

Sandy Town Council

To: Cllrs P N Aldis, P Blaine, J Hewitt, J Ivanciu-Wilkinson, L Ivanciu-Wilkinson, R Lacey, A Lock, R Lock, C Osborne, M Pettitt (Chair), M Scott, P Sharman, S Sutton, and N Thompson.

You are hereby summoned to attend a meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 6th March 2023 commencing at 7.30pm for the purpose of transacting the items of business below.



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy
SG19 1JE
01767 681491
Date 1st March 2023

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

A G E N D A

1 Apologies for Absence

To receive any apologies for absence.

2 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*

Sandy Town Council

3 Public Participation Session

To receive questions and representations from members of the public.

4 Minutes of previous Town Council meetings

To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 23rd January 2023 and to approve them as a correct record of proceedings.

5 Minutes of committees and recommendations therein

To receive and note the minutes of the meetings of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere.

- i) Development Scrutiny Committees held on 6th February 2023.
- ii) Policy, Finance and Resource Committee held on 20th February 2023

It was **RESOLVED to RECOMMEND** the adoption of an amended Financial Risk Assessment (see item 15).

- iii) Community Services and Environment Committee held on 13th February 2023. For the King's Coronation Event

It was **RESOLVED to RECOMMEND**

(a) The Council proceeds with the picnic based Big Lunch event to be held at Sandye Place on 7th May.

(b) A decision on the Big Screen be deferred until the outcome of the grant application is known.

(c) Spending from Council funds on the Coronation Event not to exceed £5,000

6 EV Charging Points

To receive and consider proposals from CBC for EV charging provision at the High Street car park in Sandy. Tom Price, Senior Sustainable Transport Officer at Central Bedfordshire Council will be present to discuss.

7 New Woodland Beeston update

To receive an update from Stephen Mooring, Head of Sustainability at CBC regarding the New Woodland at Beeston.

8 Zebra Crossing Consultation

To receive details from CBC regarding the proposed siting of a zebra crossing on the High Street and agree comments for submission by the deadline of 10th March 2023.

Appendix I

Sandy Town Council

9 Reports from Central Bedfordshire Council

To receive reports from Ward Councillors.

10 Legal Costs

To receive and consider legal costs of £1,000 to continue work on First Registrations by Solicitors started in 2021 and delayed by the Land Registry. The £1,000 is to cover accrued costs over the initial fee of £2,500 to deal with unforeseen issues. The work relates to item 20.

11 Action List

To receive and note an action list on Full Council items.

Appendix II

12 Grant Application

To receive and consider a grant application from MAGPAS Air Ambulance for £500 towards its helicopter costs.

Appendix III

13 Correspondence

To note correspondence received by the Town Council since the last meeting of Full Council and any actions arising from such items. All correspondence circulated to Members separately.

- UK Parliament Transport Committee meeting on 1st March. From from a Resident – rcvd 27.02.2023
- Topic Session Design Guide. From CBC rcvd 23.02.2023
- Why do standards matter? From NALC rcvd 23.02.2023
- Debate over fencing of the Sandhills. Email from resident rcvd 21.02.2023
- Central Bedfordshire Crime Stats - Interim - February 2023. Email rcvd 20.02.2023
- All Age Skills Strategy - Community Stakeholder Meeting. Email from CBC rcvd 15.02.2023
- New Woodland Planting at Beeston. Letter from Stephen Mooring rcvd 15.02.2023
- Glass Bottle Banks. Email from Vicki Tilley rcvd 13.02.2023
- National Highways response - Average cameras on the A1 - ref: 22550230 NHHC:08162000466. Email from resident rcvd 15.02.2023
- Thank you from Keech Hospice Care. Letter from Harry White rcvd 15.02.2023
- Making Government Deliver for the British People. Email rcvd 14.02.2023
- NALC Events. Email rcvd 7.02.2023
- A428 Black Cat to Caxton Gibbet - February newsletter. Email rcvd 03.02.2023
- For Action: Start of Process New Year 2024 Honours – Deadline Monday 6th March 2023. Email from Lord Lieutenant rcvd

Sandy Town Council

03.02.2023

- Interesting update on Sandy air pollution – Email from Ward Councillor Caroline Maudlin, rcvd 03.02.2022
- A428 Strategic Stakeholder Board - Update on Legal Challenge – email from Paul Salmon rcvd 02.02.2023
- Survey for residents - BLMK Digital Strategy. Email from NHS Bedfordshire, Luton and Milton Keynes rcvd 24.01.2023

14 Reports from Councillors on Outside Bodies

To receive the following reports from Council representatives on outside bodies;

- i) Cllr M Pettitt – Sandy Sports and Leisure Association Appendix IV
- ii) Cllr M Pettitt – Sandy Twinning Association (verbal update)
- iii) Cllr S Sutton – Minutes from the AGM of Civilian Committee for 22 (Sandy) Squadron held on 17th January 2023 Appendix V

15 Sandy Sports and Leisure Association

As sole trustee to the Sandy Sports and Leisure Association to receive and approve Appendix VI

- i. The Annual Reports and Account for the 2022/23 as required by the Charities Commission. Appendix VII
- ii. The Independent Examiners Report on the Accounts Appendix VIII

Please note the SSLA's Financial Reports and Accounts will be made available separately for Members to view.

16 Member absenteeism

To receive a report from the Clerk regarding Member absence. Appendix IX

17 Financial Risk Assessment

To receive the amended annual Financial Risk Assessment as recommended by the PF&R Committee and agree to adopt as per audit requirements. Appendix X

18 COMMITTEE IN PRIVATE SESSION

RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

Sandy Town Council

19 Beeston Green Allotment Lease

To consider the terms of a lease set out by Central Bedfordshire Council regarding land at Beeston Green for use as allotments. This *This item subject to receipt of the lease.*

Confidential to come

20 First Registration Queries

To consider a report from the Town Clerk regarding queries that have been raised by the Land Registry on three plots of land owned by the Town Council and agree next steps:

- i. Bedford Road Recreation Park, including potential fees of £850 +VAT
- ii. Sandy Town Council High Street Car Park
- iii. Land by Berwick Way and Skipton Close.

Confidential

Confidential
Confidential

21 Staffing Matters

To receive an update from the Clerk regarding Financial Procedures.

Confidential

22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

READMITTANCE OF THE PRESS AND THE PUBLIC To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

23 Sandy Town Council and SSLA Lease Amendment

To receive and consider a proposed amendment to Sandy Sports and Leisure Association's Lease with Sandy Town Council which was renewed and took effect on 20 July 2020.

Appendix XI

24 Mayoral Engagements

Mayors Engagements for STC Agenda for Meeting on 6 March 2023

- Saturday 28 January. Catch up meeting with Richard Fuller MP accompanied by the Deputy Mayor along with The Mayor and Deputy Mayor of Biggleswade, respectively Cllrs Grant Fage and Madeline Russell.
- Friday evening 3 February we attended a 24-hour charity Darts Marathon hosted by the Mayor of Dunstable, Cllr Liz Jones at Dunstable Town FC, Creasey Park Dunstable. The Town Clerk and Deputy Clerk with their respective spouses and our Administrative Assistant Laura Dove and her sister also attended.
- Sunday 5 February. We attended the Ampthill Town Civic Service held in St Andrews Church, Ampthill.
- Saturday 18 February. Hosted a social get together at Sandy

Sandy Town Council

Conservative Club of about 20 Ukrainians plus around the same number of their hosts / sponsors in Sandy, I was grateful for support in the organisation and at the event from Cllr Lacey and his wife and from the Deputy Mayor plus Cllrs, Ruth and Anthony Lock, and Cllr Scott. Also Cllr Sutton, who was sadly unable to attend but who kindly provided four very delicious traditional Ukrainian cakes. Grateful thanks also go to the Conservative Club for waiving all hall hire charges for the event and to Sandy Chamber of Trade for their generous donation towards the cost of refreshments. The event was judged to have been a success and should hopefully lead to future contacts and initiatives to help to provide support as our visitors strive to integrate into our community and this most difficult time in their lives.

- Sunday 19 February. We attended the Stotfold Civic Service held in St Mary's Church, Stotfold.
- Saturday 25 February I was invited by CBC Ward Member, Cllr Maudlin to meet Mr Richard Holden MP. Member for North West Durham and currently Parliamentary Under Secretary in the Department of Transport. Mr Holden's visit to Sandy was essentially a party political one connected with the upcoming elections and in which I took no part. It did however afford the opportunity for the Deputy Mayor and I along with our Biggleswade counterparts to spend time discussing a wide range of A1 related issues and included a walk along Bedford Road to the Sandy roundabout. In the time available the present problems were explained and put into an historical context including the shelved plans to provide a bypass right up the present time and notably including the likely adverse impact on us of planned works at the Black Cat. Present options around a bypass or realignment and the potential for so called, "quick fixes". Unfortunately, Richard Fuller MP had been unable to attend but we were assured by Mr Holden that as a result of our conversation he would engage with Mr Fuller at the earliest opportunity.
- Sunday 26 February. We attended the Leighton-Linslade Town Civic Service held in All Saints Church, Leighton Buzzard.
- Tuesday 28 February I was delighted to attend and take part in the "spades in the ground" ceremony held to mark the official commencement of construction work at Sandy Secondary School. Also in attendance were our CBC Ward Members, CBC Officers, representatives of Ash Construction and the Concertus Design Consultants plus the Principal, staff members and a small group of pupils.
- Saturday 4 March took part in the tree planting at the new Beeston Woodland.

Sandy Town Council

- Sunday 5 March we hosted the Sandy Civic Service, held in St Swithun's Parish Church.

25 News/Press Release

26 Chairmans Items

- Nomination schedule

27 Date of next meeting:

22nd May 2023

Annual Town Meeting

24.04.2023

PUBLIC NOTICE



CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO EXTEND AN EXISTING RAISED TABLE AND INSTALL A RAISED ZEBRA CROSSING ON HIGH STREET, SANDY

Notice is hereby given that Central Bedfordshire Council, in exercise of its powers under Section 23 of the Road Traffic Regulation Act 1984, Section 90 A-I of the Highways Act 1980 and all other enabling powers, proposes to establish a raised Zebra crossing on High Street, Sandy.

A Raised Zebra Crossing at a nominal height of 75mm and approximately 6 metres long, including ramps, extending across the full width of the road is proposed to be sited at the following location in Sandy:-

High Street, centred at a point approximately 3 metres northwest of north-western flank wall of No. 61 High Street.

An existing Raised Table currently at a nominal height of 75mm and approximately 10 metres long, including ramps, extending across the full width of the road is proposed to be extended north-westerly by approximately 5 metres at the following location in Sandy:-

1. High Street, at a point approximately 95 metres south-east of the centre of the access road to the carpark (outside Nos. 49 and 51a High Street).

For clarification we are proposing to extend the existing raised table and site the Zebra crossing on top.

Details may also be viewed online at www.centralbedfordshire.gov.uk/publicstatutorynotices.

Comments should be sent by e-mail to highways.consultation@centralbedfordshire.gov.uk by 17th March 2023. Any objections must state the grounds on which they are made **and must quote unique reference number A00380**. If you want to send in your comments in writing please send them to the address shown below FAO Emily Hirst.

Please note that any comments received will be redacted of personal information and uploaded onto the Central Bedfordshire Council website as part of a report on the scheme a few days before the proposal is discussed at the relevant Traffic Management Meeting, where it will remain in the public domain. If you do not wish for your comments to be part of the report please state this explicitly within your response.

Central Bedfordshire Council
Priory House
Chicksands
Shefford SG17 5TQ

Nicolina Cooper
Interim Assistant Director
Highways

24th February 2023

Town Council - Action list

Subject	Action to be taken		Response/ Agenda no.
	Minute	Action	
Meeting 9/11/15			
East West Rail Link	(89-15/16)	Town Council strongly support the East West rail link coming through Sandy and to lobby the relevant authorities.	<p>The Council submitted a response to the most recent EWR consultation on 9th June 2021. Letter issued to MP's office reaffirming Council's view. Cllr Blaine attended a stakeholder meeting and is due to report back to the Council. Cllr Blaine attended a meeting on 10th Feb 2022 and circulated links to Consultation Summary and Consultation Documents on 21st April 2022. On 17.08.2022 Cllrs Pettitt, Hewitt and Blaine met with Cllrs Ben Pitt St Neots Town Mayor and Stephen Ferguson Chairman of Cambridgeshire CC to discuss matters of mutual interest, notably East West Rail.</p> <p>Following a meeting on 8th November Cllr Blaine, reported: "Essentially the subject of the meeting was a presentation on the methodology for the preparation of the Business Case for the project. Since the subject was confined to methodology, no information was provided on subjects such as potential routes, the location of stations, interaction with roads or other means of transport or even when the Business Case might become available. Ultimately it will be subject to ministerial approval. I tried to get information as to project timescales and was shocked to discover that nothing of the sort appears to exist. Apparently, the attitude is that the complexity is so great that the work will just take as long as it takes.</p> <p>I enquired as to what had happened to the promised report on the last public consultation,</p>

AGENDA ITEM 11

APPENDIX II

			<p>which is now many, many months later than anticipated. The delay is being put down to ministerial changes and therefore timescales remain unpredictable.</p> <p>The next meeting will take place in approximately 3 months' time. It will concentrate on access. As far as I can tell, this is not intended to refer to any interface with the rest of the transport system but will concentrate on facilities for bicycles, wheelchairs and perhaps pedestrians.</p> <p>The representatives of the East-West Rail Company left the meeting with a good understanding that I, and certainly some other representatives found the information made available thoroughly unsatisfactory but failed to give confidence that this would improve in future.</p> <p>EWR Co Sandy, Tempsford & St Neots Local Representatives Group (LRG) are hosting a meeting on Thursday 9th March. Cllr Blaine to attend.</p>
Meeting 21/5/18			

AGENDA ITEM 11**APPENDIX II**

A1 – Local Issues	(19-18/19)	To push for decisions on the future of the A1 and action on safety and environmental issues.	<p>Representatives of STC previously joined a meeting with a representative from Highways England, facilitated by local MP Richard Fuller. Working Group response to Highways England consultation on agenda for consideration.</p> <p>Mayor chaired meeting in January with representatives of neighbouring authorities to discuss shared concerns and priorities in relation to the A1 and further work undertaken with Biggleswade TC reps on developing a proposed joined up approach to take forward.</p> <p>R. Fuller's office has contacted the Mayor to arrange a follow up meeting.</p> <p>Cllrs Pettitt and Hewitt met with Mr Fuller MP on 6.04.2022.</p> <p>Cllr Pettitt wrote to the Mayor of Biggleswade on 01.07.2022 to facilitate further dialogue with Richard Fuller MP and move this issue along.</p> <p>At the TC meeting of 22.08.2022 Members asked the Clerk to write to National Highways to urge them to carry out and publish a comprehensive study of traffic coming into Sandy via these routes, to provide a real understanding of the impact these projects would have on the town, asserting that no work should proceed until this study had been undertaken. A copy of the letter was to be sent to Grant Shapps, Secretary of State for Transport, Richard Fuller MP and Lorna Carver Director of Place and Communities at Central Bedfordshire Council. A letter was drafted on 23rd August and sent out. STC has received a response</p>
-------------------	------------	--	--

AGENDA ITEM 11

APPENDIX II

			<p>from National Highways which was forwarded to Members on 14.09.2022 and a response from Richard Fuller was circulated to Members on 09.09.2022 which can be viewed here: https://www.richardfuller.co.uk/news/proposed-closure-gap-central-reservation-a1-biggleswade-road-upper-caldecote-tingeys-corner</p> <p>A meeting has been set up for Saturday 28th January 2023 with Richard Fuller and other local counterparts to take the matter forward.</p> <p>Cllrs Pettitt and Hewitt met with Richard Fuller MP on 28th January 2023. A short written report to come from Cllr Pettitt.</p>
<p>Meeting 17/12/18</p>			
<p>Sandye Place Academy</p>	<p>(142-18/19)</p>	<p>That the Town Council place on record its opposition to any future residential development on the site and all other aspects the site could be used for as highlighted in the Council's Community Plan and that CBC Ward Councillors support the Council's position.</p>	<p>Extraordinary meeting of Council considered the CBC public consultation on SPA. Response sent restating Council's previous position and emphasising value of site as a community asset. CBC stated that they should know the outcome of their application to have the site released from its DfE status in June 2022. On 11.07.2022 Cllr Maudlin reported that the DfE were still asking questions of CBC about the site and that there would be no further updates about the future of the site before September and that in the meantime, she was investigating the possibility of having sheep graze the area to keep the grass down.</p> <p>Email received 9.02.2023 from Iain Berry AD Assets at CBC stating the site has been released by the Department of Education and the immediate plans CBC has for the site. See full content below:</p>

Email received from the office of Iain Berry, AD Assets at Central Bedfordshire Council**Sandye Place Academy update**

Following our public consultation in autumn 2021 and application to the Department of Education (DfE), I am pleased to inform you that the Secretary of State for Education has agreed to release the Sandye Place Academy site from only being used for education purposes.

This unlocks the potential for the future use of the site. The rules around this application process mean it is only once we had this written consent that we could consider what the future of the site may be.

Now the site is no longer required for education, we will seek to demolish the non-listed buildings that cost the taxpayer money to keep safe and secure; but we will make the site available to event organisers this year for the Sandy Carnival and for the celebrations of the King's Coronation.

Sandye Place Academy has always been an important and cherished community asset and we want the site to continue to serve the needs of Sandy now and in the future. Parts of the site are listed, in a conservation area, designated as 'important open space' and some elements have historical importance to the community. The site is also currently listed as an Asset of Community Value.

Some of the site has already been provided to St Swithun's Primary School, so it's the remainder of the site that needs to be considered as we think about the long-term future use. To help us understand this better and what it means for the site's future, we will undertake some on-site surveys.

We also need to understand what Sandy needs and what the ambitions are for Sandy so the future use of the site can best serve the community in the future. We had some feedback in the 2021 consultation about the future use of the site and Sandy has a Community Plan and is developing a Neighbourhood Plan we want to consider. We also need to think about what services or community facilities our data and forecast tell us Sandy residents will need in the future.

One example could be a new care home. We plan to replace our remaining Council-owned care homes when the buildings become no longer fit for purpose so we could consider building a new care home on the site to replace Allison House.

No decisions have been made at this point. We will review all the feedback and insight to help shape our consultation on the future of the site, and we will be back in touch with you before this in early Summer 2023.



SANDY TOWN COUNCIL

General Criteria for Grant Aid

Organisations will be considered for grant aid from the Council where they meet the following criteria:

1. The organisation is based, or has significant local activity in Sandy.
2. The work of the organisation directly benefits a number of residents of Sandy.
3. The organisation has a written Constitution with clearly defined aims and objectives.
4. The local organisation has a clear financial need. (Account will be taken of how much money the organisation has, including any special reserves set aside for particular projects and local fund raising efforts. Additionally, if the balance is high in relation to spending, then an explanation is required justifying the reasons why the organisation is still applying for a grant.)
5. The organisation has its own bank account with at least two authorised signatories.
6. The organisation is non-party political and non-profit making.
7. Individuals will not normally be considered.

Applications should be linked to a specific project rather than to assist with running costs.

Conditions

Grant aid must be used for the purposes stated on the application only. If the organisation decides it wishes to spend the monies on something different it must ask the Council for written permission to do so, or the Grant will be withdrawn.

Grants must not be used to settle debts on behalf of the organisation, nor be used to retrospectively fund projects.

Sandy Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant was given. The Council should be consulted prior to distribution of any remaining assets. Full details and accounts must be submitted to the Council as soon as possible.

Successful Organisations Must

1. Be prepared to participate in publicity/awareness initiatives organised by Sandy Town Council.
2. Be willing to attend a reception to receive their cheque if requested.
3. Be willing for a representative of the Council to attend the organisation's executive meetings, if so requested by the Council.
4. Provide evidence within the financial year that the grant has been used for the purpose stated in the application, and, where possible, provide Sandy Town Council with photograph(s) of the project funded.
5. Acknowledge the grant aid together with other sources of funding in appropriate publicity and detailing how it was spent in its annual report and accounts. A copy of which should be sent to the Council as soon as it is published.

Completed application form and supporting documents to be returned to:

Town Clerk
Sandy Town Council
Council Offices
10 Cambridge Road
Sandy
Beds SG19 1JE

e-mail: admin@sandytowncouncil.gov.uk

APPLICATION FOR GRANT AID FROM

SANDY TOWN COUNCIL

<u>Name of the Organisation/Group</u> Magpas Air Ambulance	
Are you affiliated to a national organisation? If so, which one?	Air Ambulances UK
Local venue/meeting place	N/A
Are you a registered charity? If so, give your charity number?	1119279
What are the aims and activities of the organisation?	<p>Magpas Air Ambulance give the very best pre-hospital emergency care, in the air or on land, including treatments usually only available in hospital. Operating 24/7, the charity answers four calls for help a day on average, treating around 900 patients in life-threatening emergencies every year. Magpas Air Ambulance serves the communities of Cambridgeshire, Bedfordshire and across the East of England and are dispatched by both the East of England and the East Midlands Ambulance Service Trusts – caring for a population of over 10 million. The charity relies on generous public donations to continue saving lives.</p>
How many members do you have?	Volunteers: 40 Leaders: 4 people make up the charities Executive Leadership Team
Members:	Junior 0

	Senior 0
What is your annual subscription?	Junior £ N/A
	Senior £ N/A
Project Information	
What would the grant be used for?	<p>The grant will be used to help fund the costs of Magpas Air Ambulance's helicopter. Since 2019, Magpas Air Ambulance has flown in the Augusta Westland 169 to save the lives of patients across Bedfordshire and the East of England. The aircraft helps us to provide the best possible service to patients when every second counts. The AW-169 carries enough fuel for the team to fly over 3 hours without refueling, meaning medics can respond travel further across the region. The charity is able to fly to incidents within 17 minutes, meaning that the hospital is brought quickly to the patient in cases where time is everything.</p> <p>The space inside gives room for all the vital equipment the medics need, in addition to 360° access to patients in flight, making life-saving treatments in transit easier.</p>
In what manner will the residents of Sandy benefit?	<p>Magpas Air Ambulance is the service dispatched most regularly to life-threatening emergencies across Bedfordshire by the East of England Ambulance Service 999 dispatch board. Your residents could be anywhere when they need us – at home, on the commute to or at work, on the high street or walking in an isolated field.</p>

Approximately how many Sandy residents will benefit from this grant?	In 2022, we were called to treat patients in Sandy and the surrounding towns approximately once per week.
Estimated total cost of project	£1,976,548
Please state clearly how much you are applying for from Sandy Town Council.	£500
What amount is being met from your own funds?	£0

What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to.

Source	Amount	Confirmed/Pending/Unsuccessful
--------	--------	--------------------------------

We are continuously fundraising for this cost to our charity, raising fund through campaigns, raffles, community fundraising and our lottery

Financial Details

Please specify how any income, particularly surplus, is spent.

Expenditure as per our July 20 – June 21 accounts are as follows:



Total cost of charitable service/activities: £3,295,401

Including:

- Cost of helicopter operations
£1,989,647
- Clinical staffing, Doctor, Paramedic staff costs including Clinical Supervision £594,979

Cost of raising funds: £1,234,040



Historically Magpas Air Ambulance has reinvested surplus funds into service improvement.

Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.	Budget 22/23 Income: £5,850,119 Expenditure: £4,602,510
Payment Details	
Account Title	MAGPAS CURRENT
Account Number	
Bank/Building Society Name and Address	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Contact Details	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	
Position in organisation	Senior Philanthropy Officer
Address	As organisation
Telephone Number	
E-mail address	

Declaration

Please sign this form to confirm that:

The information supplied is full and correct to the best of your knowledge; you have read, understood and complied with the conditions of funding; understand that Sandy Town Council reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation ceasing to operate.

Signed: 
Name: 
Position: Senior Philanthropy Officer
Date: 15/02/23

Please enclose with your application copies of:

- Accounts for the last two years
- Budget forecast for forthcoming/current year
- Other relevant literature including photograph if available

22 (Sandy) Squadron Air Cadets ATC/ACF Cadet Centre, Alnwick Close, Sandy, Bedfordshire, SG19 1UA



Minutes from the AGM of Civilian Committee for 22 (Sandy) Squadron

17th January 2023

Present:

- | | |
|---|---|
| James Mansion (JM) – Chairman | Dave Ellis (Wing Chairman) – Via MS Teams |
| Sally Walsh (SW) – Treasurer Via MS Teams | Colin Osborne (CO) – Honorary President |
| Flt Lt Jeffery Henshaw (JH) – Officer Commanding | Angus Foster (AF) - Secretary |
| Carolyn Parkinson – Via MS Teams | Susan Sutton (SS) – Via MS Teams |
| Jane Godley (JG) – Squadron Chaplain Via MS Teams | |

	Subject	
1.	Chairman’s Welcome & Introductions – The Chairman opened the meeting at 20:03 and welcomed all present – The Chairman then introduced the Civilian Committee & Staff to the guests present.	
2.	Apologies For Absence – Louise Keetley	
3.	Minutes Of The Last Civilian Committee AGM Held On The 18th November 2021 There were no matters arising regarding the last meeting and so the Chairman signed the copy as a true record of proceedings.	
4.	Chairman’s Report The Chairman started his report by thanking Flt Lt Jeffery Henshaw for yet another year of commitment & to congratulate him on his promotion to the position of Flight Lieutenant. In addition, he wanted to thank the other members of the Committee for their support during the last 12 months. In comparison to the previous AGM, this was a year of getting back to ‘normal’ and the Committee has continued to meet on a regular basis & to support the Squadron The Chairman also wanted to congratulate the Squadron & Cadets, and it was good to see that the Cadets have been able to attend so many activities & camps during the year, but wanted to leave the details for the CO’s Report, which was following.	



<p>5.</p>	<p>Treasurer’s Report</p> <p>The Treasurer presented to the AGM the FY 2021/2022 accounts – 2021 AGM accounts opened at £8,989 & closed at £4,577</p> <p>The vast majority of the money was spent on funding activities & general investment in the Cadets as a whole.</p> <p>Post lockdown, the plan has been to spend money to aid recovery.</p> <p>The end of year accounts are complete & will be submitted to Wing after the AGM</p> <p>The Chairman formally agreed & accepted the accounts FY 2021/2022</p>	
<p>6.</p>	<p>CO’s Report</p> <p>Flt Lt Jeffery Henshaw prepared a presentation highlighting the success and achievements of the Squadron during 2021/2022 and a copy is attached.</p> <p>Since 2015 Cadet numbers have increased from 21 (with an average Parade night of 13) to the end of 2022 with the current number of 43 (with an average Parade night of 24)</p> <p>Recent activities have included:</p> <p>Providing the staff & infrastructure to the Sector, to enable 2 rotations of Blue Road Marching</p> <p>21 Cadets have recently completed the Essential 1st Aid Course, 13 have completed the Youth 1st Aid Course and having the new Resus Annie’s has made this possible</p> <p>Other activities include: 13 Blue Radio, 8 Bronze Radio, 2 Silver Radio & Bronze Cyber</p> <p>3 Cadets attended Easter Camp, 7 Cadets attended Annual Camp at RAF Cranwell, 3 Cadets attended AT Camps at Windermere & Fairbourne, 2 Cadets attended Drill & Ceremonial Camp and finally the Squadron was lucky enough to secure a place at RIAT Camp too</p> <p>During the summer the Squadron attended Wing Field Day with 16 Cadets & came 5th Overall.....In addition they came 5th in Drill & Flt Sgt Morrison was Best Drill IC – This was a fantastic result for such a young team & only 2 of the Cadets had previously attended a Wing Field Day/Weekend event before</p> <p>Other community events the Squadron have attended have been: Ickwell Mayday, Sandy Platinum Jubilee Celebrations, Sandy Carnival & the Sandy Christmas Lights.</p>	



	<p>Upcoming activities will include: ATC Sunday, Sector Training, Gliding, Road Marching, Easter Camp & a Squadron visit to the RAF Museum at Hendon & Runnymede Air Forces Memorial</p> <p>Staffing levels are currently: 2 Officers, 1 SNCO & 1 Civilian Instructor, 1 Padre & 2 Registered Civ Com</p> <p>At the end of the presentation Flt Lt Henshaw also presented 6 Years' Service Certificates to James Mansion, Sally Walsh & Angus Foster & he wanted to thank them for their support</p>	
7.	<p>Election Of Officers</p> <p>Election Of Chairman – Susan Sutton proposed that James Mansion be re-elected for 2023 & this was seconded by Colin Osborne</p> <p>Election Of Treasurer – Susan Sutton proposed that Sally Walsh be re-elected for 2023 & this was seconded by Colin Osborne</p> <p>Election Of Secretary – Susan Sutton proposed Angus Foster be re-elected for 2023 & this was seconded by Colin Osborne</p> <p>The elections were all unopposed</p>	
8.	<p>Election Of Committee Members</p> <p>Susan Sutton, & Louise Keetley were proposed & seconded, and then re-elected as Committee members for 2023 – The Chairman thanked the members of the Committee for their continued support</p> <p>Honorary President – Colin Osborne confirmed his position of Honorary President for 2023. This was unchallenged & the Chairman & Committee thanked him for his time & continued support</p> <p>Squadron Chaplain – Prior to the evening, Jane Godley had confirmed her position as the Squadron Chaplain for 2023 – The Chairman & Committee thanked for her continued support</p>	
9.	<p>Any Other Business –</p> <p>During the evening Susan Sutton wanted to thank the Squadron on behalf of Sandy Town Council & The Royal British Legion for their support during the 2022 Remembrance Day Parade</p> <p>At the end of the evening the Wing Chairman wanted to thank the Staff & Committee for their activities since the last AGM.</p>	



	<p>The Committee also wanted to thank the Wing Chairman for his time & assistance and to wish him all the best for the future.</p> <p>The Chairman & Committee wanted to thank Carolyn Parkinson for finding the time to join our AGM – It's always good to see a family member present at the meetings.</p> <p>The Chairman closed the AGM at 20.31</p>	
	<p>Date Of Next AGM</p> <p>To Be Confirmed – Suggested End Jan/Feb 2024</p>	

Town Council

Date:	6th March 2023
Title:	Sandy Sports and Leisure Association Annual Report
Contact Officer:	Town Clerk

Purpose of the Report

1. To receive and consider information relevant to Sandy Sports and Leisure Association's submission of an Annual Report to the Charity Commission for the financial year April 2021 – March 2022.

Recommendation

2. (i) That the Town Council in its role as Sole Trustee of SSLA formally accepts and approves the draft Annual Report attached and authorises the Mayor to sign the Report as present Chairman of the Trustees.
- (ii) That the Town Council in the same role formally approves the Independent Examiners Report on the 2021-2022 Accounts, also as attached – a paper copy of the accounts will be available at the meeting for any members to scrutinise should they wish to do so.

Background

- For the past 30 years and more the Secretary of SSLA has prepared and submitted an Annual Return to the Charity Commission (CC) as required to enable it to retain its registration and obtain the benefits of charitable status.
- In the early years this was a tick box process using a paper document sent in the post by the CC along with a reply paid envelope in which to return the completed Annual Return. For at least the past decade the process has been online with the Return being published almost instantly on the CC web site and available for public scrutiny. No documentation was required to support this process but like all small charities SSLA was reminded by the CC that they reserved the right to require such documentation be supplied in certain circumstances.
- Until 2021 SSLA had always been in the Small Charity category which currently means any charity with a gross income from all sources in the financial year concerned not exceeding £25,000.00. The income in most years had tended to comprise only the Management Fee received for the past 7 years from Stevenage Leisure Ltd (SLL) which increased during that period from around £12k to close to £14k pa.
- However, during the financial year 2021 – 2022 SSLA income increased to around £90k due to grants of £70k and £5k respectively from Sport England and Central Bedfordshire Council to support the pitch refurbishment in the summer of 2021. In addition, a reduced Management Fee was received from SLL (adjusted to take account of the 3 month pitch closure) plus an insurance pay out for the theft of the Kubota mini tractor and a further small but welcome donation.
- As a result, SSLA's income exceeded the small charity threshold and for the first and possibly only time is required to prepare and submit for the period 2021 – 2022 a Trustees Annual Report and an Independent Examiners Report (IER) of the Annual Accounts in addition to the Annual Return.
- An IER has already been obtained from a resident who may be known to some members and a copy of his signed declaration is attached.



Trustees' Annual Report for the period

Period start date

Period end date

From 1st APRIL 2021

To 31st MARCH 2022

Section A Reference and administration details

Charity name SANDY SPORTS AND LEISURE ASSOCIATION

Other names charity is known by SSLA.

Registered charity number (if any) 1058457

Charity's principal address FACILITY LOCATED AT.
 SUNDERLAND ROAD PLAYING FIELDS, off.
 MEDUSA WAY, SANDY, BEDFORDSHIRE.
 Postcode SG19 1BL.

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	SANDY TOWN COUNCIL		SINCE .	N/A .
2		10 CAMBRIDGE ROAD	1st NOVEMBER 2017	
3		SANDY ,	WITHOUT	
4		BEDFORDSHIRE	INTERRUPTION .	
5		SG19 1BE .		
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
ACCOUNTANTS	EXCEL ACCOUNTANTS (BEDS) LTD	
	CHARTERED CERTIFIED ACCOUNTANTS	
	EXCEL HOUSE	
	3 DUKE ST, BEDFORD, MK40 3HR.	

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

CONSTITUTION

How the charity is constituted
(eg. trust, association, company)

ASSOCIATION

Trustee selection methods
(eg. appointed by, elected by)

CORPORATE TRUSTEE, SANDY TOWN COUNCIL

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

A Management Committee, made up as set out in the Constitution and chaired by the incumbent Chair of the Trustees, (Town Mayor) meets regularly and also holds an AGM, in late May/early June.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

TO PROVIDE AND ASSIST IN THE PROVISION OF FACILITIES FOR RECREATION AND OTHER OCCUPATIONS IN THE INTERESTS OF SOCIAL WELFARE AND IN ORDER TO IMPROVE THE QUALITY OF LIFE OF RESIDENTS OF SANDY AND THE SURROUNDING AREA

Continued →

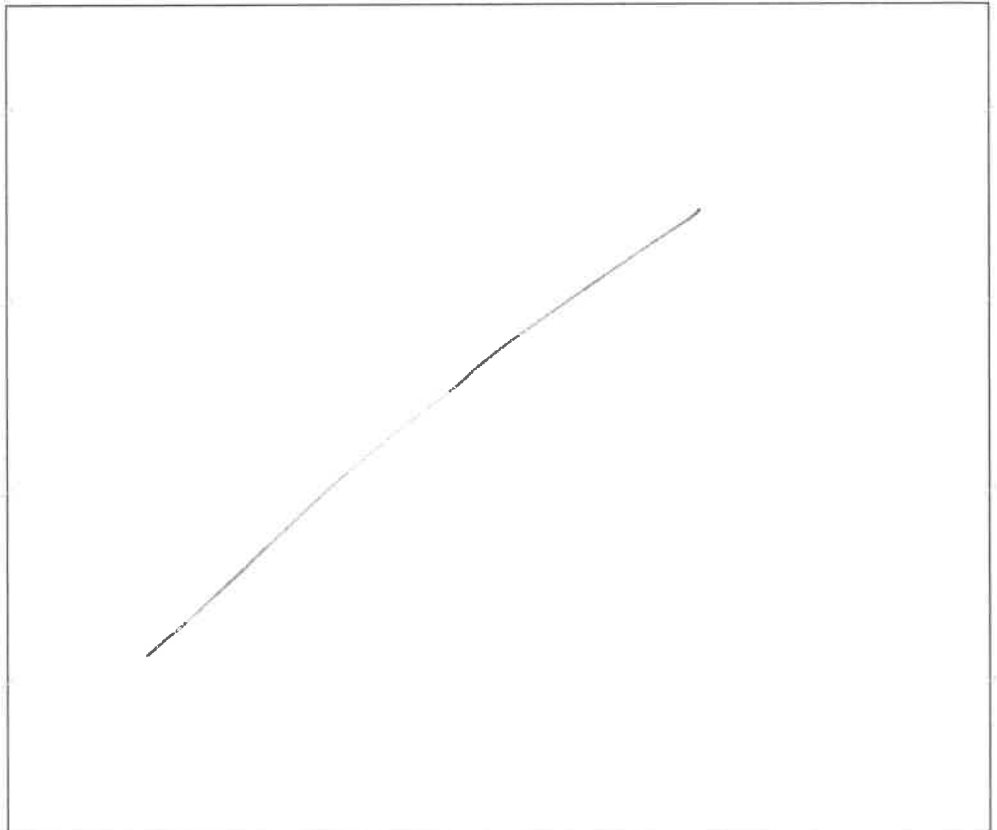
The requirement for this "first time" Annual Report has been triggered since the threshold for total income for a small charity has been exceeded with receipt of grant funding of £75K towards our refurbishment in the period.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



Summary of the main achievements of the charity during the year

2021 was a landmark year for SSLA. Having been opened since 1995 (26 years) it was closed for a major refurbishment for about 12 weeks between July and September. This followed a much smaller refurbishment in 2008. Using reserves accumulated over 25 years and supported by Grants of £10K from Sport England and £5K from Central Bedfordshire Council in excess of £220K was spent to completely renew the playing carpet and shockpad. To carry out major works to the perimeter fence, create wider and deeper recesses on both sides of the playing area for spectators, players/officials and others. To purchase new shelters and pay for essential upgrading of the floodlighting. All of this has served to ensure the viability and safety of the facility for at least the next 15 years. Through the support of the Sports Management Co which runs the facility on a day to day basis we can ensure a balanced programme of use which ensures delivery of the Association's Aims and Objectives including Sports Development initiatives, Organised Club Seasons, Coaching Courses, support of school curriculum as well as social casual use.

Section E

Financial review

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

The SSA is wholly committed to setting aside annually as much as possible of the Management Fee received into a sinking fund to ensure adequate reserves to meet the cost of maintaining and eventually carrying out the next major refurbishment.

→ Nil.

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The annual Management Fee charged to the Lessee management company (not for profit) which is responsible for managing and maintaining the all weather pitch on a day to day basis.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	
Full name(s)	
Position (eg Secretary, Chair, etc)	
Date	



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's report
on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

SANDY SPORTS AND LEISURE ASSOCIATION

**On accounts for the year
ended**

31st MARCH 2022

**Charity no
(if any)**

1058457

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**Responsibilities and
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

~~The charity's gross income exceeded £250,000 and~~ I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]. *Delete [] if not applicable.*

~~I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect,:~~

- ~~• the accounting records were not kept in accordance with section 130 of the Act; or~~
- ~~• the accounts did not accord with the accounting records; or~~
- ~~• the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.~~

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

24-2-2023

Name:

DEREK JOHN ROWNTREE

**Relevant professional
qualification(s) or body
(if any):**

(ACMA, CGMA) CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS

Address:

20 ST. NEOTS ROAD

SANDY

BEDFORDSHIRE

SG19 1LB

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.

Town Council

Date:	6th March 2023
Title:	Member Absenteeism
Contact Officer:	Town Clerk

Purpose of the Report

1. To receive and note a report from the Town Clerk regarding the attendance of Member Cllr Thompson at Council Meetings over the past 12 months.

Recommendation

2.0 To note the report.

Background

3.0 Attendance records for Sandy Town Council show that across the Council Year 2022/23 Cllr Thompson only attended one meeting. The meeting was of the PF&R Committee of which he is not a member. Across this period only once were apologies submitted.

3.1 In October at the Town Council meeting Members agreed to a request from Cllr Thompson to an extended leave of absence owing to health issues following an accident. Members accepted apologies and the Clerk wrote to Cllr Thompson to say that the Council would expect to see him at the Full Council meeting held on 23rd January 2023. It was also communicated that any absence would need to be received by the Clerk directly from Cllr Thompson. An email was accordingly sent by the Town Clerk on 18th October 2022 expressing the decision.

3.2 An email from Cllr Aldis was received on 10th January 2023 where Cllr Aldis stated that due to having to use crutches Cllr Thompson was unable to attend the January meeting. The Town Clerk, however, had received no direct correspondence from Cllr Thompson since her email to him of 18th October 2022.

3.3 The Town Clerk has since emailed Cllr Thompson to ask him of his intentions and to explain that apologies should be sent direct to the Town Clerk, rather than come through another Member. The Town Clerk has requested an update from Cllr Thompson about this meeting.

3.4 On 28.02.2023 in response to an email the Town Clerk sent out regarding nomination papers a request from Cllr Thompson came through asking for nomination papers be sent to him by post. In this email he stated his mobility was improving and he would hopefully be able to drive again soon. He has not responded to the email request from the Clerk at the time of writing.

Sandy Town Council	Council Risk Assessment	Adopted: 27 February 2017 Re-adopted: 16 May 2022 Review Due: February 2023
---------------------------	--------------------------------	--

Area	Subject	Risk(s) identified	H/M/L score	Management/control of risk	Review/Assess/Revise	Verified by
Finance	Precept	Adequacy of precept in order for the Council to perform its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information at every PFR committee meeting. At the Town Council meeting to discuss and agree the precept and at the PFR committees ahead of that meeting, the Council receives a budget report, including actual position and projected position to the end of year and indicative figures and costings obtained by the Clerk. With this information the Council considers individual budget codes and projects to ensure each is adequately budgeted for.	Existing procedure adequate	Council RFO/Clerk Accountant
	Bank and Banking	Inadequate checks Banks mistakes Loss Charges	L	The Council has Financial Regulations which set out banking requirements. Monthly reconciliation of accounts is conducted when statements arrive by the accountant.	Existing procedure adequate. Review financial regulations when necessary. Review bank signatories, as necessary. Monitor bank statements monthly.	RFO/Clerk External Auditor Internal Auditor
	Financial controls and Records	Inadequate records Financial irregularities	L	The Council has financial regulations in place which set out requirements. Financial transactions are recorded by the accountant monthly. An	Existing procedure adequate. Review financial regulations when necessary.	RFO/Clerk External Auditor Internal Auditor

AGENDA ITEM 17

APPENDIX X

				independent audit checks the records on an annual basis to ensure the Council is compliant. Yearend accounts submitted with annual return.	Timetable annual training/refresher sessions on procedures for all new and existing staff	
	Reporting and auditing	Information Communication	L	Financial information is reported to every Policy, Finance and Resources committee meeting every six weeks.	Existing procedure adequate	Council RFO/Clerk External Auditor Internal Auditor
	Direct Costs	Goods not supplied but billed. Incorrect invoicing Cheque incorrect	L	The Council has financial regulations in place which set out requirements. A list of payments for each month is reviewed by Council at PF&R. Two Members' signatures required for all cheques. Two authorisations are required for any bank transactions. The Council has minimal stock, which is regularly checked by the Clerk and maintenance team.	Existing procedures adequate. Monitored by Council.	RFO/Clerk Accountant
	Best Value accountability	Work awarded incorrectly. Overspend on services.	L/M	Financial Regulations set out contract levels and tendering process. If problems are encountered with a contract, the Clerk will investigate and report to the Council.	Existing procedure is adequate and included in financial regulations. Monitored by Town Clerk Schedule of contracts held by Council. To be reported to Council annually.	Councillors RFO/Clerk

AGENDA ITEM 17

APPENDIX X

	Salaries and associated costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue	L	Payroll contracted out to Harrisons Accountants. Payroll checked by admin team leader and payroll monthly. Dual authorisation required.	Adequate. Contract with Payroll Provider to be monitored by Clerk.	RFO/Clerk Accountant
	Employees	Fraud by staff Loss of key personnel Health and Safety	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. All employees provided with adequate direction and safety equipment needed to undertake their roles.	Adequate. Monitored by Clerk and Human Resources Committee. Insurance cover reviewed and agreed by Town Council annually. Annual training/refresher sessions to be held for all staff to keep knowledge of procedures up to date and clear.	Councillors Clerk
	Town Clerk	Improper conduct	L	Clerk's performance and appraisal overseen by Human Resources Committee and Clerks Management Committee. Clerk to be provided with relevant training, reference books, access to professional and legal advice required to undertake the role.	Monitored by Human Resources Committee	Councillors
	Election Costs	Risk of election cost	L	Risk is higher in an election year. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. A EMR budget is held for the purpose of paying for an election.	Existing procedure is adequate	Councillors Clerk/RFO

AGENDA ITEM 17

APPENDIX X

	VAT	Re-claiming/charging	L	The Council has Financial Regulations that set out the requirements. The accountant regularly checks and claims all VAT owed.	Existing procedure is adequate	Clerk/RFO Accountant
	Annual Return	Submit within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then sent to the external auditor within time limit.	Existing procedure is adequate	Clerk/RFO Accountant
	Legal Powers	Illegal activity	L	All activity and payments within the powers of Town Council to be resolved and minuted at PFR or Town Council meetings.	Existing procedure is adequate	Clerk Councillors
	Insurance	Adequacy Cost Compliance	L	An annual review is undertaken (before the time of policy renewal) of all insurance agreements in place.	Existing procedure is adequate. Review insurance provision annually. Review of compliance.	Clerk Councillors
	Employer Liability	Complying with Employment law	Failure to comply with law	L	Membership of various national bodies and contract with PNC Human Resources provider. Town Clerk is a member of SLCC, and the Council is a member of BATPC and NALC.	Existing procedure is adequate.
	Safety of staff and visitors	Injury	M	Employees are provided with adequate health and safety training and direction in equipment needed to undertake their roles. Health and safety policy in place. Secured doors to personnel area. Panic button in reception. Lone work policy in place.	Existing procedure is adequate. Public liability insurance reviewed and agreed annually by Town Council.	Clerk Human Resources Committee

AGENDA ITEM 17

APPENDIX X

				Public liability cover with WPS insurance to value of £15,000,000.		
	Pension requirements	Comply with statutory duties	L	Payroll and pension contributions managed by independent accountant, Harrisons. Adequate budget allowed for employer contributions is reviewed annually. Payments made to fund by Clerk and Admin Team Leader. Dual authorisation required.	Existing procedure is adequate.	Clerk Human Resources Committee
Legal Liability	Acting within legal powers	Failure to ensure activities are within the legal powers of a council	L	All activity and payments within the powers of Town Council to be resolved and minuted at PFR or Town Council meetings.	Existing procedure is adequate	Clerk Auditors
	Proper reporting of Minutes/Agendas/Notices/Statutory Documents	Failure to meet requirements	L	Minutes and agendas are produced in the prescribed manner by the Clerk or Admin Team Leader and adhere to the legal requirements. Minutes are approved and signed at the next Council/Committee meeting. Agendas are displayed according to legal requirements.	Existing procedure is adequate	Clerk Auditors
	Computers	Loss of Council data	L	Regular back up of important data. Virus protection renewed. IT management contract in place. All computers are included on insurance policy with adequate cover.	Existing procedure is adequate	Clerk
	Legal Documents	Loss or damage	L	Leases and legal documents kept in safe at Council officers with register of documents held. When transferring documents outside of	Existing procedure is adequate	Clerk Auditor

				the Council Offices to solicitors etc electronic and or scanned documents to be used to reduce risk of loss or damage.		
Councillors	Declarations of Interest	Interest not declared	M	Code of conduct sets down declaration of interest guidelines. Clerk to advise a Councillor when there is uncertainty. Declarations are included in each agenda before the discussion items.	Existing procedure is adequate	
Assets	Protection of Physical Assets	Damage to property	M	Buildings insured and reviewed annually. Increase in line with RPI. Annual Health and Safety inspection of all property by outside company. (PNC) Comprehensive insurance cover with WPS. Valuation of buildings conducted in 2017 by Aviva.	Existing procedure is adequate	Clerk Councillors
	Maintenance of buildings	Lack of upkeep	M	Buildings maintained on ad hoc basis.	Reviewed by Grounds Team Leader on a bi-annual basis and recommendations made.	Grounds Team
	Security of buildings, furniture, and equipment	Theft, damage	H	Asset register recording all STC assets is updated as and when new assets are acquired and reviewed by council annually. Weekly checks by staff and all reports from public investigated. Alarm system at Council offices and depot which is monitored by ADT . Comprehensive building and contents insurance cover via WPS on all buildings.	Existing procedure adequate.	Clerk Councillors

				CCTV at Depot, Sunderland Road and Bedford Road Recreation Grounds. Annual fire safety testing. Weekly fire alarm and sensor checks.		
--	--	--	--	--	--	--

Town Council

Date: 6th March 2023

Title: Sandy Sports and Leisure Association Lease

Contact Officer: Town Clerk

Purpose of the Report

1. To receive and consider a proposed amendment to Sandy Sports and Leisure Association's Lease with Sandy Town Council which was renewed and took effect on 20 July 2020.

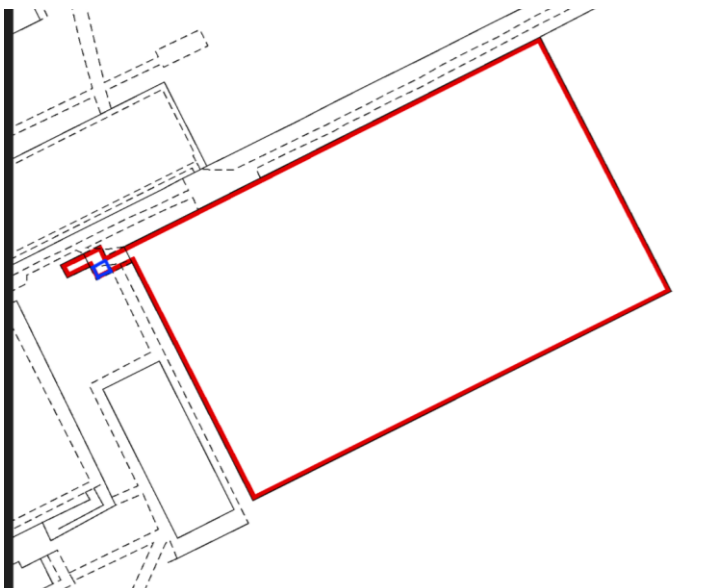
Recommendation

2. (i) That the Town Council approves a minor amendment which removes a small parcel of land from the existing lease and which it has been pointed out by CBC is within the demised land which will be required for construction of the proposed Jenkins Pavilion Extension. That same parcel of land will be included in the draft lease to be entered into between STC and CBC.

- (ii) That in agreeing to the change Sandy Town Council expects that such previously unforeseen legal costs resulting from the change to the lease should be borne by Central Beds Council and not by either Sandy Town Council nor SSLA.

Background

3.
 - For ease of explanation attached are:
 - (i) Email received from Lisa White, Head of Leisure, CBC dated 21 February 2023.
 - (ii) Email sent by SSLA Secretary dated 26 February 2023 to members ahead of their meeting on 28 February. It should be noted that in Section B. first paragraph the orientation is incorrect, in both instances it should read, "west" and not east"
 - At its meeting on Tuesday evening 28 February voting members of SSLA agreed to the proposed change subject to CBC fully meeting all parties legal costs.



Agenda Item 23


FW: Jenkins Pavilion lease plan

Lisa White <Lisa.White@centralbedfordshire.gov.uk>

Tue 21/02/2023 17:30

To: Martin Pettitt (martin.pettitt@virginmedia.com) <martin.pettitt@virginmedia.com>; Clerk <Clerk@sandytowncouncil.gov.uk>

Cc: Andrzej Juraszek <Andrzej.Juraszek@centralbedfordshire.gov.uk>

 4 attachments (849 KB)

735 Lease Plan to Sandy Sports and Leisure.pdf; 715 Lease Plan Jenkins Pavilion.pdf; EM 4191_Jenkins Pavilion_2023_02_20.pdf; Screenshot 2023-02-17 at 14.02.26.png;

Hi both

I hope you are well. I know Andrzej has been liaising with you on the legal documentation for the Jenkins project, but I have just been speaking with our Estates manager around an issue that has just come to light.

Attached are a series of plans, showing respectively :

- the land within the SSLA lease
- the area CBC plans to lease from STC i.e. existing and new building
- a plan (green and red boundaries) which shows the SSLA leased land, and how it actually relates to the new extension.
- The final screen shot is the key one, it shows the piece of land required for the new extension is within the SSLA lease (red SSLA boundary, with blue square of land required for new extension)

So we need to agree how CBC is given 'permission' to access piece of the SSLA land to construct and operate the new extension.

I appreciate you will need to discuss this with Woodfines, but our Estates manager has suggested that the most pragmatic route would be for STC as landlord/owner to instruct Woodfines to amend the lease plan to enable the whole Jenkins to be leased to CBC.

Any adjustments that you feel are required between STC and the SSLA can then be dealt with by yourselves given the relationship of STC to the SSLA.

I hope this makes sense, but if not, pl let me know and I'm happy to have a Teams to talk through. If you are happy with it, could you please instruct Woodfines accordingly as this is key to finalising the lease.

I also understand that Pathfinder are awaiting comments from Woodfines on the licence, anything you could do to chase would be appreciated.

As I'm sure Andrzej has told you, due to tax restrictions, we are unable to start any works on site until the lease and licence are signed; this means we are having to delay the appointed contractor which is becoming difficult.

Kind regards

Lisa White

Lisa White

Head of Leisure

Leisure, Libraries and Countryside

Central Bedfordshire Council Priory House, Monks Walk, Chicksands, Shefford, SG17 5TQ

Email: Lisa.white@centralbedfordshire.gov.uk



Central Bedfordshire - A great place to live and work – www.centralbedfordshire.gov.uk

Information security classification* of this email: **OFFICIAL**

*Information security definitions:

OFFICIAL – Loss could cause some damage to the Authority

OFFICIAL – SENSITIVE – Loss could cause severe damage to the Authority

UNCLASSIFIED – Loss would cause little or no damage to the Authority

From: Peter Cook <Peter.Cook@centralbedfordshire.gov.uk>

Sent: Tuesday, February 21, 2023 4:44 PM

To: Lisa White <Lisa.White@centralbedfordshire.gov.uk>

Subject: Jenkins Pavilion lease plan

Lisa

As discussed the 'blue rectangle' is in SSLA lease (735) and the area of Jenkins Pavilion when extended (715)

The option to amend our lease as in 4191 would require SSL consent to sub lease from and would be difficult to manage for both parties over the long term

I believe the best long term solution for both parties would be to amend the SSLA lease demise, taking out the 'blue rectangle' and so the new extension and SSLA abut each other

I understand you will raise this with STC Chair initially. I will let Pathfinder know the course of action once approach agreed by STC and instructed to Woodfines

Regards

Peter Cook MRICS

Commercial Estates Manager

Assets (Estates), Place & Communities Directorate

Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ



Find us online at www.centralbedfordshire.gov.uk, [Twitter](#), [Facebook](#) and [Instagram](#)

This email is confidential and intended exclusively for the use of the intended recipient(s). Any views or opinions presented are solely those of the author and do not necessarily represent those of Central Bedfordshire Council. If you are not the intended recipient(s) please note that any form of distribution, copying or use of this e-mail or the information in it is strictly prohibited and may be unlawful. If you have received this communication in error, please notify the sender and then delete the message and any attachments from your system. This message has been checked before being sent for all known viruses by our antivirus software. However please note that no responsibility for viruses or malicious content is taken and it is your responsibility to scan this message and any attachments to your satisfaction. Central Bedfordshire Council reserve the right to monitor e-mails in accordance with the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000. Please consider the environment before printing this e-mail. Thank you

SSLA Meeting - Tuesday 28 February 2023

MARTIN PETTITT

Sun 26/02/2023 11:55

To: nigel.aldis1@gmail.com <nigel.aldis1@gmail.com>; Mike Scott <scott729@btinternet.com>

[Redacted email content]

Cc: Joanna Hewitt <Cllr@hewitt10.co.uk>; Clerk <Clerk@sandytowncouncil.gov.uk>

1 attachments (373 KB)

SSLA Screenshot of Land Leased from STC 26022023.png;

Good Morning Everyone,

Ahead of Tuesday's meeting I am having to provide information on a matter which needs to be added to the agenda at short notice.

Below I have cut and pasted extracts from 2 recent emails.

The first, marked **A** is from an email received at STC from Lisa White, Head of Leisure, CBC at the start of last week. It should be self explanatory especially when read in conjunction with the attached plan.

The second extract below marked **B** is **part of** my response sent to the Town Clerk and colleague members on the Jenkins Working Group on Tuesday which should be similarly self explanatory. What Voting members of SSLA will need to decide on Tuesday evening during our Zoom call is whether to endorse the suggestion I put forward in my email and therefore to enable that decision to be recommended to STC members at the full meeting of Council a week on Monday, 6 March. The most important element it seems to me is that while raising no objection to the proposed amendment to our lease with STC we receive a firm assurance from CBC **that neither SSLA or STC incur any legal or come to that other costs.**

Look forward to seeing everyone by Zoom (Nigel has apologised) on Tuesday at 7-15pm but happy to try and answer any questions in the meantime.

Best Wishes

Martin

.....

A.

I hope you are well. I know Andrzej has been liaising with you on the legal documentation for the Jenkins project, but I have just been speaking with our Estates manager around an issue that has just come to light.

Attached are a series of plans, showing respectively :

- the land within the SSLA lease*
- the area CBC plans to lease from STC i.e. existing and new building*
- a plan (green and red boundaries) which shows the SSLA leased land, and how it actually relates to the new extension.*
- The final screen shot is the key one, it shows the piece of land required for the new extension is within the SSLA lease (red SSLA boundary, with blue square of land required for new extension)*

So we need to agree how CBC is given 'permission' to access piece of the SSLA land to construct and operate the new extension.

I appreciate you will need to discuss this with Woodfines, but our Estates manager has suggested that the most pragmatic route would be for STC as landlord/owner to instruct Woodfines to amend the lease plan to enable the whole Jenkins to be leased to CBC.

Any adjustments that you feel are required between STC and the SSLA can then be dealt with by yourselves given the relationship of STC to the SSLA.

I hope this makes sense, but if not, pl let me know and I'm happy to have a Teams to talk through. If you are happy with it, could you please instruct Woodfines accordingly as this is key to finalising the lease

.....

B

Both from an STC and an SSLA perspective the position seems relatively straight forward albeit with the potential to cause the further delays which Lisa and Andrzej are concerned about. The small rectangle of land which has given rise to this hiccup will be of no future use to SSLA when the garage is demolished and relocated and the double gates at the north east corner of the pitch are removed and relocated to the south east corner providing convenient access onto and from the pitch mainly for maintenance purposes from the replacement garage.

SSLA is most unlikely to object to a minor change to the lease with STC who I would guess will similarly have no cause to object.

Conveniently SSLA does have a meeting scheduled for next Tuesday evening, the 28th when I am sure voting members would agree in principal to a small amendment to the lease. That decision could then be taken to STC meeting the following Monday, 6 March for noting and for STC members to endorse the proposed change.

It seems to me that what is urgently required is a firm undertaking from CBC that they will indemnify both SSLA and STC for all of their respective additional and unexpected legal costs in making this amendment to the lease which was only renewed in July 2020 and including such charges which may be levied by the Land Registry since all such costs are being incurred solely to facilitate CBC's project going ahead.

Best Wishes to all.

Martin

.....