported back to Full Council as part of the final approval of the budget.

**4 Public Participation Session (65-2020/21)**

There were no questions from members of the public.

**5 Financial Reports (66-2020/21)**

i) Members considered a balance sheet and detailed financial report showing income and expenditure against the revenue budget for November 2020. A Member stated that the only real concerns in the budget were utilities. The Clerk commented that the electricity budgets were under control, with the exception of the depot budget which appeared overspent due to a bill from the previous financial year. When only this year's bills are considered, expenditure is within budget. Water bills for the car park public toilets and Sunderland Road are of concern and a number of reasons have been explored. At Sunderland Road a new rain stat is to be fitted to the bowls green pump to help save water. Alternative suppliers and water usage being looked at. A leak in the ladies' public toilets at the car park has been fixed and may have accounted for a higher water bill. Under review. It was agreed to

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note the report.

ii) Members received a budget overview report for November 2020. Members reviewed the report page by page and agreed to note the report.

iii) Members scrutinised a schedule of payments made since the previous meeting. It was **RESOLVED** to approve the list of payments.

iv) It was **RESOLVED** that the Chair of Policy Finance and Resources check and approve the bank reconciliations and statements.

Cllr  
Osborne

## 6 Chapel Roof (67-2020/21)

Members received and considered quotations on repair work required for a part of flat roofing in the Cemetery Chapel. A Member commented that following the recent refurbishment work, it was important that the roof work take place as soon as possible. The Clerk commented that Companies B, C & D had good recommendations and could undertake the work for similar costs. However, Company C had identified some additional work that was included in the quote. A Member commented that they had viewed the chapel and agreed the specified work was needed.

It was **RESOLVED** that Company C's quotation for the roof repair, including fleece back lining is accepted.

Due to the need to get the work completed in a timely manner, should company C not be able to complete the work soon the Clerk was given approval to go to Company D as an alternative, subject to informing all Members of the committee.

Town  
Clerk

## 7 Energy Audit (68-2020/21)

Members received and considered a report on an energy audit for 10 Cambridge Road. A Member commented that if the Council were to take actions or recommendations forward from an energy audit report, it could create savings for the Council in the long run. Another Member commented that the reports were only worth the expenditure if they were actioned, recommendations may be expensive to implement and it was not likely the Council would be in a position in the next twelve months to incur large expenditure based on the list of other projects/expenditure previously received and the desire to keep the precept low. It was questioned whether the audit was necessary at this time.

Members responded that the process had to start somewhere and that once a report of recommendations was obtained, the Council could plan its implementation over a number of years. The energy audits formed

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part of the Council's agreed Environmental Plan and one of its agreed action points. Funds are to be saved on undertaking a carbon audit by looking at doing this in-house and Administrator A. Elliott-Flockhart and Cllr Sutton would be attending a training course on carrying out audits.

**RESOLVED** to approve quote one, that an energy audit be undertaken at a cost of £1,347.00 plus VAT and that this be funded from the current year's miscellaneous establishment costs budget (402 2020).

Admin  
Team

## 8 Riddy Fencing (69-2020/21)

Members considered a report on repairs needed to knee rail fencing in The Riddy. It was proposed and seconded that the recommendation within the report be approved. It was noted that the works would take the Nature Reserve maintenance expenditure over budget, but that this could be managed within the overall budget.

A Member queried the number of posts and railings required. The Clerk confirmed that the Grounds Team Leader had double checked and the contractor's proposal of 21 was correct.

**RESOLVED** that work to replace 21 bays of knee rail fencing within The Riddy be undertaken and that Postsaver sleeves be included for each post. That the total cost of £1,468.11 be taken from budget code 502 4037.

## 9 Circus 2021 (70-2020/21)

Members received and considered a recommendation from the Community, Services and Environment committee that the agreed May 2021 circus be charged £200 for the use of Sunderland Road Recreation Ground. This was due to uncertainty around COVID19 rules and the potential need to increase trading days to a week to allow for more shows at reduced attendance.

The Clerk informed Members that the organiser had contacted him earlier in the day to say that the circus still hoped to continue, dependent on Covid restrictions in place at the time.

It was **RESOLVED** that a flat fee of £200 be charged to the James Town Circus for use of Sunderland Road in May 2021.

## 10 2021/22 Precept and Budget (71-2020/21)

Members received the current 2021/22 budget and precept report and considered any changes needed. This was the third occasion at which the proposed 2021/22 budget had been reviewed. Members reviewed each budget line and the Clerk explained that some small changes had been made to allow for income generated from the refurbished cemetery chapel and the scheduled outdoor theatre performances in

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summer 2021.

It was **RESOLVED TO RECOMMEND** the Precept and Budget to Full Council for approval.

## 11 **Calendar of Meetings 2021/22 (72-2020/21)**

Members considered a draft calendar of meetings for the Council year 2021/22. The Clerk explained that the calendar had been difficult to set due to the need to have regular DS Committee meetings and stick to a six-week cycle of Council and other committee meetings. A couple of errors were contained within the draft schedule of meetings and it was suggested that the Clerk bring back a re-worked version to the next meeting of the committee.

Town  
Clerk

The Clerk asked if Members would object to the Human Resources Committee starting at 6:30pm/6:45pm rather than 7:30pm, if this assisted with scheduling. It was also queried if Members would object to holding a Development Scrutiny meeting before a Full Council if necessary. This was usually avoided so the minutes of the committee meeting could go to the Council meeting which followed it. Members did not object to either suggestion.

A Member of the FOSCL stated that a proposed date for the 2021 event, which would potentially mean the Chamber would be needed for storage of equipment on the Monday after the event, had not yet been decided.

## 12 **Information Security Incident Policy (73-2020/21)**

Members reviewed the Council's adopted Information Security Incident Policy. Members noted that one change had been made to the policy: that the Council's data protection officer had been named within the document.

**RESOLVED** to re-adopt the Information Security and Incident Policy.

Admin

## 13 **Chairman's Items (74-2020/21)**

There were no Chairman's Items.

## 14 **Date of Next Meeting (75-2020/21)**

It was noted that the next Policy, Finance and Resources Committee meeting will be on Monday 15<sup>th</sup> February 2021.