

# Sandy Town Council

**To: Cllrs P N Aldis, P Blaine, A Gibson, J Hewitt, A M Hill, W Jackson, T Knagg, R Lock, C Osborne, S Paterson, M Pettitt, M Scott, P Sharman, S Sutton and N Thompson**

**You are hereby summoned to attend the annual meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Thursday 6 May 2021 commencing at 7.30pm for the purpose of transacting the items of business below**

Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy  
SG19 1JE  
01767 681491  
29<sup>th</sup> April 2021

## **Notes:**

(1) Due to the current Covid-19 Coronavirus situation, the Town Council will meet virtually via Zoom (<https://zoom.us/>) as permitted in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations").

(2) Meeting ID: 293 4917 7858

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on [clerk@sandytowncouncil.gov.uk](mailto:clerk@sandytowncouncil.gov.uk) in advance for the meeting password.

(3) Members of the public wishing to address the Council during the public participation part of the formal meeting must make the Clerk aware of their intention before the meeting starts.

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THIS MEETING**

## **A G E N D A**

### **1 Election of Sandy Town Council Chairman/Mayor for 2021-22 Council year**

- i) Retiring Mayor calls for nominations and puts these to a vote.
- ii) Retiring Mayor declares result of election (which must be put to the vote even if only one nomination is made)

# Sandy Town Council

## **2 Declarations of Acceptance of Office**

- i) Newly elected Mayor will make a Declaration of Acceptance and to agree a signed Declaration which will be provided to the Clerk at a later date.
- ii) New Mayor's acceptance speech.

## **3 Vote of Thanks to Retiring Mayor**

The Mayor will call for a motion that a vote of thanks to the Retiring Mayor be recorded in the Minutes.

## **4 Election of Sandy Town Council Deputy Chairman/Deputy Town Mayor**

- i) Mayor calls for nominations and puts these to a vote.
- ii) Mayor declares result of election (which must be put to the vote even if only one nomination is made)
- iii) Newly elected Deputy Mayor will make a Declaration of Acceptance. To agree a signed Declaration which will be provided to the Clerk at a later date.

## **5 Apologies for Absence**

To receive any apologies for absence.

## **6 Declarations of interest and requests for dispensations**

*Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)*

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

- i) Disclosable Pecuniary Interests*
- ii) Non Pecuniary Interests*
- iii) Dispensations*

## **7 Public Participation Session**

To receive questions and representations from members of the public.

## **8 Minutes of previous Town Council meetings**

To receive the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 12th April 2021 and to approve them as a correct record of proceedings.

# Sandy Town Council

## 9 Appointment of Committees

To appoint the standing committees and agree terms of reference for the ensuing year;

- i) Development Scrutiny Committee
- ii) Policy, Finance and Resources Committee
- iii) Community, Services and Environment Committee
- iv) Human Resources Committee
- v) Grievance and Complaints Committee

Appendix I

## 10 Appointment of Committee Membership and Chairmanship

To appoint committee members and elect committee Chairman for the following Committees;

- i) Development Scrutiny Committee
- ii) Policy, Finance and Resources Committee
- iii) Community, Services and Environment Committee
- iv) Human Resources Committee

Appendix II

## 11 Sub-Committees and Working Groups

To appoint Working Groups and membership thereof on the following groups;

- i) Beeston Green Working Group
- ii) Beeston Allotment and Orchard Working Group
- iii) Cemetery Working Group
- iv) Community Plan Working Group
- v) Environmental Plan Working Group
- vi) Events Working Group
- vii) Leisure Services Working Group
- viii) Neighbourhood Plan Steering Group
- ix) Skatepark Project Working Group

Appendix III

## 12 Appointment of Representatives to Outside Bodies

To consider appointment of Councillors to represent the Council on outside bodies for the year 2021-2022. To Follow

## 13 Bank Signatories

To agree the signatories for 2021/22 to sign cheques on behalf of the Council. Proposals will be made at the meeting.

Current signatories;  
Cllrs Aldis, Osborne, Pettitt, Scott  
Town Clerk (Mr C Robson)  
Administration Team Leader (Mrs C Baker-Smith)

# Sandy Town Council

## **14 Review of Standing Orders and Financial Regulations**

- i) To approve the Council's Standing orders for the year 2021/22.
- ii) To approve the Council's Financial Regulations for the year 2021/22.

Previously circulated to all Members. & Available on STC website

## **15 Review of Council Policies & Procedures**

Proposal that the Council accepts its current policies and procedures but delegates to the Policy Committee to continue to review these in depth and update as required.

## **16 Direct Debits and BACS Payments**

To receive and approve regular Direct Debits or BACS payments to specific creditors.

Appendix V

## **17 Subscriptions**

To receive and note subscriptions paid by Sandy Town Council.

Appendix VI

## **18 Internal Audit**

To confirm that Haines Watts continue as the Council's internal auditor to complete second half of the 2021/22 financial year audit.

## **19 General Power of Competence**

To note that the Council has resolved its eligibility to use the General Power of Competence and will continue to be eligible until the next election when a new Council must re-new a resolution.

## **20 News Release**

## **21 Chairman's Items**

## **22 Date of Next Meeting: 28<sup>th</sup> June 2021**

## **23 CONFIDENTIAL SESSION**

### **EXCLUSION OF THE PUBLIC AND PRESS**

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960.

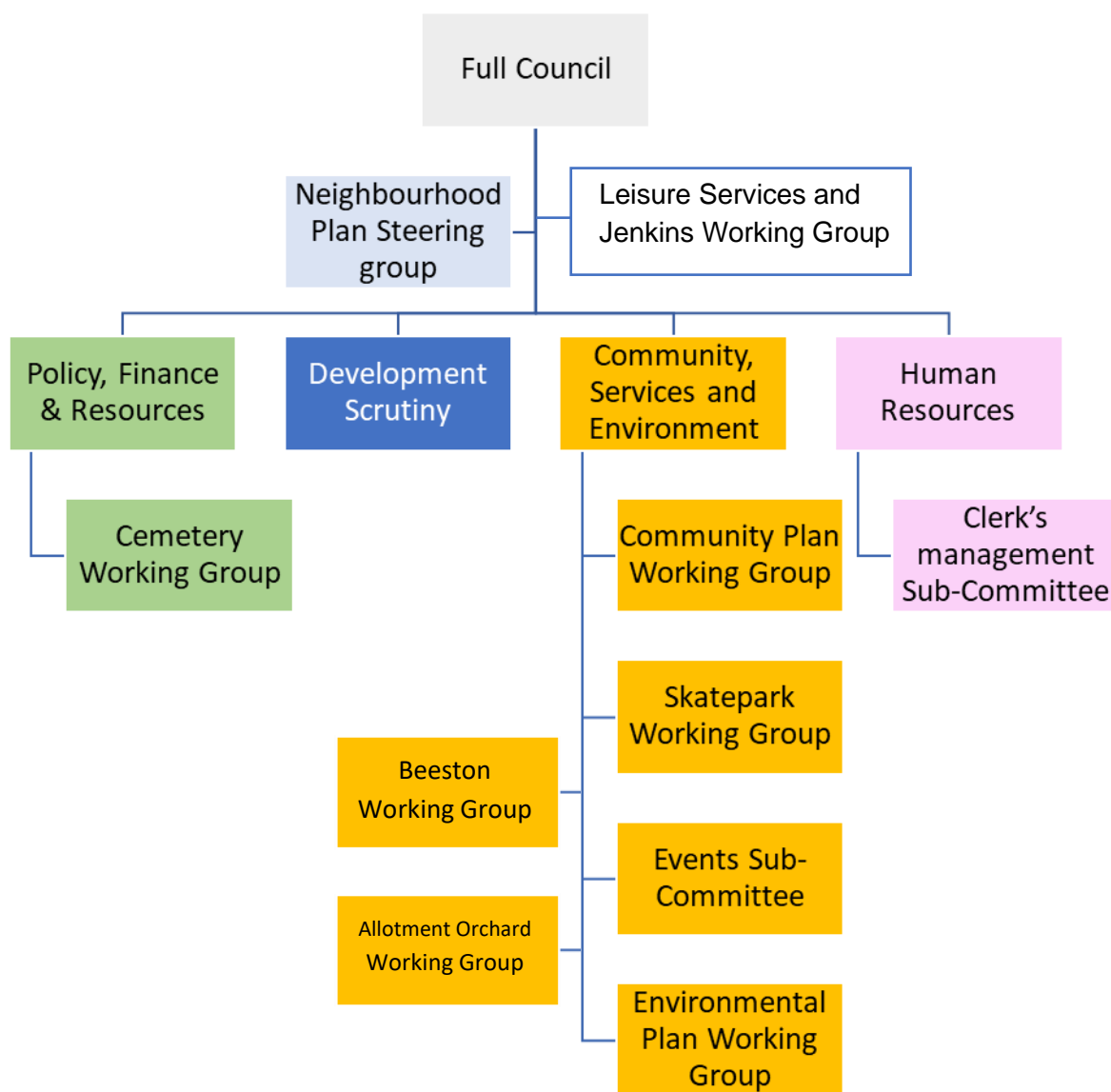
**To receive a report and recommendation from the Leisure Service Provision Working Group**

**FUNCTIONS DELEGATED TO COMMITTEES**

**DELEGATED POWERS**

Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee’s (or Sub-Committee’s/Working Group’s) delegated powers. The minutes will then record the decision as “**Resolved**”.

If the matter is not within the Committee’s delegated powers, then the minutes will show the decision as “**Recommended**”, and the matter will then be brought to the Council’s particular attention by the Chairman of the Committee at the next meeting of the Council. This item can be discussed in full by the Town Council. In any case where a Committee (or Sub-committee) Chairman and Vice Chairman is either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A delegated power need not always be exercised.



**1. DEVELOPMENT SCRUTINY COMMITTEE**

1. Membership shall comprise 10 members and the committee has delegated powers.
2. The Committee Chairman will be elected by the Full Council at the Annual Meeting of Council. The Committee shall elect a Vice Chairman at its first meeting of the Council year.
3. The committee will meet between 6:30pm and 7:30pm on a Monday evening, with the start time of each meeting to be determined by the Committee Chairman depending on the number of matters to be dealt with at the meeting.
4. The schedule of meetings will be agreed annual by the Town Council.
5. The Committee shall receive and consider all planning applications from the Local Planning Authority. Having due regard to all material considerations it shall make appropriate comments and recommendations to the Local Planning Authority. If the planning application under consideration exceeds 6 houses or concerns a major development of significance to the Town (eg supermarket) or if the application is of a sensitive nature the application shall be referred to the Town Council.
6. The Committee shall make such observations and comments as it sees fit to the Local Planning Authority in respect of planning development management enforcement matters in the town.
7. The Committee shall make such observations and recommendations as it sees fit to the Local Planning Authority in respect of planning policy matters.

**2. POLICY, FINANCE AND RESOURCES COMMITTEE**

1. Membership shall comprise 10 members. This committee has delegated powers within the terms of reference and within the current financial year's budget.
2. The Committee Chairman will be elected by the Full Council at the Annual Meeting of Council. The Committee shall elect a Vice Chairman at its first meeting of the Council year.
3. The committee will meet at 7:30pm on a Monday evening
4. The schedule of meetings will be agreed annual by the Town Council.
5. The Committee shall propose, monitor and review such policies as the Committee considers necessary to achieve the Council's long term aims and objectives and satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness.
6. The Committee shall monitor and review the management of the Council's assets, including the total level of expenditure of the Council reporting this to Council as necessary and shall advise the Council generally as to its financial and economic policies and as to the allocation and control of its financial resources.

- a. The committee shall receive bi-monthly reports from the Responsible Finance Officer on the budget to date and shall review income and expenditure against budget at each meeting.
- b. The committee shall make recommendations to Council on:-
  - the annual estimates of revenue and capital expenditure
  - the management of the Council's finances and the budgetary framework and processes
7. The committee shall monitor annually the performance and effectiveness of external and internal auditors, and make recommendations to the Council concerning audits where appropriate.
8. The committee shall monitor the implementation of agreed audit-based recommendations.
9. The committee shall report to the Council its recommendations on all issues relating to risk management and internal controls and shall review the Council's Risk Register, Risk Policy and corporate risk management.
10. The committee shall consider the Council's annual financial statements, the auditors' formal opinions, Members' responsibilities and the review of effectiveness of internal controls before recommending these to Council.
11. The committee shall oversee the Council's policy on fraud and irregularity including being notified of any action taken under that policy.
12. The committee shall oversee the Council's governance arrangements including arrangements for the conduct of reviews of the effectiveness of the Town Council.
13. The committee shall monitor and review all aspects of the Council's Health and Safety Management system and make recommendations to Council about the provision of specialist Health and Safety support services.
14. The committee shall prepare any emergency planning strategies or arrangements for recommendation to the Council.
15. The committee will consider and approve recommendations and quotations for required works or purchases in line with the Council's Financial Regulations.
16. The committee will consider and approve grant applications submitted to the Council.

**3. COMMUNITY SERVICES AND ENVIRONMENT COMMITTEE**

1. Membership shall comprise 10 members. This committee has delegated powers within the terms of reference and within the current financial year's budget.
2. The Committee shall elect a Vice Chairman for each civic year.
3. The committee will meet at 7:30pm on a Monday evening
4. The schedule of meetings will be agreed annual by the Town Council.
5. The committee shall propose, monitor and review such services and activities of the Council as the Committee considers necessary to achieve the Council's long term aims and objectives.
6. The committee shall review the Council's play areas to ensure that all play areas and equipment and the skate park are safe and fit for purpose and shall investigate grants to provide new play equipment when needed.
7. The committee shall review all the public open spaces owned or managed by the Town Council and consider matters around grass cutting, waste, maintenance and enhancements for public spaces.
8. The committee shall endeavour to provide adequate allotment provision for the whole community of Sandy.
9. The committee shall review, monitor and maintain The Pinnacle and The Riddy nature reserve, overseeing relevant agreements with specialist service providers.
10. The committee shall review, monitor and maintain the footway lighting provided by the Town Council as well as all street furniture including litter bins, seats and planters.
11. The committee shall take action to enhance the environment of the town and shall use the planting budget allocated on an annual basis to make provision for horticultural decorations within the town.
12. The committee shall consider additional service provision to meet the needs of the Town and to promote the Town of Sandy.
13. The committee shall monitor and promote participation in civic events, Town Centre events and annual town events and discharge this function via the its Events Working Group.
14. The committee shall monitor the community engagement strategy to the Council and shall review, monitor and oversee the Town Council's publications scheme and all publicity materials save the Annual Report.
15. To consider and promote participation in national events.



**4. HUMAN RESOURCES COMMITTEE****1.1 Purpose of the Committee**

**1.1.2** This committee is appointed to make decisions about all staffing matters subject to budget and expenditure limits decided by the PF&R committee and has delegated powers within these limits. Membership shall comprise 7 members and the committee will report to the Town Council.

**1.1.3** The meetings of the committee will be open to members of the public but in practice in order to comply with the requirements of the Data Protection Act 1998 many items of business may be considered as confidential items.

**1.2 Operation**

**1.2.1** The committee will meet no less than 4 times per year in line with the published schedule and receive reports as described in the schedule. The Council will elect a committee Chairman each year and the committee will appoint a vice-chairman for each civic year.

**1.3 Terms of reference**

**1.3.1** Membership shall comprise 7 members. This committee has delegated powers within the terms of reference and within the current financial year's budget.

**1.3.2** The Committee shall elect a Vice Chairman each year civic year.

**1.3.3** To establish and keep under review the staffing structure of the council in consultation with the PF&R Committee.

**1.3.4** To draft, implement and monitor and review staff policies and to make recommendations regarding the outsourcing of specialist HR advice.

**1.3.5** To establish and review salary pay scales for all staff and to be responsible for their administration; also to make recommendations on staffing related expenditure to the PF&R Committee.

**1.3.6** To oversee the recruitment and appointment of staff.

**1.3.7** To keep under review staff working conditions and the health and safety at work of all council employees.

**1.3.8** To consider any appeal against a decision in respect of pay.

**1.3.9** To establish and review performance management systems, including annual appraisals and to make arrangements for the annual appraisal of the Clerk.

**1.3.10** To oversee any process leading to dismissal of staff (including redundancy)

**1.3.11** To consider grievances and disciplinary matters.

**1.3.12** To oversee the work of the Clerk and to handle grievance and disciplinary matters and pay disputes.

**1.4 Town Clerk's Responsibilities in relation to Human Resources**

1.4.1 The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:

- the employment of temporary employees
- the employment of permanent employees in conjunction with members of the Human Resource Committee
- control of staff performance and discipline, including the power of temporary suspension from duties
- monitoring, management and reporting of regular or sustained staff absence
- payment of expenses and allowances in accordance with the Council's agreed policies
- to present to the Human Resources Committee recommendations for employees' increments, in accordance with the Council's staff appraisal system
- the Town Clerk will also report on HR matters to the Human Resources Committee

## AGENDA ITEM 10

## APPENDIX II

### SANDY TOWN COUNCIL

#### 2021 / 2022 Standing Committee Membership

The below tables show 2020/21 committee Membership and those councillors who have indicated a wish to serve on committees for the forthcoming 2021/22 Council year. Where more than 10 Members wish to serve on a committee (or 7 in the case of the Human Resources Committee) Members will need to be elected to the committee.

Community, Services & Environment Committee			Development Scrutiny Committee			Policy, Finance and Resources Committee			Human Resources Committee		
	2020/21 Membership	Wish to serve in 2021/22		2020/21 Membership	Wish to serve in 2021/22		2020/21 Membership	Wish to serve in 2021/22		2020/21 Membership	wish to serve in 2021/22
1	Aldis	Aldis	1	Gibson	Gibson	1	Aldis	Aldis	1	Aldis	Aldis
2	Blaine	Blaine	2	Hewitt	Hewitt	2	Blaine (VC)	Blaine	2	Blaine	Blaine
3	Gibson (VC)	Gibson	3	Jackson	Jackson	3	Hewitt	Hewitt	3	Hill (C)	Hill
4	Hill	Hill	4	Knagg (VC)	Knagg	4	Hill	Hill	4	Jackson (VC)	Jackson
5	Knagg	Knagg	5	Lock	-	5	Jackson	Jackson	5	Osborne	Osborne
6	Osborne	Osborne	6	Paterson	Patterson	6	Lock	Lock	6	Pettitt	Pettitt
7	Paterson	Paterson	7	Pettitt	Pettitt	7	Osborne (C)	Osborne	7	Sutton	Sutton
8	Scott	Scott	8	Sharman (C)	Sharman	8	Pettitt	Pettitt	8		Knagg
9	Sutton (C)	Sutton	9	Sutton	Sutton	9	Scott	Scott	9		Paterson
10	Thompson		10	Thompson		10	Sharman	Sharman	<b>To.</b>	<b>7</b>	<b>9</b>
11		Lock	11			11					
12			12			12					
13			13			13					
14			14			14					
15			15			15					
<b>To.</b>	<b>10</b>	<b>10</b>	<b>To.</b>	<b>10</b>	<b>8</b>	<b>To.</b>	<b>10</b>	<b>10</b>			

One Councillor response outstanding at time of issuing agenda.

## SANDY TOWN COUNCIL

## 2021 / 2022 Sub-Committee and Working Group Membership

The below tables show 2020/21 membership and those councillors who have indicated a wish to serve on committees for the forthcoming 2021/22 Council year.

<b>Beeston Green Working Group</b>		
	<b>2020/21 Membership</b>	<b>Wish to serve in 2021/22</b>
1	Cllr Hill	Cllr Hill
2	Cllr Scott	Cllr Scott
3	CBC Cllr Stock	Cllr Stock

<b>Beeston Allotment and Orchard</b>		
	<b>2020/21 Membership</b>	<b>Wish to serve in 2021/22</b>
1	Gibson	Gibson
2	Hill	Hill
3	Scott	Scott
4	Sutton	Sutton

<b>Cemetery Working Group</b>		
	<b>2020/21 Membership</b>	<b>Wish to serve in 2021/22</b>
1	Cllr Gibson	Cllr Gibson
2	Cllr Jackson	
3	Cllr Pettitt	Cllr Pettitt
4	Cllr Scott	Cllr Scott
5	Cllr Sharman	Cllr Sharman
6	Cllr Sutton	Cllr Sutton

<b>Community Plan</b>		
	<b>2020/21 Membership</b>	<b>Wish to serve in 2021/22</b>
1	Cllr Aldis	Cllr Aldis
2	Cllr Blaine	
3	Cllr Hill	
4	Cllr Jackson	
5	Cllr Osborne	Cllr Osborne
6	Cllr Pettitt	
7	Cllr Scott	
8		Cllr Gibson
9		Cllr Lock

<b>Environmental Plan Working Group</b>		
	<b>2020/21 Membership</b>	<b>Indicated wish to serve in 2021/22</b>
1	Cllr Aldis	Cllr Aldis
2	Cllr Blaine	Cllr Blaine
3	Cllr Hill	Cllr Hill
4	Cllr Sutton	Cllr Sutton
5		Cllr Scott

<b>Events Sub-Committee</b>		
	<b>2020/21 Membership</b>	<b>Wish to serve in 2021/22</b>
1	Cllr Aldis	
2	Cllr Gibson	Cllr Gibson
3	Cllr Scott	
4	Cllr Sutton	Cllr Sutton
5	Cllr Thompson	

<b>Leisure Services/Jenkins Extension</b>		
	<b>2020/21 Membership</b>	<b>Indicated wish to serve in 2021/22</b>
1	Cllr Blaine	Cllr Blaine
2	Cllr Hewitt	Cllr Hewitt
3	Cllr Hill	Cllr Hill
4	Cllr Osborne	
5	Cllr Pettitt	Cllr Pettitt
6		Cllr Aldis
7		Cllr Knagg
8		Cllr Scott

<b>Neighbourhood Plan</b>		
	<b>2020/21 Membership</b>	<b>Wish to serve in 2021/22</b>
1	Cllr Aldis	Cllr Aldis
2	Cllr Gibson	Cllr Gibson
3	Cllr Hewitt	Cllr Hewitt
4	Cllr Lock	Cllr Lock

<b>Skatepark Project Working Group</b>		
	<b>2020/21 Membership</b>	<b>Wish to serve in 2021/22</b>
1	Cllr Aldis	Cllr Aldis
2	Cllr Hewitt	Cllr Hewitt
3	Cllr Knagg	Cllr Knagg
4	Cllr Lock	Cllr Lock
5	Cllr Paterson	Cllr Paterson
6		Cllr Scott

## **AGENDA ITEM 11**

### **SANDY TOWN COUNCIL WORKING GROUPS TERMS OF REFERENCE – 2021/2022**

#### **i) BEESTON GREEN WORKING GROUP**

##### **1.1 Functions**

- 1.1.1 To consider and advise the Council on matters related to the Council owned Beeston Village Green.
- 1.1.2 To develop and recommend to Council the Beeston Green Management plan and monitor the actions within the Plan.
- 1.1.3 To review the adopted plan and recommend any required updates and changes to the Community, Services and Environment Committee.
- 1.1.4 Where appropriate to promote the community plan to partners, stakeholders and the public.

##### **1.2 Operation**

- 1.2.1 The Beeston Working Group will meet as and when it is required throughout the year.

##### **1.3 Terms of Reference**

- 1.3.1 The Community Plan Working Group reports to the Community Services and Environment Committee.
- 1.3.2 Membership shall comprise of at least three Councillors.
- 1.3.3 Membership shall be agreed on an annual basis at the annual meeting of the council held in May.
- 1.3.4 The Working Group shall elect its own Chair on an annual basis.
- 1.3.5 The Working Group is able to invite persons other than members of the Council to participate in meetings.
- 1.3.6 The Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- 1.3.7 Meetings of the Working Group are not usually but may be public meetings.

## **AGENDA ITEM 11**

### **ii) BEESTON ALLOTMENT AND ORCHARD WORKING GROUP**

#### **1.1 Functions**

- 1.1.1 To consider and make recommendations to the Council on the lease agreement to be set up between the Town Council and Central Bedfordshire Council for community land in Beeston.
- 1.1.2 To review the site and recommend initial priority actions to be taken once the site is leased by the Council.
- 1.1.3 To consider the site and how it can be set up as allotments and a community orchard. To develop and recommend to Council a project plan, costings and resources.
- 1.1.4 To consider the future management and running of the site and make recommendations to the Council on how the site will be operated.
- 1.1.5 To explore any potential funding opportunities to support development of the site and make any grant applications, subject to approval by the Policy, Finance and Resources Committee.

#### **1.2 Operation**

- 1.2.1 The Allotment and Orchard Working Group will meet as and when it is required throughout the year.

#### **1.3 Terms of Reference**

- 1.3.1 The Community Plan Working Group reports to the Community Services and Environment Committee.
- 1.3.2 Membership shall comprise of at least three Councillors.
- 1.3.3 Membership shall be agreed on an annual basis at the annual meeting of the council held in May.
- 1.3.4 The Working Group shall elect its own Chair on an annual basis.
- 1.3.5 The Working Group is able to invite persons other than members of the Council to participate in meetings.
- 1.3.6 The Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- 1.3.7 Meetings of the Working Group are not usually but may be public meetings.

## **AGENDA ITEM 11**

### **iii) CEMETERY AND COUNCIL DEPOT SUB-COMMITTEE**

#### **1.1 Functions**

- 1.1.1 To review and recommend revisions or amendments to the Council's burial regulations.
- 1.1.2 To consider and make recommendations on the ongoing management of the existing cemetery.
- 1.1.3 To consider and make recommendations on the cemetery chapel.
- 1.1.4 To consider and determine matters surrounding the development of a new cemetery and Council depot, including but not restricted to:
  - a. Environmental matters
  - b. Policy matters
  - c. Visual impact matters
  - d. Design matters
  - e. Public consultation matters
  - f. Operation and management of the new cemetery, car park, public toilet and council depot building.
- 1.1.5 To work with the Clerk to manage and progress the building and completion of the cemetery extension, car park and depot building in line with the tender approved by the Full Council.

#### **1.2 Operation**

- 1.2.1 The Cemetery Working Group will meet as and when it is required throughout the year.

#### **1.3 Terms of Reference**

- 1.3.1 The Cemetery Working Group reports to the Policy, Finance and Resources Committee.
- 1.3.2 Membership shall comprise of at least five Councillors, with a quorum of three Councillors. Membership shall be agreed on an annual basis at the annual meeting of the council held in May.
- 1.3.4 The Cemetery Working Group shall elect its own Chair on an annual basis.
- 1.3.5 The Cemetery Working Group is able to invite persons other than members of the Council to participate in meetings.
- 1.3.6 The Cemetery Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- 1.3.7 The group shall provide reports to the parent body in the following manner:
  - a. Reporting on relevant issues
  - b. Reporting on suggested improvements to the cemetery
  - c. Reporting on development of the new cemetery and depot build
  - d. Any other cemetery related matters/projects which may be assigned to the group by the Policy, Finance and Resources Committee.
- 1.3.8 Meetings of the Working Group are not usually but may be public meetings.

## **AGENDA ITEM 11**

### **iv) COMMUNITY PLAN WORKING GROUP**

#### **1.1 Functions**

- 1.1.1 To monitor and update actions with the Council's adopted Community Plan.
- 1.1.2 To review the adopted community plan and recommend any required updates and changes to the Community, Services and Environment Committee.
- 1.1.3 Where appropriate to promote the community plan to partners, stakeholders and the public.

#### **1.2 Operation**

- 1.2.1 The Community Plan Working Group will meet as and when it is required throughout the year.

#### **1.3 Terms of Reference**

- 1.3.1 The Community Plan Working Group reports to the Community Services and Environment Committee.
- 1.3.2 Membership shall comprise of at least five Councillors, with a quorum of three Councillors.
- 1.3.3 Membership shall be agreed on an annual basis at the annual meeting of the council held in May.
- 1.3.4 The Working Group shall elect its own Chair on an annual basis.
- 1.3.5 The Working Group is able to invite persons other than members of the Council to participate in meetings.
- 1.3.6 The Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- 1.3.7 Meetings of the Working Group are not usually but may be public meetings.



## **AGENDA ITEM 11**

### **v) ENVIRONMENTAL PLAN WORKING GROUP**

#### **1.1 Functions**

- 1.1.1 To monitor, progress and update actions with the Council's adopted Environmental Plan.
- 1.1.2 To agree the Council's priority environmental actions from those agreed within the Environmental Plan.
- 1.1.3 To review the adopted plan and recommend any required updates and changes to the Community, Services and Environment Committee.
- 1.1.4 Where appropriate to promote the community plan to partners, stakeholders and the public.
- 1.1.5 To consider any further environmental concerns or opportunities raised with the Council and make recommendations to the parent committee.

#### **1.2 Operation**

- 1.2.1 The Community Plan Working Group will meet as and when it is required throughout the year.

#### **1.3 Terms of Reference**

- 1.3.1 The Community Plan Working Group reports to the Community Services and Environment Committee.
- 1.3.2 Membership shall comprise of at least five Councillors, with a quorum of three Councillors.
- 1.3.3 Membership shall be agreed on an annual basis at the Annual Meeting of the Council held in May.
- 1.3.4 The Working Group shall elect its own Chair on an annual basis.
- 1.3.5 The Working Group is able to invite persons other than members of the Council to participate in meetings.
- 1.3.6 The Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- 1.3.7 Meetings of the working group are not usually but may be public meetings.

## **AGENDA ITEM 11**

### **vi) EVENTS WORKING GROUP**

#### **1.1 Functions:**

- 1.1.1 To consider and approve/decline applications for use of Council land for one of small events (such as bootcamps, markets and private parties). Consideration of such requests must be in line with relevant policies and procedures, such as the Beeston Green Management plan or lettings policy.
- 1.1.2 To consider and manage any Council involvement or attendance at events within the town which are run by other groups/organisations.
- 1.1.3 To work with the Royal British Legion on the organisation and management of the annual Remembrance Day parade and advise the Council of arrangements.
- 1.1.4 To consider and propose one off Council events throughout the year.
- 1.1.5 To organise, set up and manage any such agreed Council events.
- 1.1.6 To consider all aspects relating to planning and hosting of council events, including health and safety requirements.
- 1.1.7 To monitor and review any council events.
- 1.1.8 To consider and propose suitable funding for events from the Policy, Finance and Resources Committee during the financial year.
- 1.1.9 To consider any budget requirements for future financial years ahead of the annual precept and feedback to the Policy, Finance and Resources Committee accordingly.
- 1.1.10 To report to the Community Services Environment Committee on its activities.

#### **1.2 Operation**

- 1.2.1 The Events Working Group will meet as and when it is required throughout the year.

#### **1.3 Terms of Reference**

- 1.3.1 The Events Working Group reports to the Community Services and Environment Committee.
- 1.3.2 Membership shall comprise of up to five Councillors.
- 1.3.3 Membership shall be agreed on an annual basis at the annual meeting of the council held in May.
- 1.3.4 The Events Working Group shall elect its own Chair on an annual basis.
- 1.3.5 The Events Working Group is able to invite persons other than members of the Council to participate in meetings and the organising and running of events on the Council's behalf. (*e.g. Royal British Legion, St Swithun's church*)
- 1.3.6 The Events Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- 1.3.7 Delegated authority is given to the Town Clerk, Chair of the Working Group and the Deputy Chair of the Working Group to take decisions on the arrangements for council events in conjunction with Members on the Working Group.

## **AGENDA ITEM 11**

- 1.3.8 Financial expenditure above £500 for any Council event must be approved by the Policy, Finance and Resources Committee.
- 1.3.9 Where expenditure is less than £500 the Clerk has delegated authority to approve event related expenditure requested by the Working Group from the Council's Community Event Support budget. All expenditure must be reported to the Policy, Finance and Resources Committee.
- 1.3.10 Meetings of the working group are not usually but may be public meetings.

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### **vii) LEISURE SERVICES WORKING GROUP**

#### **1.1 Functions**

- 1.1.1 To consider information, proposals, or questions from Central Bedfordshire Council in relation to leisure provision in Sandy and to recommend to the Full Council any response to be given by Sandy Town Council.
- 1.1.2 To work with offices and Councillors of Central Bedfordshire Council to understand proposals for future leisure provision in Sandy and keep the Town Council updated on proposals and progress.
- 1.1.3 To represent the Council's views in any discussions, meetings, or partnership work with Central Bedfordshire Council and to report back to the Full Council accordingly.
- 1.1.4 To work with leisure service partners to establish a communication strategy on leisure services to be recommended to the Council.
- 1.1.5 To consider any management or policy matters linked to any leisure services proposals from Central Bedfordshire Council and make recommendations to the Full Council.

#### **1.2 Operation**

- 1.2.1 The Leisure Services Working Group will meet as and when it is required throughout the year.

#### **1.3 Terms of Reference**

- 1.3.1 The Leisure Services Working Group reports to the Full Council.
- 1.3.2 Membership shall comprise of at least five Councillors, with a quorum of three Councillors.
- 1.3.3 Membership shall be agreed on an annual basis at the annual meeting of the council held in May. The Working Group shall elect its own Chair on an annual basis.
- 1.3.5 The Working Group is able to invite persons other than members of the Council to participate in meetings.
- 1.3.6 The Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- 1.3.7 Meetings of the Working Group are not public meetings.
- 1.3.8 The group does not have delegated powers to make decisions on behalf of the Town Council without the establishing body's sanction to a change ToRs.

## **AGENDA ITEM 11**

### **viii) NEIGHBOURHOOD PLAN STEERING COMMITTEE**

#### **1.1 Background**

- 1.1.1 Sandy Town Council is the qualifying body for the preparation of a Sandy Neighbourhood Development Plan (henceforth referred to as the “NP”) for the parish of Sandy.
- 1.1.2 Sandy Town Council resolved to prepare an NP at the meeting of the Full Council on 28<sup>th</sup> September 2020, covering the entire area of the parish of Sandy (the “Plan Area”).
- 1.1.3 Sandy Town Council has notified Central Bedfordshire Council its intent to prepare an NP in consultation with:
- The residents of Sandy
  - Organisations employing persons within the Plan Area
  - Organisations that enhance Sandy such as BRCC, Greensand Country Landscape Partnership
- 1.1.4 Sandy Town Council will be the body that formally submits the NP to CBC.
- 1.1.5. The NP will seek to:
- Provide a framework for future development and land use within the Plan Area
  - Set planning policies that accord with adopted policy at the national, county and district level, but which recognise the specific character of Sandy and preserve or enhance the quality of life within the Plan Area
- 1.1.6 Sandy Town Council has agreed to establish a Steering Group to lead the preparation of the NP.

#### **1.2 Purpose**

- 1.2.1 The Steering Group is a working party of Full Council and will work within the relevant Town Council Standing Orders.
- 1.2.2 The Steering Group will lead the NP preparation process, including project management and decision making.
- 1.2.3 The Steering Group will:
- Promote the process of preparing the Neighbourhood Plan and encourage Sandy residents, employers and service providers to participate and provide their views and opinions on the specific topics which are covered during the preparation of the plan.
- Report to the Full Council at every meeting on the progress of the NP project and seek to gain input and agreement regularly to ensure that there is understanding and alignment at key decision points in the process.
- Refer all items of expenditure, outside an approved budget, to Full Council.

## **AGENDA ITEM 11**

- Work with and manage any appointed contractors or supporting bodies as agreed by the Town Council
- Prepare a budget for the NP process for each financial year for consideration in the Town Council's annual budget setting.
- Liaise with Central Bedfordshire Council (CBC) as required.
- Hold public, employer and service provider consultation events and analyse the responses received to inform the NP preparation.
- Gather and assess evidence about the needs and aspirations of Sandy.
- Determine the number of topic areas to be addressed in the preparation of the NP.
- Establish, and approve the terms of reference of, working parties for each policy area. The working parties will consult on, consider and develop policies in that area that are considered appropriate for incorporation in the draft NP.
- Retain oversight of the working parties and ensure that the outputs of individual working parties are in accordance with adopted policy and do not contradict each other. Where an individual policy could reasonably be considered by more than one working party, the Steering Group will coordinate and direct those working parties to ensure co-operation in the consideration of that policy.
- Approve all reports and consultation documents before they are issued.
- Agree, subject to ratification by Full Council, the final submission version of the NP.
- Support Sandy Town Council and CBC during the referendum process.

### **1.3 Membership**

- 1.3.1 The Steering Group will select its own Chairman.
- 1.3.2 Members will either be Sandy Town Councillors, residents or people who work in Sandy or representatives of organisations that enhance Sandy as in 1.1.3.
- 1.3.3 The Steering Group will have no specified upper limited of membership.
- 1.3.4 Members are volunteers and may chose to leave during the project. At which time a new Member may be appointed.

### **1.4 Obligations of the Steering Group Members**

- 1.4.1 Steering Group members shall:

## **AGENDA ITEM 11**

- Work together for the benefit of Sandy.
- Abide by the Localism Act and Sandy Town Council's Code of Conduct.
- Declare any pecuniary or personal interests that may be perceived as being relevant to any decisions or recommendations made by the group, including membership of any organisation, any ownership or interest in land or businesses (directly or indirectly) within the Plan Area or any other matter likely to be relevant to the work undertaken by the Steering Group. Such declarations are to be recorded and made publicly available.
- Ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process.

### **1.5 Frequency, Timing and Procedure of Meetings**

- 1.5.1 The Steering Group will meet at monthly intervals.
- 1.5.2 The Steering Group shall keep minutes of meetings which will be open to public scrutiny. These will be published on the Town Council website, once they have been approved by the Steering Group.
- 1.5.3 Any decisions taken by the Steering Group, other than those delegated to appointed officers, will be carried if the majority (more than 50%) are in favour at any given meeting. The Chairman shall have the casting vote where the vote is equal.
- 1.5.4 Notices, Agendas, Minutes and associated papers will be emailed to all Steering Group members.
- 1.5.5 The Steering Group shall be quorate provided that:
- At least 3 members or a third of the group are present.
  - One of the members present is a member of Sandy Town Council
  - The meeting has been properly convened.
  - Outside persons, including planning consultants may attend by invitation and participate in Steering Group meetings, but may not vote.
  - These Terms of Reference will be reviewed throughout the project and amended as required by the Steering Group or Full Council.

### **1.6 Tenure**

- 1.6.1 The Steering Group, in its present form, shall continue to operate for three years or until the NP is adopted or rejected in referendum, whichever is the sooner. In the event that the referendum is rejected the Steering Group will continue to meet until such time as the referendum is adopted or a new Steering Group is appointed. At that stage the TC will form appropriate implementation body.

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### ix) **SKATEPARK PROJECT WORKING GROUP**

#### **1.1 Function**

- 1.1.1 To support Sandy Town Council's ambitions to create a new skatepark facility in Sandy and make recommendations to the Council on the development, design and funding of the facility.
- 1.1.2 To develop a skatepark project plan and associated actions for agreement by the Community, Services and Environment Committee.
- 1.1.3 To regularly monitor and progress action points within the agreed Skatepark project plan and update the Community, Services and Environment Committee.
- 1.1.4 To liaise with the Sandy Skatepark Charity as necessary.
- 1.1.5 To identify funding opportunities for a new skatepark facility and make applications for grant funding on behalf of the Council, if approved to do so by the Community, Services and Environment Committee.
- 1.1.6 To meet with or invite experts/professionals as required.
- 1.1.7 At time agreed by the Council, to develop a tender document for a new skatepark at the appropriate time for review and agreement by the Council.
- 1.1.8 To carry out the tender review process and make recommendations to the Council.
- 1.1.9 To work with an appointed contractor on the design and development of the skatepark.
- 1.1.10 To consult and work with residents on the design and development of the skatepark.
- 1.1.11 To ensure key target demographics are involved in consultation on the design of the skatepark.
- 1.1.12 To make recommendations to the Council on design and development.
- 1.1.13 To promote the skatepark project plan and the Council's ambitions for a new facility to partners, stakeholders and the public.
- 1.1.14 To make recommendations on management and maintenance of a skate park.

#### **2.1 Membership**

- 2.1.1 Membership shall comprise of at least five Councillors, with a quorum of three Councillors. Following initial appointment in January 2021, Membership



## AGENDA ITEM 11

shall be agreed on an annual basis at the annual meeting of the council held in May.

- 2.1.2 The Working Group can include residents, professionals or other individuals that will help in meeting its functions, including that of engaging its target demographics.

### **3.1 Operation**

- 3.1 The Skatepark Project Working Group will meet as and when it is required throughout the year.

### **4.1 Terms of Reference**

- 4.1.2 The Skatepark Project Working Group reports to the Community Services and Environment Committee.
- 4.1.3 The Working Group shall elect its own Chair on an annual basis.
- 4.1.4 The Working Group has no formal decision-making authority on operational matters or budget expenditure but acts as a discussion forum making recommendations to the Community, Service and Environment Committee.
- 4.1.5 The Working Group is able to invite persons other than members of the Council to participate in meetings.
- 4.1.6 The Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- 4.1.7 Meetings of the Working Group are not usually, but may be, public meetings.

## SANDY TOWN COUNCIL

DATE: 6 May 2021

AUTHOR: Carol Baker-Smith, Administration Team Leader

SUBJECT: Authorisation to pay by Direct Debit or BACS

## 1. Summary

As per the Council's Standing Orders, payments to creditors are made by cheque unless an alternative method is authorised. There are several of the Council's creditors which are paid by direct debit or regular BACS payments due to that creditor's particular requirement and the frequency in which payments are made for ongoing services. Members are asked to approve the Council's Direct Debits.

## 2. Direct Debits

Name of Company	Service	Cost (£)	Frequency
Zoom	Hosting of zoom account for the purpose of holding Council meetings	£11.99	Monthly
Ampower	Electricity provider for all sites and streetlights	Varies	Monthly
Ampower	Gas provider for 10 Cambridge Road	Varies	Monthly
Barclays	Banking services (charges for account and processing cheques)	Varies	Monthly
CBC	Business Rates	Varies	6 Monthly
Chess ICT	ICT service provider	£262.90	Monthly
Chess ICT	Phone and internet provision provider	£223.45	Monthly
Control Print Solutions	Printing, network, services and consumable provision for photocopier	£492.50	Quarterly
EE	2 x mobile phones (inc. data and calls)	£44.00	Monthly
Fast Fuel	Fuel for vehicles and equipment. Purchased through fuel card.	Varies	Monthly
Grenke	Photocopier lease	£765.54	Quarterly
RSA	Insurance premiums (employer, public liability, building, contents and vehicle)	£1,588.81	Monthly
Wave Water	Water provision for all Council sites	Varies	Monthly
<b>Regular payment by BACS</b>			
Pitney Bows	Payments for postage	Varies	As needed
Bedfordshire Borough Council	Recycled waste disposal from 10 Cambridge Road	Varies	Monthly
TTM	Any emergency service work to the car park barrier that requires quick attention.	Varies	As needed

## SANDY TOWN COUNCIL

**DATE:** 6 May 2021  
**AUTHOR:** Carol Baker-Smith  
**SUBJECT:** Subscriptions

**1. Summary**

The administration team have collated all subscriptions paid by Sandy Town Council which are detailed in the tabled format below for approval.

**2. Information**

Name of Company	Address	Subscription to	Cost (£)	Renewal Date
Bedfordshire Association of Town & Parish Councils	Baystrait House, Station Road, Biggleswade, Beds SG18 8AL	Affiliation fee	£2,101.00	April 2022
Information Commissioners Office	Wycliffe House, Water Lane Wilmslow, Cheshire SK9 5AF	Register of Data Controllers. Required due to data and CCTV handling.	£40.00	July 2021
Local Council Review Magazine (NALC)	109 Great Russell Street London, WC1B 3LD	Included in BATPC membership (1 copy)	N/A	NA
National Association of Local Clerks	109 Great Russell Street London, WC1B 3LD	Included in BATPC membership	N/A	NA
Society of Local Council Clerks	Main Office, No 8 The Crescent Taunton, Somerset TA1 4EA	Professional support, advice, information and education including monthly magazine	£281.00	October 2021
IOG (Institute of Groundsmanship)	28 Stratford Office Village Walker Avenue, Wolverton Mill East Milton Keynes, MK12 5TW	Leading organisation that represents and advises professional groundsmen/women	£150.00	February 2022
Parish Online	Getmapping PLC Virginia Villas, High Street Hartley Wintney, Hants, RG27 8NW	Public Sector Mapping Agreement	£216.00	May 2021